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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	AHP2
Job Status	Casual - no fixed hours
Total Indicative Remuneration	\$41.58 p/hr - \$48.32 p/hr + 25% casual loading

Contact Details

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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 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	AHP2
Division	Allied Health Acute
Department / Section / Unit / Ward	Podiatry
Role reports to	> Podiatry Manager
CHRIS 21 Position Number M56031	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:

- > The podiatrist is responsible to the Podiatry Manager for the development, coordination, implementation and management of high risk foot services for in-patients and outpatients.
- > The podiatrist is a clinical and educational training resource within the Podiatry Department to ensure positive outcomes in the management of patients with vascular, neurological and/or biomechanical complications and assists with podiatry departmental planning and integrating evidence based approaches into a clinical setting.
- > The podiatrist participates as a member of the health team with involvement in continuing development, quality service improvement, research and teaching and AHP1 and student supervision. The podiatrist is responsible and accountable for patient safety by providing safe and effective care.

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

- > Nil

Key Relationships / Interactions:

Internal:

- > Operationally reports to Podiatry Manager.
- > Professionally reports to Podiatry Manager, Senior Podiatry staff.
- > Working within a team of podiatrists, the position has key relationships with other allied health disciplines, medical personnel, nursing staff and administrative teams.
- > Contributes to the day to day operations of the unit.
- > May be required to supervise AHP1 staff.
- > May be required to supervise AHA staff.

External:

- > The position has significant relationships with other podiatrists in the Southern Adelaide Local Health Network, and more broadly with podiatrists employed across other Networks including Country Health SA.
- > Relevant government and non-government organisations as required to meet the needs of the client group.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Ability to be responsive and manage clinical demands.
- > Independent clinical decision making and implementing care plan objectives for complex clients in the in the patient cohort at risk of admission.
- > Efficient time management, particularly if engaged in a part time capacity, to ensure effective and coordinated care and handover of patients
- > Maintaining knowledge of relevant directions and mandatory requirements of staff within the Southern Adelaide Local Health Network.

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
<p>Direct/indirect patient/client care</p>	<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. > Utilising specialised knowledge, skills and judgement to demonstrate clinical competency in the effective management of patients with complex clinical issues. > Incorporating best practice regimes and clinical guidelines related to management of the high risk foot. > Developing, reviewing and evaluating clinical protocols, procedures and guidelines to maintain a best practice framework. > Engaging in patient focussed clinical practice and facilitating effective care through appropriate and agreed intervention strategies, comprehensive documentation, timely professional communication and negotiated care planning and review with patients. > Designing, implementing and evaluating patient goals with patients. > Contributing to and participating in multi-disciplinary and team focussed service provision. > Initiating, developing and providing high risk foot podiatry services to in line with the strategic directions and values of the Southern Adelaide Local Health Network. > Planning, developing and evaluating assessment and therapeutic intervention strategies that are appropriate for the service and its consumers. > Provision of clinical supervision and support for AHP-1 podiatrists. > Supervising clinical placements for Podiatry and other undergraduate students. > Providing specialised professional advice to other health workers and agencies to support patient care. > Initiating, developing, implementing and reporting of research, quality improvement and special projects and innovations in the area of the high risk foot. > Providing leadership, direction , consultancy and expertise in the area of the high risk foot involving diabetes, renal, vascular, wound management and the provision of custom made/medical grade footwear and appropriate offloading devices. > Working collaboratively with members of other disciplines within the health service. > Promoting a team work approach.
<p>Contribution to continuous improvement and management systems</p>	<ul style="list-style-type: none"> > Developing and evaluating departmental guidelines, clinical protocols, and procedures in all areas of podiatric practice. > Developing and evaluating podiatry services by contributing towards development, implementation, coordination and evaluation for podiatry practice for the SALHN region. > Developing key clinical performance indicators and evaluating practice that is supported by evidence and best practice principles. > Developing core competencies in the specialty areas of podiatric practice. Assisting in the credentialing of podiatry staff in core skills and competencies within FMC and SALHN. > Undertaking data input, participating in reviewing and evaluating data produced by information management systems. > Participation in the development of resources and new information. > Participation in the research and evaluation of the podiatry service. > Participating in quality improvement activities within the podiatry service

	<p>including the identification of performance standards and increased efficiencies.</p> <ul style="list-style-type: none"> > Participating in Clinical Governance activities and developing a Clinical Governance culture and framework. > Instigating clinical audits and projects which facilitate improvement in podiatry practice. > Collecting and analysing quantitative and qualitative data to ensure that service provision is appropriate, integrated and effective. > Contributing towards departmental planning activities. > Providing advice to the Podiatry Manager regarding to patient management issues and operational procedures and standards. > Participating in forward planning to determine departmental goal and develop initiatives both from an intra-disciplinary and an organisational perspective. > Participating in divisional and organisational activities to ensure podiatry has a valued role across SALHN. > Demonstrating an understanding of the National Safety and Quality Health Service Standards and the relationship to activities relating to podiatry practice. > Commitment to achieving and complying with National Safety & Quality Health Service Standards. > Participating in and contributing to the accreditation process including the recording of quality activities in the SALHN Quality Library.
<p>Maintain a high standard of professional competence</p>	<ul style="list-style-type: none"> > Participating in formal clinical supervision. > Developing workshops, presentations, tutorials and practical demonstrations to undergraduate and postgraduate students in medical, nursing and allied health disciplines. > 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. > Conforming to standards/ethics of Podiatry Registration Board. > Maintaining own high levels of professional knowledge and skills. > 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.
<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

- > Demonstrated ability to facilitate positive outcomes while working in a team and in a multi-disciplinary setting.
- > A high level of communication skills with patients, carers, staff and students and display a high level of interpersonal and written skills and demonstrated conflict resolution skills.
- > Demonstrated promotion of the podiatry department and profession in a variety of settings.
- > Demonstrated team leader skills and the ability to positively deal with change.
- > Demonstrated ability to solve problems, use initiative and effect positive change.
- > Ability to be self-motivated and to demonstrate sustained effort with developed and efficient organisational and time management skills.
- > Demonstrated ability to perform the physical demands of the job and to utilise sound manual handling practises.
- > Demonstrated competent and innovative clinical skills in an acute hospital/outpatient service setting and ability to work independently.
- > Proven commitment to the principles and practise of:
 - EEO, Ethical Conduct, Diversity ad Worker Health & Safety.
 - Quality management and the provision of person and family centred care.
 - Risk management.

Experience

- > Demonstrated competency in the clinical management and treatment of the full range of conditions (acute and chronic) with inpatient and outpatient settings.
- > Demonstrated advanced clinical competencies in the high risk foot and wound management.
- > Broad based clinical experience in a wide range of clinical areas.
- > Experience with student supervision.
- > Demonstrated experience in quality/service improvement.
- > Demonstrated experience working within a range of multi-disciplinary teams within the hospital and/or community setting.
- > Demonstrated experience in program evaluation and service development.
- > Demonstrated capacity and ability to work safely with independence.
- > 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.
- > Demonstrated specialist knowledge of the high risk foot involving diabetes, renal, vascular and wound management and their clinical management.
- > Demonstrated knowledge of the standards and ethics as outlines by the Podiatry Board guidelines.

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

- > Ability to manage variable workloads and competing priorities.
- > Commitment to excellence and innovation in work practice.
- > Flexibility and ability to adapt to changing service provision needs.
- > Ability to be innovative and resourceful in advancing podiatry service planning and delivery.
- > Ability to manage stressful events in the workplace and provide calm, clear and positive direction.

Experience

- > Proven experience in basic computing skills, including email and word processing.
- > Demonstrated experience in research design and implementation.
- > Demonstrated experience in providing discipline representation on committees, workgroups and projects.

Knowledge

- > Awareness of the Charter of Health and Community Services rights.
- > 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.
- > Knowledge of trends and directions in podiatry on a regional, state and national level.
- > Knowledge of the principles of clinical supervision and performance management.

Educational/Vocational Qualifications

- > Evidence of further study or training relevant to the position.
- > Relevant post graduate qualification in a relevant area.

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 – AHP2 in the Allied Health Acute Division and organisational context and the values of SA Health as described within this document.

Name

Signature

Date