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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	AHP2
Job Status	Casual
Hourly rate	\$41.58 p/hr - \$48.32 p/hr + 25% casual loading

Contact Details

Full name	Erin Burke
Position Title	Executive Assistant
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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 - DHS	Yes
Vulnerable Person-Related Employment Screening - NPC	Yes
Aged Care Sector Employment Screening - NPC	No
General Employment Probity Check - NPC	No

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

Position	Dietitian
Classification	AHP2
Division	Allied Health, IC & AHS
Department / Section / Unit / Ward	Dietetics & Nutrition
Role reports to	Operationally: > Manager of Dietetics & Nutrition Professionally: > Manager of Dietetics & Nutrition
CHRIS 21 Position Number M55550	Role Created / Review Date 17/12/2019
Criminal History Clearance Requirements <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)	Immunisation Risk Category 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 is responsible to the Manager, Dietetics & Nutrition, for the assessment, care and education of both inpatients and outpatients. Providing a nutrition and dietetic consultative service to medical, nursing and allied health personnel. Will work as part of the multi-disciplinary team within the allocated units and other units as directed.

The Dietitian, AHP2, operates under limited supervision in a professional capacity in an inter-disciplinary team.

Service provision includes dietetic assessment & diagnosis, consultation, intervention and review, education, liaison with community agencies, organisation of appropriate resources and management of discharge.

The incumbent participates as a member of the health team, with involvement in continuing development, quality service improvement, research and teaching, student supervision and assisting with AHP1

supervision/mentoring.

Tasks include preparation and revision of educational material, lecturing to dietetic students, medical and nursing students as required and guiding and assisting in evaluating dietetic students in the clinical area. Participation in research is supported and encouraged.

Within the Flinders Medical Centre, the Dietetics & Nutrition Department as part of the Allied Health Division provides consultative, counselling and educational services and a dietetic food service utility. It also advises on Hospital Nutritional Standards and dietetic aspects of Catering.

The AHP2 may be required 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 – AHP

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"> • Commitment to delivering high quality and safe care consistent with the SALHN Integrated Governance Framework and Consumer Engagement Framework and Plan. • Providing appropriate and effective dietetic management with regard to assessing, dietetic diagnosing, planning, implementing and evaluating a nutritional care program for patients in the allocated units and other FMC referred patients as appropriate. • Assisting with supervision and continuous development of AHP1 staff and direct supervision of students allocated to the units. • The development of services, and operational planning. • Input into the development, implementation and publication of new techniques, methods or research results relevant to the unit patients. • Active participation of patients and their families/carers in their assessment and care planning. • Participating in ward meetings/rounds and discharge planning to integrate nutritional care into total patient care including those of the allocated units. • Documenting relevant observations and information regarding patients' nutritional requirements, recommended dietary treatment and effectiveness of nutritional intervention program in patients' medical records. • Being responsible for the nutrition/dietetic counselling on an individual or group basis of inpatients, outpatients where appropriate, and other relevant groups. • Developing or preparing resource material for counselling and education of patients following consumer consultation. • Responsible for the organisation of therapeutic diets, nutritional supplementation and/or enteral feeding by: • Being responsible for evaluating the completeness and adequacy of the nutrition care aspects of patient care, through liaison with nursing, medical and catering staff. • Participating in clinics, ward meetings/rounds and discharge planning to integrate nutritional care into total patient care including those of the allocated units and other units as required.
Teaching & Learning	<p>Contribute to the learning experience of other staff and students by:</p> <ul style="list-style-type: none"> • Providing nutrition and dietetic input to educational programs run by the multi-disciplinary team of the allocated units. • Guiding, teaching and evaluating dietetic students in the area of nutritional management of patients in allocated units • Participating in teaching programs and provide expert nutrition advice for medical, nursing and other professional staff and students • Providing in-service training for dietitian assistants • Taking leadership in guiding other departmental staff members in the area of allocated nutrition. <p>Planning, implementing and supervising dietetic students in their research elective if required</p>
Contribute to the Dietetic and Nutrition Department's Service Improvement, by	<p>The incumbent is responsible for the formulation and implementation of policies and procedures for nutritional care of patients in the allocated units in particular (and other units), in conjunction with the unit multi-disciplinary team to improve delivery of service. Including:</p> <ul style="list-style-type: none"> • Collection and analysis of data to provide information on patient progress or services to make recommendations to the allocated units & other nominated units for service improvements. • Participation in team quality activities, research and evaluation. • Provision of performance measurement reports.

	<ul style="list-style-type: none"> • Ensuring protocols, procedures and guidelines (PPG) are consistent with the Dietetics & Nutrition Department and Allied Health’s goals and objectives and strategic plan. • Evaluation of the effectiveness of these PPGs in conjunction with the Manager, Dietetics & Nutrition. • To ensure the standards of care are met for patients in the allocated unit and other FMC patients as appropriate. • Planning, implementing and evaluating research projects relating to the allocated area of nutrition under the direction of the Manager
<p>Professional Development</p>	<p>Undertake professional development activities through:</p> <ul style="list-style-type: none"> • Following a program of continuing education and self-development by actively participating in self-reflection, staff development courses, in-service education programs, professional meetings and keeping abreast with research developments in Nutrition and Dietetics and associated areas. In particular attending professional development activities in the Dietetics & Nutrition Department. • Participating in personal performance evaluation by means of review procedures adopted by the Dietetics & Nutrition Department. • Maintaining own high levels of professional knowledge and skills. • Training and educating of junior staff and students.
<p>Contribute to the development and maintenance of a comprehensive Dietetics and Nutrition service in the hospital by</p>	<p>Contribute to the development and maintenance of a comprehensive Dietetic & Nutrition service in the hospital by:</p> <ul style="list-style-type: none"> • Providing leadership. • Contributing to service development in particular clinical areas. • Initiating and implementing service improvements. • Evaluating service quality including feedback from consumers. • Representing the Department at hospital wide forums. • Participating in Department staff meetings and strategic planning. • Participating in the provision of staff training within the department and hospital wide. • Developing and maintaining protocols, procedures, and department guidelines. • Supporting and supervising student placements and participating in teaching programs where appropriate. • Contributing to a supportive work environment. • Supporting and implementing the Dietetic and Nutrition Department Team Charter.
<p>Contribution to effective operation of unit</p>	<ul style="list-style-type: none"> > Contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers. > 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). > 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. > Demonstrating appropriate behaviours which reflect a commitment to the Department of Health values and strategic directions. > Undertaking training as required to attain and maintain required competency of skills and knowledge applicable to the role.

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, diagnosis, dietetic treatment, 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 AHP2 Dietitian position in the Allied Health, IC &AHS Division and organisational context and the values of SA Health as described within this document.

Name

Signature

Date