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## SA Health Job Pack

Job Title	Dietitian - Casual Pool
Eligibility	Open to Everyone
Job Number	714335
Applications Closing Date	31/12/20
Region / Division	Southern Adelaide Local Health Network
Health Service	Flinders Medical Centre
Location	Bedford Park
Classification	AHP1
Job Status	Casual
Hourly rate	\$32.21 p/hr - \$39.34 p/hr + 25% casual loading

## Contact Details

Full name	Erin Burke
Position Title	Executive Assistant
Phone number	8204 7635
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## 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 - <b>DHS</b>	<b>Yes</b>
Vulnerable Person-Related Employment Screening - <b>NPC</b>	<b>Yes</b>
Aged Care Sector Employment Screening - <b>NPC</b>	<b>No</b>
General Employment Probity Check - <b>NPC</b>	<b>No</b>

Further information is available on the SA Health careers website at <https://www.sahealthcareers.com.au/information/>, or by referring to the nominated contact person above.

## Immunisation Risk Category

**Category B (indirect contact with blood or body substances)**

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 B (indirect contact with blood or body substances).

[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

<b>Position</b>	Dietitian
<b>Classification</b>	AHP1
<b>Division</b>	Allied Health, IC & AHS
<b>Department / Section / Unit / Ward</b>	Dietetics & Nutrition
<b>Role reports to</b>	Operationally: > Manager of Dietetics & Nutrition Professionally: > Manager of Dietetics & Nutrition
<b>CHRIS 21 Position Number</b> M55501	<b>Role Created / Review Date</b> 17/12/2019
<b>Criminal History Clearance Requirements</b> <input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child - Prescribed (Working with Children Check) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)	<b>Immunisation Risk Category</b> Category B (indirect contact with blood or body substances)

More than 450 Allied Health professionals work across Southern Adelaide Local Health Network (SALHN) providing services across all levels and environments of a patient's care journey – in home, 'intermediate', acute hospital, subacute including (p)rehabilitation, outpatient, ambulatory and community-based care. Allied Health (AH) professionals provide expert care from the fields of audiology, dietetics, occupational therapy, orthotics and prosthetics, physiotherapy, podiatry, psychology, social work, speech pathology, art therapy and spiritual care.

SALHN AH provides care, treatment and support for children, adults and their families who live in the southern suburbs of Adelaide, as primary practitioners and as members of broader health care teams.

SALHN AH aims to become a national leader in AH care, blending the best of collaborative clinical practice, leadership and research with optimal efficiency, effectiveness and positive health impact for the people of the southern suburbs of Adelaide.

*'One SALHN. One Allied Health. Striving for excellence in collaborative patient care.'*

## JOB SPECIFICATION

### Primary Objective(s) of role:

The incumbent dietitian is responsible for all aspects of nutritional care of patients in assigned units. This includes dietetic assessment & diagnosis, consultation, intervention and review, and education. It also involves liaison with community agencies, organisation of appropriate resources, and management of discharge. All dietary advice is tailored to the individual. Clinical judgement is needed in assessing treatment priorities and formulating a nutritional care plan, taking into account the complexity of physiological, sociological and psychological factors.

The incumbent works as part of the health team, and work involves continual liaison with medical, nursing, allied health and food service staff to ensure nutritional care plans are appropriately implemented. The incumbent will also be involved in quality improvement and professional development activities.

The incumbent will have a clinical supervisor providing supervision to support their dietetic and nutrition practice and to support their performance and development.

The AHP1 may be required to provide to work over 7 days as required.

**Direct Reports:** (List positions reporting directly to this position)

> Nil

**Key Relationships / Interactions:**

Internal:

Supervisor Reports to:           Manager, Dietetics & Nutrition Department  
 Supervisor's Position:           Senior Dietitian  
 Subject Position:                 Dietitian – AHP1

Other Positions Reporting to the Supervisor directly:

AHP1 Dietitians  
 AHP2 Dietitians

Work with Dietetic Allied Health Assistants, Diet Kitchen Assistants and the Administrative Officer within the Dietetic and Nutrition Department

External:

Liaise with Speech Pathologists and Food Service Contract Staff.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- Managing a busy workload and competing demands requiring the ability to organise and prioritise workload and time
- Ability to assist with diverse activities and key accountabilities requiring the ability to work as a member of the Dietetic & Nutrition Department
- Working around patients/carers/families who may display aggressive, distressed or unpredictable behaviour
- Working with patients in individual or group settings with complex care needs
- Maintaining professional boundaries when responding appropriately to client and family/carer expectations

**Delegations:** (As defined in SALHN instruments of delegations)

(Levels / limits of authority in relation to finance, human resources, Work Health and Safety and administrative requirements as defined by Departmental delegations and policies.)

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**

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and SALHN 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, Procedures and legislative requirements including but not limited to:

- > National Safety and Quality Health Care Service Standards.
- > *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'.
- > *Public Interest Disclosure Act 2018*.
- > 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 *Child Safety (Prohibited Persons) Act 2016* and Child Safety (Prohibited Persons) Regulations 2019 must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- > Working with Children Clearance must be renewed every five (5) years.
- > 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the *Aged Care Act 2007* (Cth) must be renewed every 3 years.
- > 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 2008* 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.
- > Support values consistent with the aims of SA Health and the LHN, including honesty, respect and integrity and the Dietetics and Nutrition Department Team Charter
- > May be required to work on weekends and public holidays and across the span of hours 0800hr to 1800hr

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	<ul style="list-style-type: none"> <li>• Commitment to delivering high quality and safe care consistent with the SALHN Integrated Governance Framework and Consumer Engagement Framework and Plan.</li> <li>• Providing appropriate and effective dietetic management with regard to assessing, dietetic diagnosing, planning, implementing and evaluating a nutritional care program which is integrated into total patient management.</li> <li>• Being responsible for the organisation of therapeutic diets, nutritional supplementation and/or enteral feeding following procedures and protocols established by the senior foodservice dietitian.</li> <li>• Communicating with medical, nursing, allied health and catering staff, regarding patient care.</li> <li>• Being responsible for the nutrition/dietetic counselling on an individual or group basis of inpatients, outpatients and other relevant groups.</li> <li>• Participating in ward rounds, meetings and conferences to integrate nutritional care into total patient care.</li> <li>• Maintaining up to date patient and departmental records, following department documentation policies.</li> <li>• Evaluating and modifying own assessment and treatment methods to ensure skills are continuously upgraded by requesting supervision and/or discussing management of patients with the supervising dietitian.</li> <li>• Attending relevant clinic, ward and team meetings to ensure dietetic intervention is timely and appropriate, and to ensure a co-ordinated team approach in patient care by actively contributing to discussions relating to the patient.</li> <li>• Developing professional rapport with patients and staff to ensure effective decision making and goal setting occurs in a team approach with the patient's interest being the primary consideration.</li> <li>• Seeking advice from the supervising dietitian when necessary to clarify assessment, treatment, and administrative procedures and to discuss difficult cases by liaising with the supervising dietitian on a day to day basis.</li> <li>• Covering other duties for dietetic staff on leave as directed by the Manager, Dietetics &amp; Nutrition</li> </ul>
<b>Undertake Professional Development and Quality Assurance activities by</b>	<ul style="list-style-type: none"> <li>• Following a program of continuing education and self-development by actively participating in staff development courses, in-service education programs, professional meetings etc.</li> <li>• Participating in personal performance evaluation and development, by means of review procedures adopted by the Dietetics and Nutrition Department.</li> <li>• Participating in and/or arranging meetings to ensure issues related to patient care are discussed by team members and ensure that the appropriate patients receive dietetic services.</li> </ul>
<b>Contribute to the Dietetic and Nutrition Department's Service Improvement, by</b>	<ul style="list-style-type: none"> <li>• Taking responsibility for evaluating the effectiveness of dietary intervention and nutritional support programs by participating in Service Improvement procedures adopted by the Department.</li> <li>• Reviewing, updating and developing literature used for education of patients on the nutritional management of therapeutic diets and general or specific principles of nutrition.</li> <li>• Participate in research programs as approved by the Manager, Dietetics &amp; Nutrition</li> </ul>
<b>Contribute to the development and maintenance of a comprehensive Dietetics and Nutrition service in the</b>	<ul style="list-style-type: none"> <li>• Participating in department staff meetings and strategic planning.</li> <li>• Participating in the provision of staff training within the department and hospital wide.</li> <li>• Contributing to the development of policies, procedures and department guidelines.</li> <li>• Supporting and supervising students on placement and participating in</li> </ul>

