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## SA Health Job Pack

<b>Job Title</b>	Transitional Care Program Occupational Therapist
<b>Job Number</b>	642978
<b>Applications Closing Date</b>	23 February 2018
<b>Region / Division</b>	Country Health SA Local Health Network
<b>Health Service</b>	Riverland Mallee Coorong Region
<b>Location</b>	Berri
<b>Classification</b>	AHP2
<b>Job Status</b>	Ongoing Full Time Appointment
<b>Indicative Total Remuneration*</b>	\$86,052 - \$99,495 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>	Karen Forward
<b>Phone number</b>	8580 2842
<b>Email address</b>	Karen.Forward@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

# POSITION DESCRIPTION

<b>Job Title</b>	Transitional Care Program Occupational Therapist	<b>Classification</b>	AHP2	<b>Position Number</b>	M28104
<b>LHN</b>	Country Health SA Local Health Network (CHSALHN)	<b>Term</b>	Ongoing permanent	<b>Position Created</b>	06/06/2011
<b>Area</b>	Riverland Mallee Coorong Region	<b>FTE</b>	1.0	<b>Last Updated</b>	09/10/2017
<b>Criminal History Clearance Requirements:</b> <input checked="" type="checkbox"/> Child (DCSI) <input checked="" type="checkbox"/> Aged (NPC) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General probity (NPC)					

## Broad Purpose of the Position

The Transition Care Program (TCP) Occupational Therapist (OT) is a member of a community-based, multi-disciplinary specialist TCP team, providing services across inpatient and ambulatory settings. Working in partnership with local team members and metropolitan-based Specialists, TCP OT will contribute to the planning, development and implementation of TCP services in the Riverland, and across CHSA. Services will focus on improving health outcomes, functional capacity and quality of life, in accordance with the *State-wide Rehabilitation Service Plan 2009-2016* and the objectives of the Council of Australian Government's (COAG) *Sub-acute Services Initiative*. The TCP OT will also act as a resource to other CHSA colleagues, providing clinical supervision, mentorship and advice to less experienced peers and students.

## Qualifications

Must hold a recognised qualification within Occupational Therapy, be eligible for practicing membership of Occupational Therapy Australia, and fulfill all requirements to obtain and maintain current registration.

For appointment at this level, must be able to demonstrate AHP2 level competencies, or have a 2 year post-graduate Masters with a related allied health undergraduate degree.

## 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.

## White Ribbon

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.

## Cultural Statement

CHSALHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. CHSALHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

## Special Conditions

- A current driver's license is essential, as is a willingness to drive on country roads and travel in light air craft as required. Intra state travel will be required; interstate travel may be required
- Flexibility and some out of hours work may be required.

## Key Relationships

- Receives line supervision from Allied Health Team Leader and Senior Community Health Nurse.
- Receives clinical supervision, advice and support from Senior Allied Health Professional under formal arrangement in accordance with the *CHSA Allied Health Clinical Support*.

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<ul style="list-style-type: none"><li>▪ <i>Prescribed Positions</i> under the <i>Children's Protection Act (1993)</i> must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion (DCSI).</li><li>▪ <i>Approved Aged Care Provider Positions</i> as defined under the <i>Accountability Principles 1998</i> made in pursuant to the <i>Aged Care Act 2007 (Cth)</i> must obtain a satisfactory National Police Certificate (NPC) through the South Australia Police confirming the clearance is for the purpose of working in Aged Care.</li><li>▪ <i>Prescribed Positions</i> will also require a NPC general probity clearance.</li><li>▪ Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue.</li><li>▪ Will be required to comply with the requirements of the CHSALHN Procedure for Credentiaing Allied Health and Scientific Health Professionals</li></ul>	<p><i>Framework.</i></p> <ul style="list-style-type: none"><li>▪ May contribute to the supervision of less experienced professional officers, para-professional staff and students, under direction from the Clinical Senior.</li><li>▪ Works within a multi-disciplinary team framework, in collaboration with other health professionals, service providers and the community.</li><li>▪ May be required to temporarily fulfill a higher position, appropriate to the incumbent's skills and capacity.</li></ul>	
Key Result Areas	Generic Requirements	Specific or Local Requirements
Technical Skills and Application	<p>Apply professional expertise, developing generalist / specialist knowledge, clinical competence and experience to provide professional services to client groups in circumstances requiring increasingly complex practice skills.</p> <p>Exercise professional judgment in the selection and adaptation of established methods, procedures and techniques within the profession.</p> <p>May provide a broad range of clinical and consultative services across a range of service settings, including one-on-one, group based and health promotion activities.</p> <p>Manage and prioritise personal work load and support others in developing workload management plans, including in the allocation of team resources.</p>	<ul style="list-style-type: none"><li>▪ Contribute OT expertise to the development and delivery of a comprehensive, integrated &amp; multi-disciplinary TCP service in the Riverland.</li><li>▪ In collaboration with the Team Leader and clinical specialists, provide input into the development of service models and clinical protocols for the Riverland service, and to inform service planning across CHSA.</li><li>▪ Manage a complex case load, and support other team members in managing the demands of the service.</li><li>▪ Assist in coordinating clients' needs to ensure appropriate participation in TCP programs and ongoing implementation of services.</li><li>▪ Undertake Case Coordination for clients on the TCP program.</li></ul>
Personal and Professional Development	<p>Work under reduced clinical supervision, and proactively draw on the support of experienced peers of diverse professional backgrounds, Clinical Seniors, Advanced Clinical Leads and / or managers when required.</p> <p>Display a commitment to continuous personal and professional development by:</p> <ul style="list-style-type: none"><li>a. Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge,</li><li>b. Applying well-developed reflective practice skills to your own work, and supporting peers / students / supervised staff to develop reflective practice skills.</li></ul>	<ul style="list-style-type: none"><li>▪ Adopt a proactive approach to developing and maintaining contemporary knowledge and skills in TCP, including through the use of technology to source timely advice from Specialists.</li><li>▪ In collaboration with the Team Leader Allied Health, develop a formal Clinical Supervision arrangement with a suitably skilled and experienced TCP Occupational Therapist, and fulfil all obligations under this agreement.</li></ul>

