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## SA Health Job Pack

<b>Job Title</b>	CALHN Allied Health Casual / Candidate Pool
<b>Job Number</b>	633195
<b>Applications Closing Date</b>	29/6/18
<b>Region / Division</b>	Central Adelaide Local Health Network
<b>Health Service</b>	Positions based across CALHN
<b>Location</b>	Various locations
<b>Classification</b>	AHP-1 /AHP-2
<b>Job Status</b>	Casual
<b>Salary</b>	AHP-1 \$30.68 - \$37.65 per hour + 25% casual loading AHP-2 \$39.74 - \$46.02 per hour + 25% casual loading

## 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](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Contact Details

<b>Occupational Therapy</b>	Claire Angus, Phone 0434 609 951 Email <a href="mailto:Claire.angus@sa.gov.au">Claire.angus@sa.gov.au</a>
<b>Speech Pathology</b>	Jacqueline Beaty, Phone 7074 4000 Email <a href="mailto:Jacqui.beaty@sa.gov.au">Jacqui.beaty@sa.gov.au</a>

# 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



## ROLE DESCRIPTION

<b>Role Title:</b>	Level 1 Occupational Therapist (rotating)		
<b>Classification Code:</b>	AHP 1	<b>Position Number</b>	
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (LHN)		
<b>Site/Directorate</b>	Allied Health Directorate		
<b>Division:</b>	Occupational Therapy		
<b>Department/Section / Unit/ Ward:</b>	Various		
<b>Role reports to:</b>	Senior Manager, Occupational Therapy via Senior Occupational Therapist		
<b>Role Created/ Reviewed Date:</b>	July 2016		
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)		

## ROLE CONTEXT

### Primary Objective(s) of role:

The Level 1 Occupational Therapist, as part of a multidisciplinary team is accountable for the provision of inpatient and/or outpatient services resulting in quality of care and improved outcomes for clients within the Royal Adelaide Hospital the Queen Elizabeth Hospital, Hampstead Rehabilitation Centre or CALHN ambulatory or community programs and services. The Level 1 Occupational Therapist works under direct clinical supervision and demonstrates at least a competent level of professional knowledge and skill. With increasing experience they will independently undertake standard professional tasks.

### Key Relationships/ Interactions:

#### Internal

- Is accountable to the Director of Occupational Therapy via the Senior Manager Occupational Therapy.
- The Occupational Therapist will report to and receive clinical advice, guidance and supervision from the delegated Senior Occupational Therapist.
- Works within a multi-disciplinary or inter-disciplinary team framework, in collaboration with other health professionals, service providers and the community.
- Participates in meetings and committees/sub committees as required.

#### External

- Maintains co-operative and productive working relationships with diverse stakeholders, including: multi-disciplinary staff from external agencies, colleagues in other regions of SA Health, universities and relevant Professional Association/s and Registration Board.

**Challenges associated with Role:**

- Broad spectrum of clinical conditions to be assessed and treated
- Education of patients in self-management strategies
- Discharge planning in complex clinical situations
- Working in a multi-disciplinary or inter-disciplinary team
- Required to work across multiple sites

**Delegations:**

**Delegated Level** N/A

**Staff supervised:** Direct TBC Indirect TBC

**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.
- Code of Fair Information Practice.
- 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.
- May be required to rotate through any of the Discipline's clinical and relieving rosters across all sites and services within CALHN, including RAH, TQEH and HRC.
- Some out of hours and weekend work may be required.
- Current and unrestricted drivers licence may be required.
- Travel between the various locations at which the Discipline provides services is required.
- Home assessment of patient's homes is expected.
- Progressive translations from an AHP1 level to AHP2 may occur through the Peer Assessment Process as indicated in the *South Australian Government Wages Parity (Salaried) Enterprise Agreement 2014*.

## Key Result Area and Responsibilities

Key Result Areas	Generic Requirements	Specific or Local Requirements
<b>Technical Skills &amp; Application</b>	<ul style="list-style-type: none"> <li>▪ Demonstrates a competent level of professional knowledge and skill.</li> <li>▪ Undertakes routine and repetitive tasks commensurate with experience.</li> <li>▪ Undertakes more complex professional decision and problem solves under the clinical supervision of professional guidance of a more experienced practitioner.</li> <li>▪ Works under direct clinical supervision within boundaries of scope of practice.</li> <li>▪ Complies with professional workplace behaviour / clinical practice standard requirements.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provides Occupational Therapy assessments, make interpretations of assessment findings, and formulate and implement Occupational Therapy intervention plans in collaboration with patients, carers and relevant other clinicians.</li> <li>▪ Maintains the clinical management of an allocated caseload.</li> <li>▪ Records timely information regarding assessments and interventions in patients' medical records.</li> <li>▪ Plans and contributes to team discharge planning with client/family and liaising with external agencies as required.</li> <li>▪ Liaises with other members of professional team and significant others in matters pertaining to individual clients, taking into account the client's cultural background and beliefs.</li> <li>▪ Delegates appropriate tasks to Occupational Therapy assistants and ensures that delegated tasks are performed safely and effectively.</li> <li>▪ Attends and actively participates in multi/ interdisciplinary activities such as ward rounds and clinical meetings.</li> </ul>
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>▪ Adopts an efficient and systematic approach to daily workload management, prioritises workload and works effectively within the structure of the workplace.</li> <li>▪ Uses sound self-organisation, communication and team skills to help deliver a consistent and reliable standard of service.</li> <li>▪ Adheres to the policies and procedures of the Occupational Therapy Department within CALHN.</li> <li>▪ Treat all clients with respect and promotes cultural safety by valuing and promoting the cultural needs of local communities.</li> <li>▪ Contributes to service development by assisting to identify priorities &amp; gaps using knowledge and context of local needs.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Works to meet local KPI's and service targets and implement into practice at a unit / service level.</li> <li>▪ Provides information, feedback and ideas that assist departmental planning and review as required</li> <li>▪ Performs all administrative duties, particularly the provision and recording of statistics, in an accurate and timely manner.</li> <li>▪ Undertakes Occupational Therapy projects, especially those related to their service, unit or program.</li> <li>▪ Assists in the review, at least annually, of discipline specific policies and procedures in collaboration with the Senior Clinician(s).</li> </ul>
<b>Continuous Quality Improvement</b>	<ul style="list-style-type: none"> <li>▪ Participates in quality improvement and research activities as appropriate.</li> <li>▪ Understands &amp; conducts multiple methods of QI and uses outcomes to make recommendations for future practice.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Incorporates perspectives of multiple stakeholders in evaluation of occupational therapy services.</li> <li>▪ May lead QI at site level for own profession (with support).</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Contributes to the promotion &amp; advancement of profession.</li> </ul>	<ul style="list-style-type: none"> <li>▪ May participate in and support the development of relevant research activities</li> <li>▪ Represent the discipline at unit, service or program level as requested.</li> <li>▪ Participates in working parties, committees and other relevant meetings.</li> </ul>
<b>Education and Training</b>	<p>Displays a commitment to continuous personal and professional development:</p> <ul style="list-style-type: none"> <li>▪ Maintains &amp; enhance competence through lifelong learning and continuing professional development activities.</li> <li>▪ Undertakes clinical competencies as determined by the site/service/program / LHN.</li> <li>▪ Incorporates best available research evidence &amp; professional reasoning into clinical practice; identifies issues/gaps/trial solutions; and may undertake research with support.</li> <li>▪ Attends and completes all mandatory training.</li> <li>▪ Actively participates in Clinical Supervision as per the SA Health Allied Health Clinical Supervision framework 2014.</li> <li>▪ May contribute to education and professional practices of students.</li> <li>▪ Actively participates in the Professional Development and Review (PDR) process, including developing and pursuing a personal / professional development plan in consultation with line manager; and may facilitate the PDRP process for staff under their supervision.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Incorporates relevant evidence and/or accepted best practice in the selection and application of Occupational Therapy methods and techniques in local area to meet the needs of clients, their families and carers.</li> <li>▪ Responsible for scheduling own clinical supervision and provides feedback to AHP2/3s re supervisory relationship to address things quickly, resolve without escalation and seek support and escalate as required.</li> <li>▪ May provide educational services regarding the Occupational Therapy intervention for other staff members, students and outside stakeholders.</li> <li>▪ May be required to provide clinical supervision to Allied Health Assistants, undergraduate or post-graduate Occupational Therapy students on observational placements, and work experience students.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- Appropriate degree or equivalent which entitles registration as an Occupational Therapist by the Occupational Therapy Board of Australia (OTBA).

#### **Personal Abilities/Aptitudes/Skills**

- Ability to communicate effectively (both verbally and in writing) with clients, carers, staff and relevant others.
- Ability to apply sound professional judgement to routine work situations.
- Organisational skills including the ability to prioritise work, meet deadlines, problem solve, negotiate, be flexible and demonstrate initiative.
- Ability to provide services using client centred approaches that are ethically appropriate, and including respecting principles of confidentiality.
- Ability to participate in and foster teamwork and cooperation between work units, cooperate and participate in a teamwork setting.
- Ability to engage in reflective practice and awareness of own limitations and commitment to ongoing development of clinical and professional knowledge and skills.
- Ability to provide timely, accurate, legible and complete clinical records and workload data.
- Flexibility in adapting to change.

#### **Experience**

- Experience working with adults with various health conditions in a hospital setting or health related facility.

#### **Knowledge**

- Clinical knowledge, sufficient to enable safe and effective work with appropriate supervision in a variety of clinical areas.
- Awareness of responsibilities with regard to work health and safety.
- Knowledge of current Occupational Therapy methods in an acute adult hospital setting, sub-acute or community/ambulatory based rehabilitation.
- Knowledge of Evidence Based Practice.

### **DESIRABLE CHARACTERISTICS**

#### **Educational/Vocational Qualifications**

- Demonstrated involvement in relevant professional development.
- For new or recent graduates, a demonstrated high level of achievement in the clinical courses of their entry-level program.

#### **Personal Abilities/Aptitudes/Skills**

- Awareness of organisations and their strengths and weaknesses.
- Research skills.
- Ability to make positive contributions towards improving service quality.

#### **Experience**

- Experience in an acute hospital, rehabilitation facility or community/ambulatory based service providing services to adults.



## 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, socioeconomic, 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.

### Central Adelaide Local Health Network:

Central Adelaide LHN is responsible for promoting and improving the health of central metropolitan Adelaide and the broader community by providing integrated health care and hospital services.

Central Adelaide LHN brings together the hospitals of (Royal Adelaide Hospital [RAH] as a major tertiary facility, The Queen Elizabeth Hospital [TQEH] as a general hospital, and our rehabilitation hospitals Hampstead Rehabilitation Centre [HRC] and St Margaret's Rehabilitation Hospital [SMRH]), and a significant number of mental health and primary health care services. Central Adelaide LHN also governs a number of statewide services including SA Dental Service, SA Prison Health Service, BreastScreen SA and DonateLife SA, and has financial administrative responsibility for Statewide Clinical Support Services incorporating SA Pathology, SA Medical Imaging and SA Pharmacy.

### Allied Health Directorate

The Allied Health Directorate provides management and governance for allied health services across Central Adelaide LHN. Allied health professionals are a key part of the clinical team delivering a range of clinical, diagnostic and support services in hospital, ambulatory and community health settings. Allied health is a collective term for a number of professional groups each with distinct identities, educational pathways, professional registration or membership requirements.

The Allied Health Directorate consists of discipline based departments operating across Central Adelaide campuses, the Reform and Quality Unit as well as hosting a number of specialist functions such as the Aboriginal and Torres Strait Islander Liaison Unit, The Wellness Centre and Healthcare Chaplains.

The Allied Health Directorate also provides professional support for allied health staff and services governed by other parts of Central Adelaide and work closely with the Clinical Directorates across Central Adelaide.

The Allied Health Directorate administers approximately \$30M and employs around 600 staff.

## **Occupational Therapy**

Occupational Therapy covers the spectrum of CALHN services across the acute, sub-acute, mental health and ambulatory continuum to the local community, admitted country patients and via specific State-wide services (Spinal Cord Injury and Brain Injury). CALHN occupational therapy is based on a Single Service, Multiple Site service model which is structured to best support the right patient being seen at the right time and in the right place by the right people. The service is committed to quality improvement, evidence based practice, the ongoing development of staff, clinical research and the teaching and training of occupational therapy and related students.

## Values

### Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

<b>Patient Centred:</b>	Our patients are the reason we are here and we will provide the best service to our patients and customers
<b>Team Work:</b>	We value each other and work as a team to provide the best care for our patients
<b>Respect:</b>	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
<b>Professionalism:</b>	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

### 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:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

## Approvals

### Role Description 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:** \_\_\_\_\_



## ROLE DESCRIPTION

<b>Role Title:</b>	Level 2 Occupational Therapist (rotating)		
<b>Classification Code:</b>	AHP 2	<b>Position Number</b>	
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (LHN)		
<b>Site/Directorate</b>	Allied Health Directorate		
<b>Division:</b>	Occupational Therapy		
<b>Department/Section / Unit/ Ward:</b>	Various		
<b>Role reports to:</b>	Senior Manager, Occupational Therapy via Senior Occupational Therapist		
<b>Role Created/ Reviewed Date:</b>	July 2016		
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)		

## ROLE CONTEXT

### Primary Objective(s) of role:

The Level 2 Occupational Therapist as part of a multidisciplinary or interdisciplinary team is accountable for the provision of occupational therapy services and participates in the Discipline's educational, quality improvement and planning activities. These lead to improved clinical outcomes for the patients of the Central Adelaide Local Health Network (CALHN), including the Royal Adelaide Hospital (RAH), the Queen Elizabeth Hospital (TQEH), Hampstead Rehabilitation Centre (HRC) and community and ambulatory services or programs. The Level 2 Occupational Therapist demonstrates a proficient level of professional knowledge and skill and participates in departmental educational, quality improvement and planning activities. They may be required to provide professional/clinical supervision to AHP1 Occupational Therapists, Allied Health Assistants, undergraduate and post-graduate Occupational Therapy students, and work experience students.

### Key Relationships/ Interactions:

#### Internal

- Is accountable to the Director of Occupational Therapy via the Senior Manager Occupational Therapy.
- The Occupational Therapist will report to and receive clinical advice, guidance and supervision from the delegated Senior Occupational Therapist.
- Works within a multi-disciplinary or inter-disciplinary team framework, in collaboration with other health professionals, service providers and the community.
- Participates in meetings and committees/sub committees as required.

#### External

- Maintains co-operative and productive working relationships with diverse stakeholders, including: multi-disciplinary staff from external agencies, colleagues in other regions of SA Health, universities and relevant Professional Association/s and Registration Board.

**Challenges associated with Role:**

- Broad spectrum of clinical conditions to be assessed and treated
- Education of patients in self-management strategies
- Discharge planning in complex clinical situations
- Working in a multi-disciplinary or interdisciplinary team
- May be required to work across multiple sites, services or programs.
- Representing CALHN Occupational Therapy in multiple and varied forums.

**Delegations:**

**Delegated Level** N/A

**Staff supervised:** Direct TBC Indirect TBC

**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.
- Code of Fair Information Practice.
- 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.
- May be required to rotate through any of the Discipline's clinical and relieving rosters across all sites and services within CALHN, including RAH, TQEH and HRC.
- Some out of hours and weekend work may be required.
- Current and unrestricted drivers licence may be required.
- Travel between the various locations at which the Discipline provides services is required.
- Home assessment of patient's homes is expected.
- Progressive translations from an AHP2 level to AHP3 may occur through the Peer Assessment Process as indicated in the *South Australian Government Wages Parity (Salaried) Enterprise Agreement 2014*.

## Key Result Area and Responsibilities

Key Result Areas	Generic Requirements	Specific or Local Requirements
<b>Technical Skills &amp; Application</b>	<ul style="list-style-type: none"> <li>▪ Demonstrate increased professional expertise, competence and experience to perform any standard professional task within the discipline.</li> <li>▪ Demonstrate greater specialised knowledge to apply professional judgement to select and apply new and existing methods and techniques.</li> <li>▪ Work independently under general policy direction and business requirements.</li> <li>▪ Apply knowledge of unit &amp; local service to influence CALHN OT directions.</li> <li>▪ Comply with professional workplace behaviour / clinical practice standard requirements.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provides a wide range of Occupational Therapy assessments, makes interpretations of assessment findings, and formulates and implements Occupational Therapy intervention plans in collaboration with patients, carers and relevant other clinicians.</li> <li>▪ With reduced supervision, maintains the clinical management of an allocated caseload.</li> <li>▪ Plans and contributes to team discharge planning with client/family and liaising with external agencies as required.</li> <li>▪ Liaises with other members of professional team and significant others in matters pertaining to individual clients, taking into account the client's cultural background and beliefs.</li> <li>▪ Record timely information regarding assessments and interventions in patients' medical records.</li> <li>▪ Delegate appropriate tasks to Occupational Therapy assistants and ensure that delegated tasks are performed safely and effectively.</li> <li>▪ Attends and actively participates in multi/ interdisciplinary activities such as ward rounds and clinical meetings.</li> </ul>
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>▪ Implements an efficient and systematic approach to daily workload management, prioritises workload and works effectively within the structure of the workplace.</li> <li>▪ Uses effective self-organisation, communication and team skills to help deliver a consistent and reliable standard of service.</li> <li>▪ Adhere to the policies and procedures of the Occupational Therapy Department within CALHN.</li> <li>▪ Treat all clients with respect and promotes cultural safety by valuing and promoting the cultural needs of local communities.</li> <li>▪ Contribute to service development by assisting to identify priorities &amp; gaps using knowledge and context of local needs.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Works to meet local KPI's and service targets and implement into practice at a unit / service level.</li> <li>▪ Provides information, feedback and ideas that assist departmental planning and review as required.</li> <li>▪ Performs all administrative duties, particularly the provision and recording of statistics, in an accurate and timely manner.</li> <li>▪ Undertakes Occupational Therapy projects, especially those related to their service, unit or program.</li> <li>▪ Assists in the review, at least annually, of discipline specific policies and procedures in collaboration with the Senior Clinician(s).</li> </ul>

<b>Continuous Quality Improvement</b>	<ul style="list-style-type: none"> <li>▪ Participate and facilitate in quality improvement and research activities as appropriate.</li> <li>▪ Understand &amp; conducts multiple methods of QI and uses outcomes to make recommendations for future practice.</li> <li>▪ Contribute to the promotion &amp; advancement of profession.</li> <li>▪ Engage, initiate, develop, lead (with support) at site level for own profession for QI; May work with relevant AHP3 portfolio holder even if outside own area.</li> <li>▪ Assist in promoting intra-disciplinary collaboration between clinicians across CALHN.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Incorporates perspectives of multiple stakeholders in evaluation of occupational therapy services.</li> <li>▪ May lead QI at site level for own profession (with support).</li> <li>▪ May participate in and support the development of relevant research activities.</li> <li>▪ Represent the discipline at unit, service or program level as requested.</li> <li>▪ Participates in working parties, committees and other relevant meetings.</li> </ul>
<b>Education and Training</b>	<p>Displays a commitment to continuous personal and professional development:</p> <ul style="list-style-type: none"> <li>▪ Maintain &amp; enhance competence through lifelong learning and continuing professional development activities.</li> <li>▪ Undertake clinical competencies as determined by the site/service/program/LHN.</li> <li>▪ Incorporate best available research evidence &amp; professional reasoning into clinical practice; identifies issues/gaps/trial solutions; and may undertake research with support.</li> <li>▪ Attend and complete all mandatory training.</li> <li>▪ Actively participate in Clinical Supervision as per the SA Health Allied Health Clinical Supervision framework 2014.</li> <li>▪ May contribute to education and professional practices of students.</li> <li>▪ Actively participate in the Professional Development and Review (PDR) process, including developing and pursuing a personal/professional development plan in consultation with line manager; and may facilitate the PDRP process for staff under their supervision.</li> <li>▪ May supervise AHP1s including negotiating agreements with their Supervisees; responsible for compliance of documentation (e.g. agreements, Mx reports, minutes); journal / notebook themes feedback to AHP3 and or senior manager.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Incorporates relevant evidence and/or accepted best practice in the selection and application of Occupational Therapy methods and techniques in local area to meet the needs of clients, their families and carers.</li> <li>▪ Responsible for scheduling own clinical supervision and provides feedback to AHP/3 re supervisory relationship to address things quickly, resolve without escalation and seek support and escalate as required.</li> <li>▪ Provides educational services regarding the Occupational Therapy intervention for other staff members, students and outside stakeholders.</li> <li>▪ May be required to provide clinical supervision to AHP1, Allied Health Assistants, undergraduate or post-graduate Occupational Therapy students and work experience students.</li> </ul>



## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- Appropriate degree or equivalent which entitles registration as an Occupational Therapist by the Occupational Therapy Board of Australia (OTBA).

#### **Personal Abilities/Aptitudes/Skills**

- Ability to communicate effectively (both verbally and in writing) with clients, carers, staff and relevant others.
- Ability to apply professional judgement to routine and increasingly complex work situations.
- Organisational skills including the ability to prioritise work, meet deadlines, problem solve, negotiate, be flexible and demonstrate initiative.
- Ability to provide services using client centred approaches that are ethically appropriate, and including respecting principles of confidentiality.
- Ability to participate in and foster teamwork and cooperation between work units, cooperate and participate in a teamwork setting.
- Ability to engage in reflective practice and awareness of own limitations and commitment to ongoing development of clinical and professional knowledge and skills.
- Ability to provide timely, accurate, legible and complete clinical records and workload data.
- Flexibility in adapting to change.

#### **Experience**

- Clinical experience working in Occupational Therapy with adults within an acute tertiary hospital, subacute rehabilitation hospital and / or community/ambulatory setting.
- Current experience managing complex clinical situations with reduced professional supervision.
- Experience working in high paced environments that requires achievement of set outcomes.
- Experience in effective evaluation of services and in planning and implementing service improvements, quality activities or research.
- Demonstrated ability to implement changes in practice to support evidence based Occupational Therapy.

#### **Knowledge**

- Clinical knowledge, sufficient to enable safe and effective work with appropriate supervision in a variety of clinical areas.
- Awareness of responsibilities with regard to work health and safety.
- Incorporates relevant evidence and/or accepted best practice in the selection and application of Occupational Therapy methods and techniques in local area.
- Knowledge of current Occupational Therapy methods in an acute adult hospital setting, subacute or community/ambulatory based rehabilitation
- Well-developed knowledge of Evidence Based Practice.

### **DESIRABLE CHARACTERISTICS**

#### **Educational/Vocational Qualifications**

- Additional coursework in area of appropriate clinical skills.
- Training or postgraduate qualifications in relevant clinical, supervisory or management theory or skills.
- Demonstrated involvement in relevant professional development including external resources.

#### **Personal Abilities/Aptitudes/Skills**

- Demonstrated ability in planning and implementing changes to service delivery
- Demonstrated interest in developing leadership and management skills especially in regard to implementing quality activities and contributing to service development and research
- Awareness of organisations and their strengths and weaknesses.

- Research skills.
- Ability to make positive contributions towards improving service quality.
- Awareness of complexity of Health Care provision.

**Experience**

- Experience in the clinical teaching and supervision of staff and or students and team management.
- Experience in quality improvement activities.

## 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, socioeconomic, 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.

### Central Adelaide Local Health Network:

Central Adelaide LHN is responsible for promoting and improving the health of central metropolitan Adelaide and the broader community by providing integrated health care and hospital services.

Central Adelaide LHN brings together the hospitals of (Royal Adelaide Hospital [RAH] as a major tertiary facility, The Queen Elizabeth Hospital [TQEH] as a general hospital, and our rehabilitation hospitals Hampstead Rehabilitation Centre [HRC] and St Margaret's Rehabilitation Hospital [SMRH]), and a significant number of mental health and primary health care services. Central Adelaide LHN also governs a number of statewide services including SA Dental Service, SA Prison Health Service, BreastScreen SA and DonateLife SA, and has financial administrative responsibility for Statewide Clinical Support Services incorporating SA Pathology, SA Medical Imaging and SA Pharmacy.

### Allied Health Directorate

The Allied Health Directorate provides management and governance for allied health services across Central Adelaide LHN. Allied health professionals are a key part of the clinical team delivering a range of clinical, diagnostic and support services in hospital, ambulatory and community health settings. Allied health is a collective term for a number of professional groups each with distinct identities, educational pathways, professional registration or membership requirements.

The Allied Health Directorate consists of discipline based departments operating across Central Adelaide campuses, the Reform and Quality Unit as well as hosting a number of specialist functions such as the Aboriginal and Torres Strait Islander Liaison Unit, The Wellness Centre and Healthcare Chaplains.

The Allied Health Directorate also provides professional support for allied health staff and services governed by other parts of Central Adelaide and work closely with the Clinical Directorates across Central Adelaide.

The Allied Health Directorate administers approximately \$30M and employs around 600 staff.

## **Occupational Therapy**

Occupational Therapy covers the spectrum of CALHN services across the acute, sub-acute, mental health and ambulatory continuum to the local community, admitted country patients and via specific State-wide services (Spinal Cord Injury and Brain Injury). CALHN occupational therapy is based on a Single Service, Multiple Site service model which is structured to best support the right patient being seen at the right time and in the right place by the right people. The service is committed to quality improvement, evidence based practice, the ongoing development of staff, clinical research and the teaching and training of occupational therapy and related students.

## Values

### Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

<b>Patient Centred:</b>	Our patients are the reason we are here and we will provide the best service to our patients and customers
<b>Team Work:</b>	We value each other and work as a team to provide the best care for our patients
<b>Respect:</b>	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
<b>Professionalism:</b>	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

### 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:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

## Approvals

### Role Description Approval

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

<b>Name:</b>	<b>Role Title:</b>
<b>Signature:</b>	<b>Date:</b>

### 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.

<b>Name:</b>	<b>Signature:</b>
<b>Date:</b>	