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SA Health Job Pack

Job Title	Dietitian
Job Number	609798
Applications Closing Date	31/12/2017
Region / Division	Southern Adelaide Local Health Network
Health Service	Flinders Medical Centre
Location	Bedford Park
Classification	AHP-1/AHP-2
Job Status	Casual
Salary	AHP-1 \$29.93 - \$36.73 per hour + 25% leave loading AHP-2 \$38.77 - \$44.89 per hour + 25% leave 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 - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Megan Satanek
Phone number	8204 5182
Email address	Megan.satanek@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:	Dietitian
Classification Code:	AHP1
LHN/ HN/ SAAS/ DHA:	SOUTHERN ADELAIDE LOCAL HEALTH NETWORK
Hospital/ Service/ Cluster	Flinders Medical Centre
Division:	Allied Health
Department/Section / Unit/ Ward:	Dietetics and Nutrition
Role reports to:	Operationally: Manager of Dietetics and Nutrition Professionally: Manager of Dietetics and Nutrition
Role Created/ Reviewed Date:	June 2016
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

JOB SPECIFICATION

1. PREAMBLE

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 provide 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.

SALHN 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 Southern Adelaide Fleurieu Kangaroo Island Medicare Local (SAFKIML).

2. SUMMARY OF THE BROAD PURPOSE OF THE POSITION and its responsibilities/duties

The incumbent dietitian is responsible for all aspects of nutritional care of patients in assigned units. This includes dietetic assessment & diagnosis, consultation, intervention and review, and education. It also involves liaison with community agencies, organisation of appropriate resources, and management of discharge.

All dietary advice is tailored to the individual. Clinical judgement is needed in assessing treatment priorities and formulating a nutritional care plan, taking into account the complexity of physiological, sociological and psychological factors.

The incumbent works as part of the health team, and work involves continual liaison with medical, nursing, allied health and food service staff to ensure nutritional care plans are appropriately implemented. The incumbent will also be involved in quality improvement and professional development activities.

The incumbent will have a clinical supervisor providing supervision to support their dietetic and nutrition practice and to support their performance and development.

3. REPORTING/WORKING RELATIONSHIPS

Supervisor Reports to:	Manager, Dietetics & Nutrition Department
Supervisor's Position:	Senior Dietitian
Subject Position:	AHP1 Dietitian
Positions supervised:	None
Other Positions Reporting to the Supervisor:	various

4. SPECIAL CONDITIONS (such as non-metropolitan location, travel requirements, frequent overtime, etc)

- 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.
- Some out of hours work may be required.
- May be required to work on weekends and public holidays or be 'on-call' via mobile phone.
- Support values consistent with the aims of SA Health and the LHN, including honesty, respect and integrity and the Dietetics and Nutrition Department Team Charter.
- May be required to undertake a health assessment prior to commencement.
- Comply with the Principles of the Code of Fair Information Practice, adopted by the Department of Health, which regulate the collection, use, disclosure, storage and transfer of

all personal patient/client information within the Department and throughout its funded service providers.

- 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.

5. 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.

6. 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.

7. STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES (group in to major areas of responsibility / activity and list in descending order of importance).

"Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including WHS requirements."

"Commitment to achieving and complying with National Safety & Quality Health Service Standards."

7.1 Ensure the effectiveness and efficiency of a Dietetic and Nutrition service provision to Flinders Medical Centre patients, staff and community by:-

- Providing appropriate and effective dietetic management with regard to assessing, dietetic diagnosing, planning, implementing and evaluating a nutritional care program which is integrated into total patient management.
- Being responsible for the organisation of therapeutic diets, nutritional supplementation and/or enteral feeding following procedures and protocols established by the senior foodservice dietitian.
- Communicating with medical, nursing, allied health and catering staff, regarding patient care.
- Being responsible for the nutrition/dietetic counselling on an individual or group basis of inpatients, outpatients and other relevant groups.
- Participating in ward rounds, meetings and conferences to integrate nutritional care into total patient care.

- Maintaining up to date patient and departmental records, following department documentation policies.
- Evaluating and modifying own assessment and treatment methods to ensure skills are continuously upgraded by requesting supervision and/or discussing management of patients with the supervising dietitian.
- Attending relevant clinic, ward and team meetings to ensure dietetic intervention is timely and appropriate, and to ensure a co-ordinated team approach in patient care by actively contributing to discussions relating to the patient.
- Developing professional rapport with patients and staff to ensure effective decision making and goal setting occurs in a team approach with the patient's interest being the primary consideration.
- Seeking advice from the supervising dietitian when necessary to clarify assessment, treatment, and administrative procedures and to discuss difficult cases by liaising with the supervising dietitian on a day to day basis.
- Covering other duties for dietetic staff on leave as directed by the Manager, Dietetics & Nutrition.

7.2. Undertake Professional Development and Quality Assurance activities by:-

- Following a program of continuing education and self-development by actively participating in staff development courses, in-service education programs, professional meetings etc.
- Participating in personal performance evaluation and development, by means of review procedures adopted by the Dietetics and Nutrition Department.
- Participating in and/or arranging meetings to ensure issues related to patient care are discussed by team members and ensure that the appropriate patients receive dietetic services.

7.3 Contribute to the Dietetic and Nutrition Department's Service Improvement, by:-

- Taking responsibility for evaluating the effectiveness of dietary intervention and nutritional support programs by participating in Service Improvement procedures adopted by the Department.
- Reviewing, updating and developing literature used for education of patients on the nutritional management of therapeutic diets and general or specific principles of nutrition.
- Participate in research programs as approved by the Manager, Dietetics & Nutrition.

7.4 Contribute to the development and maintenance of a comprehensive Dietetics and Nutrition service in the hospital by:-

- Participating in department staff meetings and strategic planning.
- Participating in the provision of staff training within the department and hospital wide.
- Contributing to the development of policies, procedures and department guidelines.
- Supporting and supervising students on placement and participating in teaching programs where appropriate.
- Contributing to a supportive work environment.
- Keeping adequate treatment records to enable review of Department clinical activity.
- Contributing to service development in particular clinical areas
- Contributing to service improvement
- Representing the Department of Dietetics and Nutrition as required

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

PERSON SPECIFICATION

1. ESSENTIAL MINIMUM REQUIREMENTS (those characteristics considered absolutely necessary)

Educational/Vocational Qualifications

Appropriate Degree or equivalent qualification which gives eligibility for full membership of the Dietitians Association of Australia (DAA).

Personal Abilities/Aptitudes/Skills

- Good planning skills.
- Ability to adapt to unexpected situations and fluctuating workloads.
- Commitment to professional development.
- Ability to use email, internet and word processing packages.
- Good written and verbal communication skills.
- Ability to work as a team member.
- Capacity to implement service improvement practices.
- Ability to prioritise workload and meet deadlines.

“Proven commitment to the principles and practise of:

- *EEO, Ethical Conduct, diversity and WHS;*
 - *Quality management and client oriented service;*
 - *Risk management.”*
-

Experience

- Proven experience in basic computing skills, including email and word processing
 - Demonstrated experience in the provision of nutritional assessment, care, counselling and education.
 - Experience in the delivery of nutrition support to patients in an acute care setting.
 - Demonstrated experience to reflect and evaluate own performance and to act on this.
-

Knowledge

- Understanding of Work Health Safety principles and procedures
 - Understanding of Quality Management principles and procedures
 - Understanding of Delegated Safety Roles and Responsibilities
 - Awareness of National Safety and Quality Health Service Standards
-

2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

Personal Abilities/Aptitudes/Skills

- Shows initiative
 - Shows a willingness to increase skills and abilities
-

Experience

- Proven experience in basic computing skills, including email and word processing
-

Knowledge

- Awareness of the Charter of Health and Community Services rights.
-

Educational/Vocational Qualifications (considered useful in carrying out the responsibilities of the position)

- Commitment to join APD program
-

Other details



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

Role Title:	Dietitian
Classification Code:	AHP2
LHN/ HN/ SAAS/ DHA:	SOUTHERN ADELAIDE LOCAL HEALTH NETWORK
Hospital/ Service/ Cluster	Flinders Medical Centre
Division:	Allied Health
Department/Section / Unit/ Ward:	Dietetics and Nutrition
Role reports to:	Operationally: Manager of Dietetics and Nutrition Professionally: Manager of Dietetics and Nutrition
Role Created/ Reviewed Date:	June 2016
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

JOB SPECIFICATION

1. PREAMBLE

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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 Southern Adelaide Fleurieu Kangaroo Island Medicare Local (SAFKIML).

2. SUMMARY OF THE BROAD PURPOSE OF THE POSITION and its responsibilities/duties

The incumbent is responsible to the Manager, Dietetics & Nutrition, for the assessment, care and education of both inpatients and outpatients. Providing a nutrition and dietetic consultative service to medical, nursing and allied health personnel. Will work as part of the multi-disciplinary team within the allocated units and other units as directed.

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

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

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

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

Within the Flinders Medical Centre, the Dietetics & Nutrition Department as part of the Allied Health Division provides consultative, counselling and educational services and a dietetic food service utility.

It also advises on Hospital Nutritional Standards and dietetic aspects of Catering.
The Department is headed by the Manager of Dietetics and Nutrition.

3. REPORTING/WORKING RELATIONSHIPS

Supervisor Reports to:	Manager, Dietetics and Nutrition
Supervisor's Position:	Senior Dietitian AHP3

Subject Position:	AHP2 Dietitian
Positions supervised:	
Directly:	
Indirectly:	

Other Positions Reporting to the Supervisor	
Directly:	

AHP1 and 2 staff, number varies

4. SPECIAL CONDITIONS

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- Some out of hours work may be required.
- May be required to work on weekends and public holidays or be 'on-call' via mobile phone.
- Support values consistent with the aims of SA Health and the LHN, including honesty, respect and integrity and the Dietetics and Nutrition Department Team Charter.
- May be required to undertake a health assessment prior to commencement.
- Comply with the Principles of the Code of Fair Information Practice, adopted by the Department of Health, which regulate the collection, use, disclosure, storage and transfer of all personal patient/client information within the Department and throughout its funded service providers.
- 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.

5. Handling of Official Information:

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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.

6. 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.

7. STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES (group in to major areas of responsibility / activity and list in descending order of importance).

"Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including WHS requirements."

"Commitment to achieving and complying with National Safety & Quality Health Service Standards."

KEY OUTCOMES

7.1 High Quality Patient Care

The incumbent, as a member of the health care team in their allocated units, is responsible for the efficient and effective delivery of high quality patient care services, through the contribution and leadership as a multi-disciplinary team member by:

- The provision of appropriate and effective dietetic management with regard to assessing, dietetic diagnosing, planning, implementing and evaluating a nutritional care program for patients in the allocated units and other FMC referred patients as appropriate.
- Assisting with supervision and continuous development of AHP1 staff and direct supervision of students allocated to the units.
- The development of services, and operational planning.
- Input into the development, implementation and publication of new techniques, methods or research results relevant to the unit patients.
- Active participation of patients and their families/carers in their assessment and care planning.
- Participating in ward meetings/rounds and discharge planning to integrate nutritional care into total patient care including those of the allocated units.
- Documenting relevant observations and information regarding patients' nutritional requirements, recommended dietary treatment and effectiveness of nutritional intervention program in patients' medical records.
- Being responsible for the nutrition/dietetic counselling on an individual or group basis of inpatients, outpatients where appropriate, and other relevant groups.
- Developing or preparing resource material for counselling and education of patients following consumer consultation.

Responsible for the organisation of therapeutic diets, nutritional supplementation and/or enteral feeding by:

- Being responsible for evaluating the completeness and adequacy of the nutrition care aspects of patient care, through liaison with nursing, medical and catering staff.
- Participating in clinics, ward meetings/rounds and discharge planning to integrate nutritional care into total patient care including those of the allocated units and other units as required.

7.2 Teaching & Learning

Contribute to the learning experience of other staff and students by:

- Providing nutrition and dietetic input to educational programs run by the multi-disciplinary team of the allocated units.
- Guiding, teaching and evaluating dietetic students in the area of nutritional management of patients in allocated units
- Participating in teaching programs and provide expert nutrition advice for medical, nursing and other professional staff and students
- Providing in-service training for dietitian assistants
- Taking leadership in guiding other departmental staff members in the area of allocated nutrition.
- Planning, implementing and supervising dietetic students in their research elective if required.

7.3 Service Improvement and Quality Assurance

The incumbent is responsible for the formulation and implementation of policies and procedures for nutritional care of patients in the allocated units in particular (and other units), in conjunction with the unit multi-disciplinary team to improve delivery of service. Including:

- Collection and analysis of data to provide information on patient progress or services to make recommendations to the allocated units & other nominated units for service improvements.
- Participation in team quality activities, research and evaluation.
- Provision of performance measurement reports.
 - Ensuring protocols, procedures and guidelines (PPG) are consistent with the Dietetics & Nutrition Department and Allied Health's goals and objectives and strategic plan.
 - Evaluation of the effectiveness of these PPGs in conjunction with the Manager, Dietetics & Nutrition.
 - To ensure the standards of care are met for patients in the allocated unit and other FMC patients as appropriate.
- Planning, implementing and evaluating research projects relating to the allocated area of nutrition under the direction of the Manager.

7.4 Professional Development

Undertake professional development activities through:

- Following a program of continuing education and self-development by actively participating in self-reflection, staff development courses, in-service education programs, professional meetings and keeping abreast with research developments in Nutrition and Dietetics and associated areas. In particular attending professional development activities in the Dietetics & Nutrition Department.
- Participating in personal performance evaluation by means of review procedures adopted by the Dietetics & Nutrition Department.
 - Maintaining own high levels of professional knowledge and skills.
 - Training and educating of junior staff and students.

7.5 Departmental Contribution

Contribute to the development and maintenance of a comprehensive Dietetic & Nutrition service in the hospital by:

- Providing leadership.
- Contributing to service development in particular clinical areas.
- Initiating and implementing service improvements.
- Evaluating service quality including feedback from consumers.
- Representing the Department at hospital wide forums.
- Participating in Department staff meetings and strategic planning.
- Participating in the provision of staff training within the department and hospital wide.
- Developing and maintaining protocols, procedures, and department guidelines.
- Supporting and supervising student placements and participating in teaching programs where appropriate.
- Contributing to a supportive work environment.
- Supporting and implementing the Dietetic and Nutrition Department Team Charter.
-

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

PERSON SPECIFICATION

2. ESSENTIAL MINIMUM REQUIREMENTS (those characteristics considered absolutely necessary)

Educational/Vocational Qualifications

Appropriate Degree or equivalent qualification which gives eligibility for full membership of the Dietitians Association of Australia (DAA).

Personal Abilities/Aptitudes/Skills

- Good planning skills.
- Ability to adapt to unexpected situations and fluctuating workloads.
- Commitment to professional development.
- Ability to use email, internet and word processing packages.
- Good written and verbal communication skills.
- Ability to work as a team member.
- Capacity to implement service improvement practices.
- Ability to prioritise workload and meet deadlines.

“Proven commitment to the principles and practise of:

- *EEO, Ethical Conduct, diversity and WHS;*
 - *Quality management and client oriented service;*
 - *Risk management.”*
-

Experience

- Proven experience in basic computing skills, including email and word processing
 - Demonstrated experience in the provision of nutrition and dietetic assessment & diagnosis, care, counselling and education.
 - Experience in the delivery of nutrition support to patients in an acute care setting.
 - Demonstrated experience to reflect and evaluate own performance and to act on this.
-

Knowledge

- Understanding of Work Health Safety principles and procedures
- Understanding of Quality Management principles and procedures
- Understanding of Delegated Safety Roles and Responsibilities
- Awareness of National Safety and Quality Health Service Standards

2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

Personal Abilities/Aptitudes/Skills

- Shows initiative
 - Shows a willingness to increase skills and abilities
-

Experience

- Proven experience in basic computing skills, including email and word processing
-

Knowledge

- Awareness of the Charter of Health and Community Services rights.
-

Educational/Vocational Qualifications (considered useful in carrying out the responsibilities of the position)

- Commitment to join APD program
-

Other details