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	<p>c. Utilising the support of mentors and peers,</p> <p>d. Actively participating in the Professional Development and Review (PDR) process, including developing and pursuing a personal / professional development plan in consultation with your line manager / clinical supervisor,</p> <p>e. May provide professional leadership in the relevant network, including facilitating access to training for professional staff.</p> <p>May be required to contribute to clinical / professional supervision, support and oversight of AHP1 level staff, allied health assistants and profession-specific professional students or multi-disciplinary student teams.</p> <p>Develop, share and support your peers to gain knowledge of effective practice through research, evaluation of services and information sharing (eg: via professional networks and presenting papers for conferences and / or publishing).</p>	<ul style="list-style-type: none"> <li>Contribute to the development of protocols and processes for the prioritization of Occupational Therapy resources.</li> <li>Receive clinical direction, advice, mentorship and support from Allied Health Team Leader.</li> <li>Develop and maintain inter and intra-professional clinical networks within the Riverland Mallee Coorong, CHSALHN and South Australia, actively sharing and seeking out knowledge of effective practice.</li> <li>Participate in the CHSALHN Occupational Therapy Network.</li> <li>Provide clinical support to less experienced professional staff in the Riverland TCP.</li> <li>Contribute to the supervision of Occupational Therapy students on clinical placement.</li> </ul>
Client / Customer Service	<p>Treat all clients with respect, be responsive to their needs, and act on opportunities to improve the quality of customer service in your operational area.</p> <p>Promote cultural safety by valuing and promoting the cultural needs of the community.</p> <p>Contribute to improvements in the patient-journey driven distribution of services and apply client-centred practice and community engagement principles in development and delivery of services; ensuring clients are meaningfully involved in all aspects of their care.</p>	<ul style="list-style-type: none"> <li>Consult and engage with local consumers, carers and service providers to identify needs, design services in accordance with clients' needs / goals, and monitor the effectiveness of your clinical practice.</li> <li>Support clients / carers / families to navigate the service system, providing effective assessment &amp; triage, timely referrals, accurate information, coordinated care and prompt follow up.</li> <li>Specify the target group / clients in scope - may refer to service prioritization / eligibility criteria.</li> <li>Support clients / carers / families across the Patient Journey, providing effective assessment and triage, timely referrals, accurate information, coordinated care and prompt follow up.</li> </ul>
Administration and Documentation	<p>Comply with organisational requirements for the accurate and timely completion of documentation and statistics.</p> <p>Contribute to the efficient and effective use of materials and resources. Prepare reports and / or recommendations to assist management decision making. Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems.</p> <p>Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role.</p>	<ul style="list-style-type: none"> <li>Ensure accurate and timely completion of the documentation and reporting requirements of CHSA, and Riverland Regional Health Service.</li> <li>Revise / adapt / develop appropriate clinical and administrative resources to support TCP practice and services.</li> <li>Specify any documentation or reporting requirements unique to the role.</li> <li>Contribute to the review, development and adaptation of clinical and administrative resources to support the TCP program.</li> </ul>

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	May be required to coordinate discrete projects and / or contribute to areas of policy that are considered to be complex, requiring discipline knowledge and experience, and which are undertaken under limited direction.	<ul style="list-style-type: none"> <li>Provide details of any specific projects in scope of Occupational Therapy guidelines.</li> </ul>
Teamwork and Communication	<p>Utilise professional knowledge and skills in contributing to research and / or service development activities at the local level and / or within your profession across CHSALHN; to support the effective, efficient, equitable distribution (according to need) and evidence-based nature of CHSALHN services.</p> <p>Promote service integration through the development of active collaborative partnership with relevant agencies and individuals.</p> <p>Work positively within a team, foster teamwork and support others to develop effective working relationships and achieve team goals.</p> <p>Communicate and negotiate effectively (both verbally and in writing) with a diverse range of people including clients, the community, team members, management and other stakeholders.</p> <p>Work in accordance with SA Health and CHSALHN's vision, mission, strategic priorities and values.</p>	<ul style="list-style-type: none"> <li>Develop and maintain inter- and intra-professional clinical networks within the Riverland, CHSA and beyond, actively sharing and seeking out knowledge of effective practice in TCP &amp; OT.</li> <li>Contribute to positive patient outcomes through proactive future planning, with a particular focus on transition points and timely handover, and adherence to standardised communication and documentation protocols.</li> <li>Works as a member of the multi-professional Riverland TCP team based in Berri Community Health.</li> <li>Expected to attend to meetings or committees required to participate in multi D meetings, general department meetings.</li> </ul>
Continuous Improvement	<p>Contribute to quality improvement programs and other organisational activities required to meet service / accreditation standards, and support supervised staff / students to comply with requirements.</p> <p>Proactively seek opportunities to improve professional tasks and services, by monitoring service access, emerging trends and community needs, and contributing to ongoing evaluation of services.</p> <p>Seek client feedback on services and respond proactively to client complaints and feedback. As required, contribute to investigations of client complaints, with a view to informing systematic improvements in services.</p> <p>Contribute to discipline-specific and multi-professional research, service development, and advances of techniques used, through research (under direction), data analysis, evaluation of services and development of recommendations to assist Management decision making.</p> <p>Complying with the Code of Ethics for Public Sector Employees.</p>	<ul style="list-style-type: none"> <li>Monitor the effectiveness of OT services through episodic review, timely reassessments and evaluation against established Key Performance Indicators (KPIs) for TCP.</li> <li>Participate in the establishment of the service by contributing to the development of processes and procedures for TCP services.</li> <li>Contribute to the ongoing review and development of the Specialist TCP services.</li> <li>SSupport the Team Leader Allied Health and Senior Community Health Nurse in developing reports, submissions and proposals as required.</li> <li>CContribute to the ongoing review, development and evaluation of the effectiveness of TCP services in Riverland Mallee Coorong.</li> </ul>
Approved by Authorised Officer	..... / /	Accepted by Incumbent
		..... / /

# POSITION DESCRIPTION



# APPLICANT GUIDELINES

Country Health SA  
Local Health Network



Government of South Australia  
SA Health

<b>Job Title</b>	Occupational Therapist TCP	<b>Classification</b>	AHP2
<b>LHN</b>	Country Health SA Local Health Network	<b>Term</b>	Ongoing permanent
<b>Area</b>	Riverland Mallee Coorong Region - Riverland Community Health	<b>FTE</b>	1.0)

To apply for the position, you will need to provide:

- (1) A current Curriculum Vitae (CV), outlining your relevant qualifications, work experience and contact details of 3 professional referees
- (2) A cover letter, including:
  - Title of the position and vacancy reference number (from advertisement),
  - Outline of your reasons for applying for the position,
  - Brief summary of your ability to fulfil the role:
    - Please address each of the 6 Key Result Areas (KRA) separately, using dot points. Refer to the table below for some suggestions of type of information you may like to include.
    - You do not need to address the selection criteria individually in your written application. They may be used to assess your suitability for the role during the merit-based selection process.
    - Keep it brief – no more than 2 pages.

Please forward your application by the due date, as per the details outlined in the job advertisement.

Key Result Area	Selection Criteria
1. Technical Skills and Application	a) Your professional qualifications, professional association membership and registration status (if relevant) – <i>refer to page 1 for minimum qualification requirements</i> b) Broad professional experience <i>relevant to this role</i> : <ul style="list-style-type: none"> <li>▪ Outline scope and nature of previous professional roles, including experience working in rural and remote contexts.</li> <li>▪ Previous involvement in service development, including research &amp; evaluation.</li> <li>▪ Change management &amp; project management skills / experience.</li> <li>▪ Competency in applying primary health care principles.</li> </ul> c) Examples of other skills, knowledge or experiences that demonstrate your suitability for the role. <ul style="list-style-type: none"> <li>▪ creativity, adaptability, resourcefulness, prioritization &amp; problem solving skills.</li> </ul>
2. Personal & professional development	a) Outline previous initiatives that demonstrate your commitment to reflective practice, and proactive development of self and others. E.g.: <i>relevant</i> additional professional development or qualifications. b) Information about your leadership / management style and experience.
3. Client / Customer Service	a) Knowledge of and commitment to CHSALHN services, priorities & strategic directions. b) Examples that demonstrate skills in community engagement, client-centred practice and cultural competency.
4. Administration & Documentation	a) Information about relevant skills, experience and training – including those related to data management, competent use of technology etc.
5. Teamwork and Communication	a) Examples of how you have contributed previously to service planning and development. b) Outline your communication, team work and problem solving skills, with examples.
6. Continuous Improvement	a) Examples of how you have contributed previously to quality improvement, evaluation, outcome measures and research.