<b>hospital by</b>	teaching programs where appropriate
Contribution to effective operation of unit	<ul style="list-style-type: none"> <li>&gt; Contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers.</li> <li>&gt; Contributing to the promotion and implementation of the objects and principles of the Health Care Act 2008 and Public Sector Act 2009 (inclusive of the Code of Ethics for the South Australian Public Sector).</li> <li>&gt; Adhering to the provisions of relevant legislation including, but not limited to, the Equal Opportunity Act 1984, Work Health and Safety Act 2012 (SA) (WHS), Awards and Enterprise Agreements.</li> <li>&gt; Demonstrating appropriate behaviours which reflect a commitment to the Department of Health values and strategic directions.</li> <li>&gt; Undertaking training as required to attain and maintain required competency of skills and knowledge applicable to the role.</li> </ul>



## 1. ESSENTIAL MINIMUM REQUIREMENTS

### Educational/Vocational Qualifications

- Appropriate Degree or equivalent qualification which gives eligibility for full membership of the Dietitians Association of Australia (DAA).

### Personal Abilities/Aptitudes/Skills

- **Clear aptitude for working in a healthcare setting and with people from a variety of cultural and linguistically diverse backgrounds**
- Good planning skills.
- Ability to adapt to unexpected situations and fluctuating workloads.
- Commitment to professional development.
- Ability to use email, internet and word processing packages.
- Good written and verbal communication skills.
- Ability to work as a team member.
- Capacity to implement service improvement practices.
- **Ability to prioritise workload and meet deadlines**

Proven commitment to the principles and practise of:

- EEO, Ethical Conduct, Diversity and Worker Health & Safety.
- Quality management and the provision of person and family centred care.
- Risk management.

### Experience

- Proven experience in basic computing skills, including email and word processing
  - Demonstrated experience in the provision of nutritional assessment, care, counselling and education.
  - Experience in the delivery of nutrition support to patients in an acute care setting.
  - Demonstrated experience to reflect and evaluate own performance and to act on this.
- Proven experience in delivering high quality and safe care consistent with the National Safety and Quality Health Care Service Standards. (Mandatory for all clinical positions.)

### Knowledge

- > Awareness of National Safety and Quality Health Service Standards.
- > Understanding of Delegated Safety Roles and Responsibilities.
- > Understanding of Work Health Safety principles and procedures.
- > Understanding of Quality Management principles and procedures.
- > Awareness of person and family centred care principles and consumer engagement principles and procedures.

## 2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

### Personal Abilities/Aptitudes/Skills

- Shows initiative
- Shows a willingness to increase skills and abilities

### Experience

- Proven experience in basic computing skills, including email and word processing.

**Knowledge**

- Awareness of the Charter of Health and Community Services rights.

**Educational/Vocational Qualifications**

- Commitment to join APD program

**Other Details**

**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, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

**SA Health Challenges**

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

**Our Legal Entities**

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

**Governing Boards**

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

Statewide	> Women’s and Children’s Health Network
Metropolitan	> Central Adelaide Local Health Network > Southern Adelaide Local Health Network > Northern Adelaide Local Health Network
Regional	> Barossa Hills Fleurieu Local Health Network > Yorke and Northern Local Health Network > Flinders and Upper North Local Health Network > Riverland Mallee Coorong Local Health Network > Eyre and Far North Local Health Network > South East Local Health Network

**Southern Adelaide Local Health Network (SALHN)**

SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of statewide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- > [Flinders Medical Centre](#)
- > [Noarlunga Hospital](#)
- > [GP Plus Health Care Centres and Super Clinics](#)
- > [Mental Health Services](#)
- > Sub-acute services, including [Repat Health Precinct](#)
- > [Jamie Larcombe Centre](#)
- > [Aboriginal Family Clinics](#)



**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** – We proudly serve the community and Government of South Australia.
- > **Professionalism** – We strive for excellence.
- > **Trust** – We have confidence in the ability of others.
- > **Respect** – We value every individual.
- > **Collaboration & engagement** – We create solutions together.
- > **Honesty & integrity** – We act truthfully, consistently, and fairly.
- > **Courage & tenacity** – We never give up.
- > **Sustainability** – We 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.

**Role Acceptance**

I have read and understand the responsibilities associated with the AHP1 Dietitian position in the Allied Health, IC &AHS Division and organisational context and the values of SA Health as described within this document.

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Name

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Signature

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Date