

i can

...do something
more meaningful



SA Health Job Pack

Job Title	Dietitian
Job Number	609798
Applications Closing Date	31/12/2018
Region / Division	Southern Adelaide Local Health Network
Health Service	Flinders Medical Centre
Location	Bedford Park
Classification	AHP-1
Job Status	Casual
Salary	AHP-1 \$29.93 - \$36.73 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
Position Number	M54664
LHN/ HN/ SAAS/ DHA:	SOUTHERN ADELAIDE LOCAL HEALTH NETWORK
Hospital/ Service/ Cluster	Flinders Medical Centre, Noarlunga Hospital, GPP sites
Division:	Allied Health
Department/Section / Unit/ Ward:	Dietetics & Nutrition
Role reports to:	Operationally: Manager of Dietetics & Nutrition Professionally: Manager of Dietetics & Nutrition
Role Created/ Reviewed Date:	September 2017
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" 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).

More than 450 Allied Health professionals work across Southern Adelaide Local Health Network (SALHN) providing services across all levels and environments of a patient's care journey – in home, 'intermediate', acute hospital, subacute including (p)rehabilitation, outpatient, ambulatory and community-based care. Allied Health (AH) professionals provide expert care from the fields of audiology, dietetics, occupational therapy, orthotics and prosthetics, physiotherapy, podiatry, psychology, social work, speech pathology, art therapy and spiritual care.

SALHN AH provides care, treatment and support for children, adults and their families who live in the southern suburbs of Adelaide, as primary practitioners and as members of broader health care teams.

SALHN AH aims to become a national leader in AH care, blending the best of collaborative clinical practice, leadership and research with optimal efficiency, effectiveness and positive health impact for the people of the southern suburbs of Adelaide.

'One SALHN. One Allied Health. Striving for excellence in collaborative patient care.'

Primary Objective(s) of role:

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.

Direct Reports:

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:	AHP2 Dietitians AHP1 Dietitians
--	------------------------------------

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.
- Information Privacy Principles.
- 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.
- > 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 work on weekends and public holidays and across the span of hours 0800hr to 1800hr.

STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

"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."

Ensure the effectiveness and efficiency of a Dietetic and Nutrition service provision to SALHN 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.

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.

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.

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 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

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

- Commitment to join APD program

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 Adelaide Primary Health Network

.

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: