



Southern Adelaide Local Health Network (LHN) JOB AND PERSON SPECIFICATION (NON-MANAGERIAL)

Role Title:	Haematology Malignancy Fellow
Classification Code:	MDP
LHN/ HN/ SAAS/ DHA:	SOUTHERN ADELAIDE LOCAL HEALTH NETWORK
Hospital/ Service/ Cluster	Flinders Medical Centre
Division:	Medicine
Department/Section / Unit/ Ward:	Haematology
Role reports to:	Operationally: Head of Unit, Haematology Professionally: Head of Unit, Haematology
Role Created/ Reviewed Date:	July 2018
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
Immunisation Risk Category:	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

Job Specification

Primary Objective(s) of role:

- To obtain training and experience in the diagnoses and management of haematological malignancies, which will include exposure to clinical research and clinical trials
- To assist with outpatient clinic consultations and relevant educational, scientific and/or clinical research and quality activities

Key Relationships/ Interactions:

Internal

- Reports to the Head of FMC Haematology Services and relevant specialist college supervisor(s) for day-to-day clinical issues and the TMO Unit officers for non-clinical issues (e.g. credentialling requirements)
- Works collaboratively with consultants, clinical trials unit staff, nursing staff, scientific staff and other health professionals to achieve high quality service provision to patients
- Participates in training opportunities, both as trainer and student, in formal and informal training environments

External

- Works collaboratively with consultants, clinical trials unit staff, nursing staff, scientific staff and other health professionals from other metropolitan and country health sites
- Other public and/or private health services

Challenges associated with Role:

Major challenges currently associated with the role include:

- Support for inpatient and outpatient clinical activities, patient participation in clinical trials, awareness of clinical research methodology and ethical research
- Understanding, reviewing and implementing treatment protocols, quality monitoring requirements including clinical audit and critical reviews
- Communication skills developed to a level where patients and families from diverse cultural backgrounds are treated appropriately
- Clinical and laboratory research skills to be developed for undertaking haematology research project(s)

Delegations: (as defined in SALHN instruments of delegations)

Financial	N/A
Human Resources	N/A
Procurement	N/A

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:

- Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:
- *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- Meet immunisation requirements as outlined in the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- Information Privacy Principles.
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008*, and the SA Health (Health Care Act) Human Resources Manual.
- Relevant Australian Standards.
- Duty to maintain confidentiality.
- Smoke Free Workplace.
- To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

Special Conditions:

- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- Prescribed Positions under the Children's Protection Act (1993) must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the Children's Protection Act 1993 (Cth) or 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth).
- Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the Public Sector Act 2009 for Public Sector employees or the SA Health (Health Care Act) Human Resources Manual for Health Care Act employees.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

“Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including WHS requirements.”

“Commitment to achieving and complying with National Safety & Quality Health Service Standards.”

Key Result Areas	Major Responsibilities
Clinical Responsibilities	<ul style="list-style-type: none"> > Participate in outpatient clinics and selected inpatient duties > Assessment and management of patients in consultation with haematology consultants and principal investigators > Maintain a high standard of care and support to both patients and their families > Maintain good, clear communication with referring practitioners, medical personnel and patients > Maintain accurate and complete medical records
Laboratory Responsibilities	<ul style="list-style-type: none"> > Provide advice on the interpretation of laboratory results and investigations necessary for patient diagnosis and management > Follow up of abnormal test results under the supervision of consultants. Participate in the mortality review process > Participate in regular laboratory meetings including bone marrow meetings > Perform and report bone marrow procedures in some circumstances
Research	<ul style="list-style-type: none"> > Participate in clinical and scientific research within the department of haematology, focusing on clinical trial-related activities > Develop area(s) of special interest > Assist in writing and evaluating ethics and governance submissions > Assist in writing clinical trial protocols > Write and submit material for scientific journal publication and conference presentation
Professional Development	<ul style="list-style-type: none"> > Participate in journal club presentations > Participate in departmental teaching programs > Undertake continued studies relevant to specialist college requirements > Attend grand rounds and other training opportunities provided > Undertake regular review with JSAC or RACP supervisors as required > Attend national and international meetings to report research findings
Teaching	<ul style="list-style-type: none"> > Provide supervision and training to junior medical staff
Quality Management	<ul style="list-style-type: none"> > Participate in clinical review and multidisciplinary meetings > Monitor and evaluate research activities > Review existing practices and policies on a regular basis to promote best clinical practice

Acknowledged by Occupant: _____ Date: ____ / ____ / ____

Person Specification

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Medical Qualifications (MBBS or equivalent) which is recognised by the Australian Health Practitioner Regulation Agency (AHPRA)
 - > Haematology JSAC Advanced Trainee or completed training with FRACP/FRCPA for Haematology
 - > Registered or eligible to register with the Medical Board of Australia as a Medical Practitioner
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Personal Abilities/Aptitudes/Skills

- > Ability to work as effective team member in a multi-disciplinary environment
- > Ability to communicate effectively
- > Ability to meet turnaround times and deadlines for projects and reports
- > Proven problem solving and decision making skills
- > Ability to adapt to changing environment/procedures whilst retaining positive outlook
- > Clinical skills appropriate for duties performed in unit
- > Commitment to quality management
- > Willingness to incorporate feedback into personal improvement
- > Demonstrated experience in basic laboratory, translational and clinical research
- > Demonstrated experience in mentoring and assessment of junior medical trainees and students

“Proven commitment to the principles and practise of:

- *EEO, Ethical Conduct, diversity and WHS;*
 - *Quality management and client oriented service;*
 - *Risk management.”*
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Experience

- > Experience in Clinical Medicine
 - > Demonstrated experience in clinical and diagnostic haematology
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Knowledge

- > Good knowledge in General Haematology
 - Understanding of Work Health Safety principles and procedures
 - Understanding of Quality Management principles and procedures
 - Understanding of Delegated Safety Roles and Responsibilities
 - Awareness of National Safety and Quality Health Service Standards
-

2. DESIRABLE CHARACTERISTICS

Personal Abilities/Aptitudes/Skills

- > Enthusiastic and innovative
 - > Proven pro-active approach to heavy workloads
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Experience

- Proven experience in basic computing skills, including email and word processing
 - Participation in clinical and/or laboratory research
 - Involvement in postgraduate and/or undergraduate education
 - Bench research skills
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Knowledge

- Awareness of the Charter of Health and Community Services rights.
 - Knowledge of haematology clinical trials
 - Knowledge of clinical trial methodology and good clinical practice
 - Knowledge of health care in public and private sectors
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Educational/Vocational Qualifications

PhD or MD or desire to commence a post graduate higher degree

Other details

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socio economic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

The Southern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the southern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 7,000 skilled staff provides high quality patient care, education, research and health promoting services.

Southern Adelaide LHN provides a range of acute and sub-acute health services for people of all ages, and has two hospitals, Flinders Medical Centre and Noarlunga Hospital.

Southern Adelaide LHN Intermediate Care Services will deliver multi-disciplinary clinical care, addressing complexity through targeted approaches to complex chronic disease management in the community, and supported hospital discharge and avoidance programs. There is a key focus on building partnerships across the care continuum supporting interfaces between acute sites, GPs, Primary Care and Community based services.

Mental Health Services provides a range of integrated services across community and hospital settings, targeted at all age groups, in collaboration with non-Government organisations and General Practice Network South.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The Code of Ethics for the South Australian Public Sector provides an ethical framework for the public sector and applies to all public service employees; it sets out the South Australian Public Sector values as:

- > Service – Proudly serve the community and Government of South Australia.
- > Professionalism – Strive for excellence.
- > Trust – Have confidence in the ability of others.
- > Respect – Value every individual.
- > Collaboration & engagement – Create solutions together.
- > Honesty & integrity – Act truthfully, consistently, and fairly.
- > Courage & tenacity- Never give up.
- > Sustainability – Work to get the best results for current and future generations of South Australians.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

SALHN Vision

We believe in providing the standard of health care that we desire for our own families and friends.

SALHN core value TRUST

Building positive relationships; with our patients, employees and partners.

Approvals

Job and Person Specification Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date: