

i can

...do something
more meaningful



SA Health Job Pack

| | |
|---------------------------------------|--|
| Job Title | New Graduate Occupational Therapist |
| Job Number | 635261 |
| Applications Closing Date | 24/11/17 |
| Region / Division | Southern Adelaide Local Health Network |
| Health Service | Repatriation General Hospital - Occupational Therapy |
| Location | Daw Park |
| Classification | AHP1 |
| Job Status | Part-time 30 hrs/wk up to 21/12/2018 and then 15 hrs/wk up to 24/1/2020 |
| Indicative Total Remuneration* | AHP1: \$66,603 to \$81,572 (pro rata) |

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 | Amanda Smith |
| Phone number | 0421 098 136 |
| Email address | amanda.smith2@health.sa.gov.au |

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



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

| | |
|---|---|
| Role Title: | Occupational Therapist Position No: RG0185 |
| Classification Code: | AHP1 |
| LHN/ HN/ SAAS/ DHA: | SOUTHERN ADELAIDE LOCAL HEALTH NETWORK |
| Hospital/ Service/ Cluster | Repatriation General Hospital |
| Division: | Rehabilitation, Aged Care and Palliative Care |
| Department/Section / Unit/ Ward: | Occupational Therapy |
| Role reports to: | Operationally: Director, Occupational Therapy Professionally: Director, Occupational Therapy |
| Role Created/ Reviewed Date: | March 2017 |
| Criminal History Clearance Requirements: | <input checked="" type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC) |

Job Specification

Primary Objective(s) of role:

The Occupational Therapist is responsible to the Senior Occupational Therapist for providing Occupational Therapy services to inpatients and outpatients, which result in safe and timely discharge, and improved independence and occupational outcomes for patients. This position is rotational, and will provide services across acute and rehabilitation services depending on roster.

Direct Reports:

- The occupant may, as directed by the Senior Occupational Therapist, undertake some supervision of an Allied Health or Occupational Therapy Assistant.

Key Relationships/ Interactions:

Internal

- The occupant is accountable to the Director, Occupational Therapy and the relevant Program/Project Manager for the provision of comprehensive Occupational Therapy service providing a team centred approach to client care resulting in improved outcomes for patients with a variety of disorders and disabilities. In addition to participating in research and quality activities appropriate to the role.
- Supervision is provided by the Senior Occupational Therapist in the area in which they work.

External

- Liaises with other health professionals, service providers and the community.

| | |
|---|-----|
| Challenges associated with Role: | |
| Major challenges currently associated with the role include: | |
| <ul style="list-style-type: none"> • nil | |
| Delegations: (as defined in SALHN instruments of delegations) | |
| Financial | N/A |
| Human Resources | N/A |
| Procurement | N/A |
| Resilience: | |
| SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback. | |
| Performance Development | |
| 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: | |
| <ul style="list-style-type: none"> • 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: • <i>Work Health and Safety Act 2012</i> (SA) and when relevant WHS Defined Officers must meet due diligence requirements. • <i>Return to Work Act 2014</i> (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness. • Meet immunisation requirements as outlined by the <i>Immunisation Guidelines for Health Care Workers in South Australia 2014</i>. • Equal Employment Opportunities (including prevention of bullying, harassment and intimidation). • <i>Children's Protection Act 1993</i> (Cth) – 'Notification of Abuse or Neglect'. • Disability Discrimination. • Information Privacy Principles. • Relevant Awards, Enterprise Agreements, <i>Public Sector Act 2009</i>, <i>Health Care Act 2008</i>, 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 work within other locations of the Southern Adelaide LHN.
- > May be required to work as part of a 7 day service.
- > Must be prepared to attend relevant meetings and staff development / education activities as required.
- > Travel within the Southern Adelaide area will be required (hospitals, residential care and community).
- > A current driver's licence is required

STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

Contribute to safe and timely discharge, and improved independence and occupational outcomes for clients by:

- Assessing the client's occupational abilities, problems and needs using a variety of formal and informal assessments.
- Planning and implementing intervention programs.
- Monitoring and evaluating the progress and outcomes of interventions.
- Prescribing and arranging for the provision of appropriate equipment.
- Undertaking home visits to assess requirements for the home environment.
- Communicating and liaising with the client's family and carers.
- Referring to and liaising with relevant community resources and services.

Ensure that the work tasks of an Allied Health or Occupational Therapy Assistant are carried out effectively by:

- Assigning and overseeing duties.
- Liaising with the Allied Health or Occupational Therapy Assistant regarding the aims of the client's Occupational Therapy program, activities to be performed, precautions and the client's progress.

Contribute to the effective provision of services by the clinical team by:

- Participating in team meetings and case conferences.
- Documenting assessment findings and interventions in a timely fashion.
- Consulting and discussing with other team members.
- Participating in, and where appropriate providing, education and staff development within the team.
- Participating in quality and service improvement activities within the team.

Assist the Director, Occupational Therapy in ensuring the provision and ongoing development of high quality Occupational Therapy services within the hospital by:

- Undertaking Occupational Therapy projects as directed.
- Participating in staff meetings and contributing to planning and policy development for Occupational Therapy services.
- Liaising with the Senior Occupational Therapist and the Director, Occupational Therapy about the provision of services and resources in the occupant's work area.
- Participating in and contributing to the Occupational Therapy Department staff development program.
- Participating in Occupational Therapy quality activities.
- Participating in performance appraisal.
- Assisting with teaching activities including the training of Occupational Therapy students.
- Participating in and supporting the development of research activities relevant to Occupational Therapy.
- Assisting with the education of staff and students from other disciplines.

Work in an ethically appropriate manner, including adhering to OT Australia Code of Ethics.

Undertake other duties commensurate with this classification.

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.

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

Person Specification

1. ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- A degree or equivalent qualification which entitles registration as an Occupational Therapist with the Occupational Therapy Board of Australia.
-

Personal Abilities/Aptitudes/Skills

- Ability to undertake assessment and intervention with clients with a range of illness and disabilities relevant to older people, acute care and rehabilitation.
 - Ability to provide clinical services as a member of a multidisciplinary team.
 - Ability to communicate with clients and a range of professional and other staff, orally and in writing, including in the provision of supervision to Allied Health Assistants and volunteers as required.
 - Organisational skills including the ability to prioritise work, meet deadlines, delegate appropriately and demonstrate initiative.
 - Proven commitment to the principles and practise of:
 - EEO, Ethical Conduct, diversity and WHS;
 - Quality management and client oriented service;
 - Risk management.
-

Experience

- Experience in the provision of clinical Occupational Therapy services to clients a range of illness and disabilities relevant to older people, acute care and rehabilitation.
 - Proven experience in basic computing skills, including email and word processing
-

Knowledge

- Knowledge of the occupational impact and management of a range of illnesses and disabilities relevant to older people, acute care and rehabilitation.
 - Understands the role of rehabilitation across the continuum
 - 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

Personal Abilities/Aptitudes/Skills

- Commitment to ongoing professional development
-

Experience

- Experience in the Occupational Therapy management of older people
-

Knowledge

- Awareness of key manual handling principles.
- Awareness of the Charter of Health and Community Services rights.
- Knowledge of theory and techniques of professional and personnel supervision.
- Awareness of changing developments in structure and delivery of health care service and their impact on Occupational Therapy planning and service delivery.
- Knowledge of research techniques and methodologies, including searching of electronic databases

Educational/Vocational Qualifications

Other details

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socio economic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

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

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

SA Health Challenges:

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

Health Network/ Division/ Department:

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

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

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

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

Values

SA Health Values

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

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

Code of Ethics

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

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

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

Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

SALHN Vision

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

SALHN core value TRUST

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

Approvals

Job and Person Specification Approval

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

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

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

Name:

Signature:

Date: