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SA Health Job Pack

Job Title	Occupational Therapist, Hand Therapy
Job Number	636288
Applications Closing Date	22 December 2017
Region / Division	Southern Adelaide Local Health Network
Health Service	Plastic and Reconstructive Surgery
Location	Bedford Park
Classification	AHP2
Job Status	Full Time / Term Contract (up to 23 November 2018)
Indicative Total Remuneration*	\$86,052-\$99,495

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:

- ☒ Child Related Employment Screening - **DCSI**
- ☒ Vulnerable Person-Related Employment Screening - **NPC**
- ☒ Aged Care Sector Employment Screening - **NPC**
- ☐ General Employment Probity Check - **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.

Contact Details

Full name	Suzanne Patten
Phone number	8204 5213
Email address	suzanne.patten@sa.gov.au

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



Southern Adelaide Local Health Network (LHN) JOB AND PERSON SPECIFICATION (NON-MANAGERIAL)

Role Title:	Occupational Therapist, Hand Therapy
Classification Code:	AHP2
Position Number	M55112
LHN/ HN/ SAAS/ DHA:	SOUTHERN ADELAIDE LOCAL HEALTH NETWORK
Hospital/ Service/ Cluster	Flinders Medical Centre
Division:	Surgery and Perioperative Medicine
Department/Section / Unit/ Ward:	Plastic and Reconstructive Surgery
Role reports to:	Operationally: Head of Unit, Plastic and Reconstructive Surgery Professionally: Senior Hand Therapy Occupational Therapist
Role Created/ Reviewed Date:	1 May 2017
Criminal History Clearance Requirements:	X <input type="checkbox"/> Aged (NPC) X <input type="checkbox"/> Child- Prescribed (DCSI) X <input type="checkbox"/> Vulnerable (NPC) X <input type="checkbox"/> General Probity (NPC)

Job Specification

Primary Objective(s) of role:

- Providing and co-ordinating research and development activities in selected areas including hand therapy and elective plastic surgery and taking responsibility for ongoing measurement of quality outcomes of specific interventions. This includes development and coordination of service improvement, clinical research, under/postgraduate training, rehabilitation protocol development, in service education and professional representation activities.
- Maintaining a clinical caseload of hand therapy and selected elective plastic surgery waiting list in/out patients as required.
- Responsible for orientation, training and ongoing support for clinical work of the Occupational Therapist in Hand Therapy, Plastic Surgery.
- Supervising staff working on clinical research and development projects in Plastic Surgery.
- Maintaining specialised clinical and research skills in a number of areas in Plastic and Reconstructive Surgery department and providing services to these areas including Hand Therapy. Clinical time including hands on research is expected to be a minimum of 50% of the occupant's employed time. The occupant works in a variety of multi-disciplinary teams as a part of the clinical, service improvement and administrative roles of this position.

Direct Reports:

- Clinical Practice Improvement Teams
- Occupational Therapy students

Key Relationships/ Interactions:

Internal

- Operational
 - For operational matters including timesheets, leave forms, schedules etc. the position will report to the Head of Unit, Plastic and Reconstructive Surgery who is supervised by the Director, Division of Surgery and Perioperative Medicine.
- Professional
 - For professional matters such as professional development activities, peer review and education the position will report to the Senior Hand Therapist, Occupational Therapy (Level 3), who is supervised by the Head of Occupational Therapy.
- Performance Reviews will be conducted by both teams together. In addition the position will have a close working relationship with the Level 2, Physiotherapy Hand Therapist.

Both Head of Occupational Therapy and Head of Physiotherapy report to Head of Allied Health.

Challenges associated with Role:

Major challenges currently associated with the role include:

- Transforming Health is going to have an impact on hand therapy services as hand surgery patients start to vary across SALHN.

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 Level ____ or N/A

Human Resources Level ____ or N/A

Procurement Level ____ or N/A

Resilience:

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

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:

- Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:
- *Work Health and Safety Act 2012* (SA) and when relevant WHS Defined Officers must meet due diligence requirements.
- *Return to Work Act 2014* (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- Meet immunisation requirements as outlined by the *Immunisation Guidelines for Health Care Workers in South Australia 2014*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children's Protection Act 1993* (Cth) – 'Notification of Abuse or Neglect'.
- 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 *Children's Protection Act (1993)* must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* (Cth) or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007* (Cth).
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

In consultation with the Head of Plastic and Reconstructive Surgery and Head of Occupational Therapy, contribute to the effective management of the Plastic Surgery Unit by:

1. Ensuring the appropriate level of quality improvement services to plastic surgery, by liaising with individual staff members on a day to day basis, which includes assigning project work as necessary.
2. Ensuring that appropriate clinical OT and hand therapy roles, knowledge and skills are practiced, monitored and regularly updated
3. Actively participating and contributing in inter-departmental and other policy and decision making meetings related to plastic surgery to ensure effective communication and representation of clinical research and development within Surgery, Occupational Therapy and other hospital departments.
4. Keeping the Head of Plastic and Reconstructive Surgery and the Head of Occupational Therapy informed of key issues in clinical research and development so that decisions re Plastic Surgery, elective surgery patients, Hand Therapy and OT services can be made appropriately and with all relevant information.
5. Communicate with and advise the Head of Plastic and Reconstructive Surgery and the Head of Occupational Therapy regarding conflict and disciplinary matters to enable timely action to be taken.
6. Maintaining statistical data as per Occupational Therapy and Plastic Surgery requirements.

Provide effective supervision and leadership within a multi-disciplinary context by:

1. Providing orientation, training and ongoing support in relation to clinical work to the Occupational Therapist in Hand Therapy - Plastic Surgery
2. Supervising staff working on clinical research and development projects in Plastic Surgery by communicating with individual clinicians on a day to day basis and prioritising and re-allocating project work as necessary.
3. Supervising and directing clinical staff working in plastic surgery and Hand Therapy with regard to clinical research and development protocols and procedures to ensure a high standard of service delivery is achieved.

Ensure clinical outcomes are achieved by:

1. Effective maintenance of caseload in plastic surgery related to elective surgery and Hand Therapy and the provision of specialist clinical research and development skills and consultancy.
2. Efficient management of clinical caseload responsibilities which include assessment and provision of information on the impact of a patient's physical and cognitive function on ability to manage everyday activities and most suitable therapeutic intervention plan. Interventions include specific Hand Therapy modalities and assessment of function as related to work and home environment, adaptive compensatory techniques and/or equipment selection and provision, referral and liaison with community services, provision of education and information and liaison with family/carers/significant others.

Contribute to education activities and promote clinical research and development by:

1. Effective initiation, preparation and presentation of lectures to other FMC departments, under/postgraduates as required by undertaking these activities and/or supervising other staff presentations.
2. Organisation and active participation in Plastic Surgery and OT Dept In-service Education programmes in consultation with the Head of Plastic Surgery and the Head of Occupational Therapy as part of staff performance development and in order to improve and maintain the knowledge and skills of staff working in this area.
3. Effective supervision and instruction of staff including under and postgraduate students within the Plastic Surgery and Hand Therapy areas in relation to clinical research and development.
4. Accepting students for specialised fieldwork education as negotiated with the various schools including Occupational Therapy to fulfil the Plastic Surgery and Occupational Therapy department's commitment as teaching units.
5. Participating in continuing education in order to improve clinical research and development and Hand Therapy/OT skills and knowledge, by attending and presenting at relevant educational activities such as conferences, workshops and seminars

In consultation with the Head of Plastic and Reconstructive Surgery and the Head of Occupational Therapy contribute to quality and research activities by:

1. Developing and participating in clinical research and development activities in Plastic Surgery and the Hand Therapy/OT area.
2. Ensure the provision of a high quality of service to elective surgery and other patients of Plastic Surgery and Occupational Therapy by auditing and evaluating interventions, developing protocols and participating in department planning.
3. Efficient management of staff involvement in clinical research and development process in the Plastic Surgery and Hand Therapy/OT Dept to facilitate the performance development of individual staff.
4. Supervising the accurate maintenance of resource files including protocol development and data collection specifically related to Plastic Surgery and Hand Therapy/OT clinical research and development projects.
5. Ensuring resources are easily accessed and current, by reviewing resources regularly, as part of department objectives, and update resources with new information as it becomes available.
6. Maintaining confidentiality about the information of patients and staff in order to ensure privileged information on staff and patient rights are not divulged by following FMC regulations on confidentiality and ensuring staff comply with Medico-Legal requirements.
7. Actively seeking out opportunities for clinical research and development activities in Plastic Surgery and Hand Therapy /OT as related to elective surgery and other selected groups of patients and strongly encouraging staff participation in these activities.
8. Participating in Plastic Surgery and Hand Therapy/OT departmental meetings and maintaining good interpersonal communication by tabling and discussing relevant information to improve skills and knowledge of Plastic Surgery and Hand Therapy clinical research and development.

Ensure that a safe and healthy work environment, free from discrimination is provided for employees by:

- a) implementing departmental human resource policies
- b) ensuring that the principles of Equal Employment Opportunity and Ethical Conduct are a normal part of doing business
- c) managing industrial relations issues appropriately as they arise
- d) managing compliance to the National Safety & Quality Health Service Standards

Acknowledged by Occupant: _____ Date: ____/____/____

Person Specification

1. ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Appropriate Degree or equivalent qualification which entitles registration as an Occupational Therapist with the Occupational Therapy Board of SA (up to July 2012) or Occupational Therapy Board of Australia (post July 2012).
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Personal Abilities/Aptitudes/Skills

List here a maximum of 8 characteristics required of the person to perform the job

- Demonstrated organisational skills with the ability prioritise workload and meet deadlines.
 - Excellent interpersonal skills including negotiation, initiative, dealing with conflict and verbal and written communication.
 - Demonstrated ability to initiate own learning.
 - Demonstrated successful leadership.
 - Committed to developing the role of clinical research and development in Plastic Surgery and Hand Therapy/OT.
 - Energetic, enthusiastic and creative.
 - Proven commitment to the principles and practise of:
 - EEO, Ethical Conduct, diversity and OHS&W;
 - Quality management and client oriented service;
 - Risk management.
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Experience

- Proven experience in basic computing skills, including email and word processing
 - Varied general experience (including plastic surgery), as well as specialised Hand Therapy experience within an acute setting
 - Demonstrated experience in project management including a clinical research component.
 - Demonstrated experience in a role with administrative and managerial responsibilities.
 - Experience in the supervision of staff and under/post graduate student clinical placements
 - Experience in quality improvement programs.
 - Proven experience in basic computing skills, including email and word processing
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Knowledge

- Sound knowledge of Work Health Safety principles and procedures
- Sound knowledge of Quality Management principles and procedures
- Understanding of delegated safety roles and responsibilities
- Understanding of the Charter of Health and Community Services rights.
- Knowledge of National Safety and Quality Health Service Standards
- Working knowledge of Microsoft Applications

2. DESIRABLE CHARACTERISTICS

Personal Abilities/Aptitudes/Skills

Experience

- Demonstrated interest in personal & professional development.
 - Demonstrated use of initiative in the development of the OT profession and or clinical research and development.
 - Demonstrated ability in research and data management.
 - Journal Publications
 - Presentations to conferences, workshops, lectures
 - Familiarity with using EXCEL, Microsoft ACCESS, and or statistical analysis packages (eg SPSS)
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Knowledge

- Awareness of the Charter of Health and Community Services rights.
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Educational/Vocational Qualifications

- Postgraduate study
 - Membership of the Australian Hand Therapy Association
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Other details

Organisational Context

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, socio economic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

SA Health Challenges:

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

Health Network/ Division/ Department:

The Southern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the southern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 7,000 skilled staff provides high quality patient care, education, research and health promoting services.

Southern Adelaide LHN provides a range of acute and sub-acute health services for people of all ages, and has three hospitals, Flinders Medical Centre, Noarlunga Hospital and the Repatriation General Hospital.

Southern Adelaide LHN Intermediate Care Services will deliver multi-disciplinary clinical care, addressing complexity through targeted approaches to complex chronic disease management in the community, and supported hospital discharge and avoidance programs. There is a key focus on building partnerships across the care continuum supporting interfaces between acute sites, GPs, Primary Care and Community based services.

Mental Health Services provides a range of integrated services across community and hospital settings, targeted at all age groups, in collaboration with non-Government organisations and Adelaide Primary Health Network

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Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The Code of Ethics for the South Australian Public Sector provides an ethical framework for the public sector and applies to all public service employees; it sets out the South Australian Public Sector values as:

- > Service – Proudly serve the community and Government of South Australia.
- > Professionalism – Strive for excellence.
- > Trust – Have confidence in the ability of others.
- > Respect – Value every individual.
- > Collaboration & engagement – Create solutions together.
- > Honesty & integrity – Act truthfully, consistently, and fairly.
- > Courage & tenacity- Never give up.
- > Sustainability – 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.

SALHN Vision

We believe in providing the standard of health care that we desire for our own families and friends.

SALHN core value TRUST

Building positive relationships; with our patients, employees and partners.

Approvals

Job and Person Specification Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date: