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## SA Health Job Pack

<b>Job Title</b>	<b>Graduate Occupational Therapist - NALHN</b>
<b>Job Number</b>	<b>629613</b>
<b>Applications Closing Date</b>	26 January 2018
<b>Region / Division</b>	Northern Adelaide Local Health Network
<b>Health Service</b>	Northern Adelaide Local Health Network
<b>Location</b>	Elizabeth Vale
<b>Classification</b>	AHP1
<b>Job Status</b>	Full time temporary for 12 months
<b>Indicative Total Remuneration*</b>	\$66,603/ \$81,572 pa

## 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>Full name</b>	Matt Barrett, Senior Manager Occupational Therapy NALHN
<b>Phone number</b>	0477344481
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# 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



## Northern Adelaide Local Health Network (LHN) JOB AND PERSON SPECIFICATION

<b>TITLE OF POSITION:</b> Occupational Therapist	<b>ADMINISTRATIVE UNIT:</b> SA Health – Northern Adelaide LHN
<b>Classification:</b> AHP1	<b>Health Unit:</b>
<b>Classification Reviewed:</b>	<b>Division:</b> Allied Health
	<b>Department / Section</b> Occupational Therapy
TBC	<b>Position No:</b>
	<b>Position Created:</b>

Job and Person Specification Approval

\_\_\_\_\_  
CEO or Delegate

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

### JOB SPECIFICATION

#### PREAMBLE

The implementation of the National Health Reform in 2011 saw the establishment of five Local Health Networks across SA intended to promote, maintain and restore the health of the communities they serve.

The Northern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the northern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 3,800 skilled staff provide high quality patient care, education, research and health promoting services.

The Northern Adelaide Local Health Network (NALHN) provides a range of acute and sub acute health services for people of all ages and covers 16 Statistical Local Areas and four Local Government Areas (one of which crosses the Central Adelaide Local Health Network) and includes the following:

- Lyell McEwin Hospital
- Modbury Hospital
- Sub-Acute
- GP Plus Health Care Centres and Super Clinics
- Aboriginal Health Care Services
- Mental Health Services (including two statewide services – Forensics and Older Persons)

NALHN offers a range of primary health care services across the northern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Clinical leadership of care systems is central to the current national and state wide health reforms. NALHN care delivery is configured within clinical divisions that are patient-focused, clinically led groupings of services. Clinical Divisions are responsible for managing service delivery activities across NALHN campuses and units, bringing together empowered experts to directly make relevant decisions.

#### SUMMARY OF THE BROAD PURPOSE OF THE POSITION and its responsibilities/duties

The Occupational Therapist is accountable to the Senior Manager of Occupational Therapy NALHN for the provision of assessment and treatment services which aims to optimise health outcomes for inpatients and outpatients of the Lyell McEwin Hospital, Modbury Hospital and NALHN Ambulatory and Primary Health Care. The position incorporates support and mentoring to assist the graduate in the transition from student to professional. The incumbent will rotate through a series of clinical services and participate in the NALHN Allied Health Graduate Program

The Occupational Therapist applies clinical experience, clinical knowledge and professional competence to plan, implement and evaluate comprehensive and integrated services to the needs of NALHN clients. The Occupational Therapist (AHP1) works under direct clinical supervision and may provide direction and support to allied health assistants and students.

The Occupational Therapist works collaboratively with the Allied Health multi-disciplinary team and liaises directly with medical, nursing staff of NALHN and with other community agencies.

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**REPORTING/WORKING RELATIONSHIPS** (to whom the person reports, staff for whom the person is responsible, and other significant connections and working relationships within the organisation)

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- The incumbent is responsible to the Senior Manager of Occupational Therapy NALHN through the Senior Occupational Therapist to whom they directly report.
  - The Occupational Therapist Position works collaboratively with Allied Health multi-disciplinary team and liaises with providers of LMH and other community agencies
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## **HANDLING OF OFFICIAL INFORMATION**

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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.

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

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- Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue.
  - The incumbent will be required to participate in the organisation's annual Performance Review & Development Program.
  - May be required to work within other locations of the Northern Adelaide LHN.
  - Out of hours and weekend work, including public holidays will be required
  - Participation in an on-call roster may be required Roster arrangements may be reviewed/varied, in order to meet organisational requirement.
  - Reasonable overtime will be required
  - Support values consistent with the aims of SA Health and the LHN, including honesty, respect and integrity.
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**STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES** (group in to major areas of responsibility / activity and list in descending order of importance)

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1. **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.
2. **Contributes to patient safety and quality by adhering to the Australian Charter of Health Care Rights, understanding the intent of the Australian National Safety & Quality Health Service Standards and participating in quality improvement activities as necessary.**
3. **All employees are responsible and accountable for keeping accurate, legible and complete records of their activities.**

4. **SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.**
5. **Contributes to patient safety and quality by adhering to the Australian Charter of Health Care Rights, understanding the intent of the Australian National Safety & Quality Health Service Standards and participating in quality improvement activities as necessary.**
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8. **Ensure the provision of high quality services that maximise patient health outcomes by:**
  - Using a competent level of professional knowledge and skill to provide assessment interpret finds and plan and implement intervention in collaboration with patients carers and other health professionals.
  - Seeking guidance and supervision from experienced staff when more complex problem solving, professional decision making and practice skills are required.
  - Ensuring documentation is consistent with service policy and practice.
  - Undertaking comprehensive discharge planning in conjunction with other team members.
  - Maintaining and developing clinical and professional knowledge and skills.
9. **Provide effective coordinated Inter-Disciplinary care by:**
  - Working collaboratively with members of other disciplines.
  - Participating actively in Multi-Disciplinary service teams and projects.
10. **Maintain and develop clinical and professional skills by**
  - Participating in departmental and organisational professional development programs
  - Contributing to departmental administration through staff meetings
  - Contributing to the development of departmental procedures and policies
  - Participating in quality improvement activities, research and performance enhancement
11. **Participate in the development of a high quality department by:**
  - Participation in departmental meetings.
  - Participation in the development of resources and new information.
  - Participation in research and evaluation of the service
  - Undertaking data input, and participating in reviewing and evaluating data produced by clinical information management system (CME).
12. **Provision of training and supervision of clinical Occupational Therapist students by:**
  - Providing support to undergraduate students and to work experience students.
  - Providing a role model, by demonstrating professional behaviour, and clinical reasoning.
13. **Contribute to the delivery and management of efficient work practices and a culture of continued quality improvement, including:**
  - Participating in, and facilitating the delivery of, collaborative team work and effective continuous learning and professional development.
  - Actively participating in continuous Quality Improvement activities, including the identification of performance standards and increased efficiencies

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Acknowledged by Occupant:\_\_\_\_\_ Date:\_\_\_\_/\_\_\_\_/\_\_\_\_

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## PERSON SPECIFICATION

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### ESSENTIAL MINIMUM REQUIREMENTS (those characteristics considered absolutely necessary)

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#### Educational/Vocational Qualifications

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- A Degree or other qualification which entitles registration as Occupational Therapist with the Occupational Therapy Board of Australia.
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#### Personal Abilities/Aptitudes/Skills

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- Demonstrated competency and knowledge in Occupational Therapy assessment and treatment techniques.
  - Demonstrated commitment to improve personal and professional skills through self-directed learning and evaluation in line with LHN objectives.
  - Demonstrated ability to communicate effectively both verbally and written.
  - Demonstrated time management skills to effectively manage a caseload.
  - Demonstrated commitment and ability to work effectively in inter-disciplinary teams.
  - Demonstrated ability to undertake the physical demands of the job.
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#### Experience

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- Demonstrated competency in the clinical management and treatment of a broad range of conditions.
  - Demonstrated experience in the use of Microsoft Office (including Word and Excel) and database packages.
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#### Knowledge

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- Understanding of Work Health and Safety principles and procedures.
- Understanding of the Australian National Safety & Quality Health Service Standards.
- Demonstrated broad knowledge of Blank professional standards.
- Knowledge of continuous quality improvement principles and methods.
- Demonstrated knowledge in the development, implementation and evaluation of departmental policies and procedures relevant in a hospital setting.

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

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**Personal Abilities/Aptitudes/Skills**

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- Demonstrated commitment to excellence and innovation in work practices.
  - Demonstrated flexibility and ability to adapt to changing service provision needs.
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**Experience**

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

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

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**Other details**

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