

i can

...do something
more meaningful



SA Health Job Pack

Job Title	Podiatrist - Casual
Eligibility	Open to Everyone
Job Number	714599
Applications Closing Date	Thursday, 31 December 2020
Region / Division	Southern Adelaide Local Health Network
Health Service	Allied Health Acute
Location	Bedford Park
Classification	AHP1
Job Status	Casual - no fixed hours
Total Indicative Remuneration	\$32.21 p/hr - \$39.34 p/hr + 25% casual loading

Contact Details

Full name	Erin Burke, Executive Assistant
Phone number	(08) 8204 7635
Email address	erin.burke@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 Human Services (DHS) 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**

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

Immunisation

Risk Category A (direct 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 A (direct 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	Podiatrist
Classification	AHP1
Division	Allied Health
Department / Section / Unit / Ward	Podiatry
Role reports to	> Podiatry Manager
CHRIS 21 Position Number M54678	Role Created / Review Date 08/11/2019
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 A (direct contact with blood or body substances)

JOB SPECIFICATION

Primary Objective(s) of role:

- > This podiatrist provides a podiatry service to the patients in both inpatient and outpatient areas at Noarlunga Hospital and Flinders Medical Centre which is provided in the context of a multi-disciplinary team.
- > The podiatrist is responsible for the clinical assessment, intervention education and planning in wound management and high risk foot management.
- > The podiatrist works within the departmental protocols, procedures and guidelines and contribute to service improvement activities.
- > The podiatrist is responsible and accountable for patient safety and quality by providing safe and effective care.

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

- > Nil

Key Relationships / Interactions:

Internal:

- > Interact with the Allied Health, Nursing and Medical staff.
- > May be required to supervise Allied Health Assistants.
- > Within the department interacting with Administrative and Allied Health Assistants.

External:

- > Work with referring agencies, interacting with other metropolitan and country podiatry sites, other relevant outside agencies, patients, families and carers.

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 across teams.
- > 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.

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. > Being responsible and accountable for patient safety and quality by providing safe and effective care. > Demonstrating the ability to assess, diagnose and treat high risk foot patients and consequently develop treatment goals and shared plans of care as required. > Using best practice guidelines for the management of the high risk foot. > Being involved with providing services to both inpatients and outpatients. > Being involved with vascular unit and other relevant units such as rehabilitation ward rounds, discharge planning meetings and family meetings. > Providing best practice offloading modalities (total contact casting, dispense of pneumatic air cast walkers, manufacture and dispense of accommodative insoles, prescription and dispense of custom made and surgical grade footwear). > Performing minor nail surgical procedures as required and providing appropriate post-operative care. > Liaising with medical, surgical, nursing and allied health professionals in order to adopt an interdisciplinary approach to lower limb pathology, promoting independence and mobility, managing chronic disease states and reducing the burden of disease. > Maintaining an accurate record of data and statistics. > Maintaining accurate documentation of patient consultation in both medical records and external correspondence. > Liaising with consumers, external support facilities and agencies for effective follow up care. > Referring patients to other health professionals, both internally/externally, as required. > Implementing and evaluating appropriate referral procedures and guidelines for service provision in an inpatient and outpatient environment. > Fostering a culture of continuous professional improvement. > Incorporating preventative and early intervention practices. > Embracing health promotion strategies and opportunities. > Providing instruction to podiatry allied health assistants and other support staff as necessary.
Contribute to service improvement and safety and quality	<ul style="list-style-type: none"> > Participating in quality audits/projects and in-service training programs. > Participating in service improvement activities. > Participating in performance enhancement activities, including an annual performance review and development, peer review processes and regular clinical supervision. > Contributing towards departmental planning activities. > Collecting and analysing quantitative and qualitative data to ensure that service provision is appropriate, integrated and effective. > Participating in team building and wellbeing activities. > Maintaining accredited hospital standards. > Participating in the SALHN podiatry group strategic projects.
Maintain a high standard of professional competence	<ul style="list-style-type: none"> > Participating in formal clinical supervision. > Attending external courses and conferences relevant to clinical practice.

	<ul style="list-style-type: none"> > Assisting with lectures, tutorials and practical demonstrations to undergraduate and postgraduate students in medical, nursing and allied health disciplines. > Assisting with undergraduate podiatry student placements. > Facilitating, implementing and evaluating research projects within the department or jointly with other departments to ensure that evidence is being collected on the effectiveness of podiatry practice. > Fostering a continuous learning environment. > Maintaining best practice professional knowledge through evidence based literature reviews. > Developing education and in-service presentations to medical, nursing and allied health staff. > Attending seminars/conferences of relevance. > Attending and being actively involved in all mandatory and other relevant training sessions provided by the organisation within required timeframes.
<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 entitles registration with the Podiatry Board of Australia.

Personal Abilities/Aptitudes/Skills

- > 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.
- > Communicate effectively with a broad range of people in a verbal and written manner.
- > High level of interpersonal skills and the ability to communicate with patients, professional and administrative staff and staff in other agencies.
- > Work under pressure and meet deadlines and prioritise work appropriately.
- > Be self-motivated and demonstrate initiative.
- > Demonstrate well developed negotiating, decision making and problem solving skills.
- > Write clear and concise reports involving a high level of accuracy and detail.
- > Ability to function with professional independence.
- > Ability to work within a multi-disciplinary team.
- > Manage confidential and sensitive information.
- > A strong commitment to ongoing professional development.
- > Undertake and participate in service improvement activities.

Experience

- > 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.)
- > Competent word processing and software skills.
- > Experience in accessing community services and resources.

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.
- > Knowledge of current Podiatry practices and procedures.
- > Knowledge of trends and directions in podiatry on a state and national level.
- > General knowledge of the operations of the Public Health System.

2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)**Personal Abilities/Aptitudes/Skills**

- > Ability to be innovative, imaginative and resourceful in advancing podiatry service planning and delivery.

Experience

- > Proven experience in basic computing skills, including email and word processing.
- > Experience working in an acute health-care setting.

Knowledge

- > Awareness of the Charter of Health and Community Services rights.
- > Working knowledge of Work health and Safety practices.
- > Knowledge of sound manual handling principles and techniques.
- > General knowledge of the operations of a large Health Unit.
- > Knowledge of research techniques.
- > Working knowledge of the roles of other multi-disciplinary team members.

Educational/Vocational Qualifications

- > Evidence of further study or training relevant to the position.

Other Details

- > Nil

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 Podiatrist – AHP1 in the Allied Health Acute Division and organisational context and the values of SA Health as described within this document.

Name

Signature

Date