

i can

...do something  
more meaningful



## SA Health Job Pack

Job Title	Manager, Clinical Coding Service
Eligibility	Open to Everyone
Job Number	771241
Applications Closing Date	18 March 2022
Region / Division	Northern Adelaide Local Health Network
Health Service	Lyell McEwin & Modbury Hospitals
Location	Elizabeth Vale & Modbury
Classification	ASO7
Job Status	Ongoing Full-Time
Total Indicative Remuneration	\$114,730 - \$123,939 p.a.

## Contact Details

Full name	Catherine Garvey
Phone number	(08) 8182 9223
Email address	catherine.garvey@sa.gov.au

## Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- Working with Children Screening - **DHS**
- Vulnerable Person-Related Employment Screening - **NPC**
- Aged Care Sector Employment Screening – **NPC or DHS**
- General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

# Immunisation

## **Risk Category C (minimal patient contact)**

- *This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category C (minimal patient contact). [Please click here for further information on these requirements.](#)*

## Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ↳ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ↳ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

\* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



## ROLE DESCRIPTION

<b>Role Title:</b>	Manager, Clinical Coding Service, NALHN
<b>Classification Code:</b>	ASO7
<b>LHN/ HN/ SAAS/ DHA:</b>	Northern Adelaide Local Health Network
<b>Hospital/ Service/ Cluster</b>	Northern Adelaide Local Health Network
<b>Division:</b>	Corporate
<b>Department/Section / Unit/ Ward:</b>	Clinical Coding Service
<b>Role reports to:</b>	Health Administration Advisor - NALHN
<b>Role Created/ Reviewed Date:</b>	Reviewed February 2022
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working with Children Check (WWCC) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category</b>	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)

## ROLE CONTEXT

### Primary Objective(s) of role:

The Manager, Clinical Coding Service is accountable to the Health Administrator Advisor for the overall operational and strategic management of the Northern Adelaide Local Health Network (NALHN), Clinical Coding Service across the Lyell McEwin and Modbury Hospital Sites.

The Manager, Clinical Coding Service ensures procedures and education and training programs are in place within NALHN to deliver clinical coding activities that meets Department of Health and Wellbeing (DHW) and Australian Coding standards and for the provision of timely and accurate morbidity coded data to meet the DHW's reporting requirements.

The Manager, Clinical Coding will establish robust monitoring, reporting, and auditing processes within the network that seeks to maximise the organisations understanding of clinical coding practice and Casemix funding revenue, including working in partnership with and providing expert clinical coding advice to clinical, paramedical, Casemix and financial staff on the analysis of morbidity data and Diagnostic Related Group (DRG's) initiatives.

### Direct Reports:

- > ASO5 Auditor/ Educators – 2 FTE
- > ASO5 Clinical Documentation Specialist – 1 FTE
- > ASO4 Advanced Clinical Coders – 5.3 FTE
- > ASO3 Inexperienced Qualified Clinical Coders – 7.3 FTE
- > ASO2 Qualified Coders – 1 FTE
- > ASO2 Trainee Clinical Coders – 1 FTE
- > Clinical Coding Casual Pool

### Key Relationships/ Interactions:

#### Internal

- > Reports to Health Administration Advisor, Corporate Services.
- > Works, under limited supervision, in conjunction with direct reports as knowledge source for staff and organisation on all matters relating to Clinical Coding.
- > Works collaboratively with NALNH Strategic Operations Manager for strategic matters, Divisional Directors and clinicians to improve documentation
- > Works with other NALHN staff including Finance Business Services, Casemix Manager, Information Communications & Technology (ICT) services, Medical Records and other staff members throughout Lyell McEwin Hospital (LMH) and Modbury Hospital (MH).

#### External

- > This position liaises with Acute Patient Care (APC), and the Medical Records Advisory Unit
- > This position works with equivalent positions in other LHN's
- > Represents NALHN at clinical coding related meetings and a local, state and national level

### Challenges associated with Role:

Major challenges currently associated with the role include:

- Work under limited direction
- Establish a contemporary approach to clinical coding practice across NALHN
- Ensure staff are suitably trained in the correct practices associated with clinical coding practice
- Develop work practices which streamline and improve data collection and submission across NALHN under the various PAS systems
- Develop and maintain effective liaison with clinical staff in order to facilitate effective documentation and accurate data collection
- Ensure the continuing efficiency, effectiveness and development of the Clinical Coding Service
- Contribute to the develop of robust reporting and monitoring performance framework to measure coding accuracy and efficiency across NALHN.

### Delegations:

- > As per the NALHN financial delegations
- > As per the NALHN HR delegations

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Operate as a leader of a team whose role is to provide a specialist and complex work function by;	<ul style="list-style-type: none"><li>&gt; Provide strategic and operational leadership to direct reports on all matters relating to the provision of contemporary Clinical Coding Practice / Service across NALHN.</li><li>&gt; Overseeing the Clinical Coding functions and build Clinical Coding capacity by ensuring adequate resources are available, that are competent and compliant in morbidity data collection and use of Coding Tools.</li><li>&gt; Promote the Clinical Coding Service by developing partnerships with internal and external stakeholders including but not limited DHW, Clinical Divisions, Casemix Team, Finance and Revenue Team and Patient Information Administration Systems Team.</li></ul>

<p>Ensure efficient and effective operational and strategic management of Clinical Coding Services with in NALHN by undertaking the following</p>	<ul style="list-style-type: none"> <li>&gt; Lead, develop and foster a positive work culture which is based on NALHN and SA Health's values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences and encourages creativity and innovation</li> <li>&gt; Formulate, develop, and manage the delivery of Clinical Coding Services ensuring services provided are appropriate to the needs of the hospital and of a quality consistent with the objectives of the hospital and DHW and meet the Australian Clinical Coding standards. Ensure that these services are suitable, coordinated and integrated with those provided by other personnel</li> <li>&gt; Develop and implement the necessary policies, local working instructions and procedures for the department and ensure that they are current, relevant, and accessible to all staff</li> <li>&gt; Endure adherence to confidentiality policy and practices and participate in ongoing plans and programs</li> <li>&gt; Ensure the availability of appropriate qualified human resource personnel to delivery Clinical Coding Services to NALHN</li> <li>&gt; Monitor the budgetary and activity performance of the service and assist with the preparation of the annual budget for the service in consultation with the Health Administration Advisor – NALHN, Corporate Services and finance</li> <li>&gt; Establish robust reporting, monitoring and evaluation processes to ensure the provision of timely accurate morbidity data to internal and external customers</li> <li>&gt; Lead new initiatives and ways of working that advance the quality of coding using new technologies and methodologies.</li> <li>&gt; Act as an expert consultant to NALHN that maximises the organisations understanding of clinical coding practice and Casemix funding renumeration and service planning.</li> <li>&gt; Support and participate Activity Based Funding (ABF) related project work, where required, such as documentation improvement projects that are beneficial &amp; related to overall ABF benchmarking &amp; improvement initiatives</li> <li>&gt; Participate where necessary with clinical programs to ensure the achievement of the accreditation standards as defined by ACHS</li> <li>&gt;</li> </ul>
<p>Act as a clinical coding expert and provide advice and support to other hospital personnel relevant to clinical coding matters</p>	<ul style="list-style-type: none"> <li>&gt; Provide advice to hospital personnel including Executive, clinicians, professional and administrative staff relating to clinical coding services, for both NALHN and within SA Health including advice on developments in Casemix and coding conventions documentation and standards</li> <li>&gt; Develop and deliver clinical coding presentations and other education material to a wide hospital audience so as to promote an understanding of the relationship between clinical coding practice, clinical documentation and Activity Based Funding (ABF)</li> <li>&gt; Promote the importance of data integrity to all staff responsible for the collection and entry of data on LMH and MH information system</li> <li>&gt; Participating in the development, analysis and implementation of clinical indicators eg HACC</li> <li>&gt; Providing advice on forms design for those forms which are to be included in the medical record (where appropriate)</li> <li>&gt; Consult and advise, proactively on matters relating to the planning and implementation of improved clinical coding systems within the hospital</li> <li>&gt; Participate on relevant hospital committees and working parties.</li> </ul>
<p>Control and co-ordinate NALHN's Clinical Coding Program ensuring staff leadership and accurate coding of patient activity</p>	<ul style="list-style-type: none"> <li>&gt; Ensure correct identification and translation of narrative descriptions of diseases, injuries and procedures contained in medical records into alphanumeric codes in accordance with ICD10-AM morbidity coding and DHW APC reporting requirements.</li> <li>&gt; Establish a robust data integrity program to ensure information</li> </ul>

<p>is captured.</p>	<p>requirements of the Department of Health and Welfare as per the network service level agreement are met</p> <ul style="list-style-type: none"> <li>&gt; Promoting the coding service by developing effective links with clinical staff, and openly and transparently managing enquiries and complaints.</li> <li>&gt; Undertake and negotiate on matters of significance including providing expert advice and consultancy, support and education to clinical and clerical staff regarding collection and interpretation of coded data, data entry requirements and Diagnostic Related Groups (DRG)/Casemix and ABF concepts.</li> <li>&gt; Participate in regular coder-clinician communication strategies including providing relevant data and background information, undertaking the role as NALHN representative on the SA Health Coding Advisory Group, and Clinical Coding sub working groups for Sunrise EMR &amp; PAS.</li> <li>&gt; Ensure Casemix based goals are maintained including data integrity and that the monthly statistical reporting deadline is preserved.</li> <li>&gt; Ensure best practice standards are maintained by contributing to the development and implementation of quality improvement strategies, including monitoring and reviewing work practices as well as the quantity and quality of activities.</li> <li>&gt; Establish a coding quality audits (internal and external) including coordinating data entry correction and advice regarding coding error corrections.</li> <li>&gt; Monitor and evaluate the services provided including liaising with users regarding their needs, developing reports and recommendations regarding modifications to procedures or system development.</li> </ul>
<p>Foster a high performing team whose role is to provide a specialist and complex work function.</p>	<ul style="list-style-type: none"> <li>&gt; Provide clear leadership and guidance to staff to ensure that they are motivated and perform as a cohesive workforce.</li> <li>&gt; Lead recruitment and selection programs</li> <li>&gt; Promoting teamwork and principles of customer service, exercising sound management, personnel and industrial relations practices.</li> <li>&gt; Participate in Performance Review &amp; Development on a regular 6 monthly basis.</li> <li>&gt; Promote and ensure the professional competence of staff through the establishment of professional development and training program that promotes staff competency, practice efficiency and professional development.</li> <li>&gt; Recognise and handle conflict including negotiating solutions which result in a mutually acceptable outcome.</li> </ul>
<p>Promote the principles of further education, teaching and research</p>	<ul style="list-style-type: none"> <li>&gt; Maintain knowledge of changes in State and Federal policies and regulations advising others where relevant.</li> <li>&gt; Maintain an awareness of developments affecting the Clinical Coding Service and the hospital overall. Including new technology, Casemix developments and health information management systems.</li> <li>&gt; Appropriately representing NALHN in public forums, government business activities and with other external agencies</li> </ul>

# Knowledge, Skills and Experience

## ESSENTIAL MINIMUM REQUIREMENTS

### **Educational/Vocational Qualifications**

- Health Information Management Association of Australia (HIMAA) Certification in Clinical Coding or equivalent.
- HIMAA Advanced Coding Certification or equivalent
- Clinical Coding Auditing Course
- Minimum of five years' experience as a Clinical Coder in a tertiary hospital

### **Personal Abilities/Aptitudes/Skills:**

- Demonstrated leadership and management skills including highly developed skills in communication both verbal and written, problem solving, conflict resolution and negotiation in a tertiary coding environment or similar, and the ability to foster team participation and involvement.
- Demonstrated ability to understand data processing and its implications on diagnostic coding.
- Demonstrated ability to be creative, innovative, and flexible when approaching issues with the health care setting relevant to the area of practice.
- Ability to work effectively without direct supervision, prioritise workload and meet timelines
- Demonstrated ability to work positively in a multidisciplinary environment
- Demonstrated ability in the leadership and facilitation of change management
- Proven capability to work effectively under broad supervision demonstrating initiative, judgement and strategic decision-making capability.
- Skills in using computers and software relevant to the area of practice

### **Experience**

- Minimum of five years' experience as a clinical coding in a tertiary hospital setting.
- Experience with computerised patient information systems including the 3M Codefinder software and other grouper systems.
- Experience in data analysis, measuring of service and performance outcomes and benchmarking.
- Experience in the planning, implementation and evaluation of significant projects or service improvement initiatives within a complex work environment.
- Proven experience in basic computing skills, including email and word processing

### **Knowledge**

- Able to demonstrate a high level of disciplinary knowledge (e.g. ICD-10-AM coding systems, medical terminology, Casemix and Activity Based Funding, Coding Standards, legislation, electronic health records)
- Remain current with Clinical Coding guidelines and Australian Coding Standards
- Sound understanding of Diagnosis Related Groups (AR-DRG)
- Knowledge of APC data collection processes and procedures
- Sound knowledge of the structures and functions of hospitals
- Sound knowledge of Work Health and Safety principles and procedures
- Sound knowledge of Quality Improvement principles and procedures
- Knowledge of National Safety and Quality Health Service Standards
- Knowledge of the principles and practices of Equal Employment Opportunity and Ethical Conduct

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- Tertiary qualification or working towards a tertiary qualification in Health Administration, Health Information Management, Business Administration or other relevant tertiary studies.

### **Personal Abilities/Aptitudes/Skills:**

- Demonstrated ability to understand Casemix Clinical Costing & Funding Systems in a Hospital setting.

### **Experience**

- Experience in the development and delivery of training for ICD-10-AM clinical coding.
- Experience and working knowledge of Casemix Clinical Costing & Funding Systems in a Hospital setting.
- Experience in project management and or the delivery of quality improvement initiatives.
- Experience in complex data analysis, development of defensible conclusions, documentation of results and recommendations for improvement.
- Experience in formal / informal public speaking and conference presentations
- Experience with Sunrise electronic medical record solution.

### **Knowledge**

- Working knowledge and understanding of the South Australian Casemix System, Activity Based Funding and Casemix Clinical Costing in a Hospital setting.
- Knowledge of the APC data collection processes and procedures.
- Knowledge of statistics and their use in hospital activity indicators.



### 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 Criminal and Relevant History Screening.
- > *Prescribed Positions* under the *Child Safety (Prohibited Person) Act (2016)* must obtain a satisfactory criminal and relevant history screening for child related work through the Screening Unit, Department of Human Services.
- > Criminal Screening and Relevant History screenings must be renewed every 5 years thereafter from date of issue for 'Prescribed Positions' under the *Child Safety (Prohibited Person) Act (2016)* or every 3 years thereafter from date of issue for 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* made in pursuant to the *Aged Care Act 2007 (Cth)*.
- > 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.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

### General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, 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 by the Immunisation Guidelines for Health Care Workers in South Australia 2014.*
- > *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- > *Child Safety (Prohibited Person) Act (2016).*
- > *Disability Discrimination.*
- > *Independent Commissioner Against Corruption Act 2012 (SA)*
- > *Information Privacy Principles Instruction*
- > *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.*

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

**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.

**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.

**White Ribbon:**

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

**Cultural Commitment:**

NALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, NALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

**Resilience:**

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

## Organisational Context

### SA Health

SA Health is committed to protecting and improving the health of all South Australians by providing leadership in health reform, public health services, health and medical research, policy development and planning, with an increased focus on wellbeing, illness prevention, early intervention and quality care.

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health, the Minister for Health & Wellbeing. The State Government has reformed the governance of SA Health, including establishing 10 Local Health Networks (LHNs), each with its own Governing Board.

These reforms have taken a staged approach, with the most significant changes to taking place from 1 July 2019 when the new Governing Boards become fully operational.

SA Health is comprised of the Department for Health and Wellbeing and the following legal entities:

- > Central Adelaide Local Health Network
- > **Northern Adelaide Local Health Network**
- > Southern Adelaide Local Health Network
- > Women's and Children's Health Network
- > Barossa Hills Fleurieu Local Health Network
- > Eyre and Far North Local Health Network
- > Flinders and Upper North Local Health Network
- > Riverland Mallee Coorong Local Health Network
- > South East Local Health Network
- > Yorke and Northern Local Health Network
- > SA Ambulance Service

### Northern Adelaide Local Health Network

The Northern Adelaide Local Health Network (NALHN) provides care to more than 400,000 people living in the northern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. NALHN works to ensure quality and timely delivery of health care, whilst building a highly skilled, engaged and resilient workforce based on a culture of collaboration, respect, integrity and accountability.

NALHN offers a range of primary health care services across the northern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Clinical leadership of care systems is central to the current national and state wide health reforms. NALHN care delivery is configured within clinical divisions that are patient-focused, clinically led groupings of services. Clinical Divisions are responsible for managing service delivery activities across NALHN campuses and units, bringing together empowered experts to directly make relevant decisions.

NALHN includes:

- > Lyell McEwin Hospital (LMH) – a 336-bed specialist referral public teaching hospital which has links to the University of Adelaide, University of South Australia and Flinders University. LMH provides a full range of high-quality medical, surgical, diagnostic, emergency and support services.
- > Modbury Hospital is a 174-bed, acute care teaching hospital that provides inpatient, outpatient, emergency services, Aged Care, Rehabilitation and Palliative Care. GP Plus Health Care Centres and Super Clinics
- > Aboriginal Health Services
- > Mental Health Services (including two statewide services – Forensics and Older Persons)
- > Sub-acute Services

The total operating budget for 19/20 for NALHN is \$790M with a workforce of 3,857 FTE / 5,240 head count.

## NALHN Governing Board

The Governing Board members bring to NALHN a wealth of knowledge and experience across many areas.

NALHN is confident that with the support of our highly qualified Governing Board, NALHN will be well placed to achieve better health service decisions tailored to local needs and deliver a safe, high quality and financially sustainable LHN into the future.

## 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:

- > Democratic Values – Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy – Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

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

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

## Approvals

### Role Description 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:**

### Version control and change history

<b>Version</b>	<b>Date from</b>	<b>Date to</b>	<b>Amendment</b>
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	14/05/20	Minor formatting with order of information amended.
V4	15/05/20	19/10/2020	Organisation Context Updated
V5	20/10/2020	08/04/2021	Organisation Context Updated
V6	09/04/2021		Financial Delegation Updated Management Position Clause Updated Code of Ethics Clause Updated
Draft update V1	25.1.22		Review BM
Draft update V2	28.1.22		Review DR/BM