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SA Health Job Pack

Job Title	Podiatrist
Job Number	609666
Applications Closing Date	31 December 2017
Region / Division	Southern Adelaide Local Health Network
Health Service	Flinders Medical Centre
Location	Bedford Park
Classification	AHP1
Job Status	Casual up to 15 hours per week
Indicative Total Remuneration*	\$60,019 - \$73,661 p.a. + 25% casual loading (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	Rebecca Daebeler
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Email address	rebecca.daebler@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 JOB & PERSON SPECIFICATIONS TEMPLATE (NON-MANAGERIAL)

How to use the Job & Person Specification templates:

There are two templates for the preparation of Job & Person Specifications for positions:

- Job & Person Specification Template (Managerial)
- Job & Person Specification Template (Non-Managerial)

The “Managerial” template should be used for all positions that have management responsibility for the HRM, T&D, WHS, Quality and other outcomes of both themselves and others. These will typically be positions with Cost Centre Management responsibility or higher.

For all other positions the “Non-Managerial” template should be used.

Users will have “read only” access to these templates. To use, first select “save as” and save the document to a path for which you have appropriate access and name the document appropriately. Once all has been finalised, it will be necessary to e-mail a copy of the Job & Person Specification to Human Resources for electronic retention.

There are two important components to the Job & Person Specification:

- The Job Specification, and
- The Person Specification

Some elements of both the Job and Person Specification are to be standard for all positions, and these elements are included in the templates. Further elements should be added as relevant to the particular position. Notes to assist in the preparation of these important Specifications are included below. Should further advice or assistance be required please contact the Human Resources Department.

The Job Specification:

The Job Specification provides specific details relating to the requirements and outcomes of the position. This is broken down into 5 main parts:

1. Preamble:

This part provides a brief overview of the Southern Adelaide LHN thereby putting some context to the organisation.

2. Summary of the Broad Purpose of the Position:

This part should be a relatively brief, but concise, summary of the main purpose of the position and should clearly summarise the major outcomes associated with the position whilst reflecting the level of contribution that the position is required to make to those outcomes. This summary is also used in the preparation of advertisements for the position upon vacancy.

It is important that the level of responsibility and/or accountability is appropriately reflected, as this detail is also critical in assessing the classification of positions, and enables applicants for, and occupants of, positions to be clear about the level of responsibility that the position requires.

For example:

- “*Responsible for the provision of ... by ensuring ...*” suggests that the position has responsibility for designated outcomes by ensuring that particular activities occur or outcomes achieved.
- “*Contribute to the provision of ... by providing / assisting in the provision of ...*” suggests that the position contributes to designated outcomes by providing and/or assisting with particular activities or outcomes.

3. Reporting / Working Relationships:

This part should highlight the position's place in the Organisation Chart, reflecting to whom the position reports and also for whom the position is responsible. It should also highlight any other significant working relationships where the position is required to maintain a close working relationship with other positions, departments and/or groups/committees.

4. Special Conditions:

This part should detail any Special Conditions specific to the position. Typically these may be a requirement to regularly work out of hours, or to travel intra/interstate. Special Conditions specific to the employee, such as hours of duty, rostering conditions, temporary periods of employment, etc should not be specified in the Job Specifications as these conditions relate to the employees' contract of employment rather than to the position itself.

5. Statement of Key Responsibilities / Duties:

This part reflects in detail the specific requirements of the position, and should be written in outcome terms, i.e. should contain statements of the outcome to be achieved and the means by which those outcomes are realised (i.e. activities, tasks, duties).

Again, particular attention should be given to the use of appropriate wording to properly reflect the level of responsibility and accountability for outcomes and activities as this is an important consideration in classification of the position and in terms of measuring employee performance. This is achieved through appropriate use of terminology including *"ensure", "contribute to", "responsible for", "participate in", etc.*

The Person Specification:

The Person Specification is equally as important as the Job Specification, as it provides specific details relating to the Educational requirements, Personal Skills and Abilities, Experience and Knowledge required by a person in order to capably fulfil the requirements of the role. This is broken down into Essential Minimum Requirements and Desirable Characteristics.

Care should be taken to include all relevant requirements, and to ensure that those requirements are both reasonable and relevant to the Job Description and that they are appropriately categorised as either Essential or Desirable. These requirements will form the basis for selection processes.

1. Essential Minimum Requirements:

These are the characteristics considered absolutely necessary, and must be both reasonable and relevant to the Job Description. Only certain Educational Qualifications may be considered essential for particular classification and career groups. For further information on Educational Qualifications that may be considered as Essential Requirements please contact the Human Resources Department.

In the selection process, applicants who do not demonstrate that they possess the Essential Minimum Requirements (or do not demonstrate a capacity to reach those requirements within a reasonable timeframe) may be excluded from selection.

2. Desirable Characteristics:

These are the characteristics not considered essential, but preferable. Typically, these characteristics will be more specific to a particular area or role, and are those characteristics that would generally reflect experience or knowledge in a particular field of expertise or in a particular working environment. Educational Qualifications not considered Essential may be included as desirable characteristics (provided they may reasonably be considered relevant to the job).

These characteristics may be considered an advantage during the selection process where more than one applicant possesses all of the Essential Minimum Requirements.



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

Role Title:	Podiatrist
Classification Code:	AHP1
LHN/ HN/ SAAS/ DHA:	SOUTHERN ADELAIDE LOCAL HEALTH NETWORK
Hospital/ Service/ Cluster	FMC
Division:	Allied Health
Department/Section / Unit/ Ward:	Podiatry
Role reports to:	Operationally: Podiatry Manager Professionally: Podiatry Manager
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

Summary of the broad purpose of the position in relation to the organisation's goals:

The graduate position is designed to provide post-graduate training. The graduate podiatrist is responsible for delivering a podiatry service to the patients in both inpatient and outpatient areas at Flinders Medical Centre which is provided in the context of a multi-disciplinary team. The graduate podiatrist is responsible for the clinical assessment, intervention education and planning in wound management and high risk foot management under the supervision of the Podiatry Manager and senior staff.

The graduate podiatrist works within the departmental protocols, procedures and guidelines and contribute to service improvement activities.

The podiatrist is responsible and accountable for patient safety and quality by providing safe and effective care.

This twelve month graduate program is aimed at developing the graduate's skills and increasing expertise in high risk foot and wound management.

In addition, the graduate podiatrist may undertake a research topic or project under the supervision of the Podiatry Manager and senior staff.

Direct Reports

Nil

Key Relationships/ Interactions:

Internal

- Operationally reports to *Podiatry Manager*
- Professionally reports to *Podiatry Manager, Senior Podiatry staff*
- Works collaboratively with staff and all members of the health care team;
- Contributes to the day to day operations of the unit.

External

- Patients/carers/parents who are the research subjects;
- Relevant government and non-government organisations as required to meet the needs of the client group.

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.
- Code of Fair Information Practice.
- 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.

Special Conditions. (such as non-metropolitan location, travel requirements, 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.
- Support values consistent with the aims of SA Health and the LHN, including honesty, respect and integrity.
- 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.

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.

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.”

1. Contribute to the high quality clinical care of patients by:

- Being responsible and accountable for patient safety and quality by providing safe and effective care Demonstrating the ability to assess, diagnose, educate and treat high risk foot patients referred to the department and consequently devise treatment programs and shared plans of care as required Using best practice guidelines for the management of the high risk foot
- Being involved with providing services to both inpatients and outpatients
- Being involved with vascular unit ward rounds
- Providing best practice offloading modalities (total contact casting, dispense of pneumatic air cast walkers, manufacture and dispense of accommodative insoles, prescription and dispense of custom made and surgical grade footwear)
- Performing minor nail surgical procedures as required and providing appropriate post-operative care.
- Liaising with Medical, Surgical, Nursing and Allied Health professionals in order to adopt an interdisciplinary approach to lower limb pathology, promoting independence and mobility, managing chronic disease states and reducing the burden of disease.
- Maintaining an accurate record of data/statistical collection to be used by the department and Flinders Medical Centre.
- Maintaining accurate documentation of patient consultation in both medical records and external correspondence.
- Liaising with consumers, external support facilities and agencies for effective follow up care.
- Referring patients to other health professionals, both internally/externally, as required.
- Implementing and evaluating appropriate referral procedures and guidelines for service provision in an inpatient and outpatient environment.
- Fostering a culture of continuous professional improvement.
- Incorporating preventative and early intervention practices.
- Collecting and analysing quantitative and qualitative data to ensure that service provision is appropriate, integrated and effective.
- Embracing health promotion strategies and opportunities.

2. Contribute to continuous improvement and quality management system at FMC

- Participating in quality improvement and in-service training programs
- Participating in service improvement activities
- Undertaking research projects or audits of value to the incumbent and the Podiatry Department.
- Preparing and presenting education and in-service material and topics.
- Attending seminars/conferences of relevance.
- Updating evidence based professional knowledge through literature reviews.
- Participating in quality improvement and in-service training programs.

- Participating in performance enhancement activities, including annual performance review and development activities, peer review processes and regular supervision and feedback sessions
- Participating in Divisional and FMC activities to ensure podiatry has a valued role in FMC services
- Maintaining accredited hospital standards
- Contributing towards departmental planning activities.
- Participating in the SALHN podiatry group strategic projects
- Aiming to improve the quality of work processes and individual work practices

4. Maintain a high standard of professional competence by:

- Participating in formal supervision
- Attending external courses and conferences relevant to clinical practice
- Assisting with lectures, tutorials and practical demonstrations to undergraduate and postgraduate students in medical, nursing and allied health disciplines
- Assisting with undergraduate podiatry student placements
- Maintaining the FMC Podiatry Department as a resource centre of excellence for other podiatrists
- Fostering a continuous learning environment
- Maintaining best practice professional knowledge through evidence based literature reviews
- Developing education and in-service presentations to medical, nursing and allied health staff
- Attending seminars/conferences of relevance
- Attending and being actively involved in all mandatory and other relevant training sessions provided by the organisation within required timeframes

5. Contribute to the Podiatry Department by:

- Attending staff meetings and other Allied Health forums as appropriate
- Participating in research projects and audits
- Liaising with the Podiatry Manager regarding patient complaints.

6. Occupational Health and Safety

- Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Conduct and departmental human resource policies, including the OHS&W requirements."
- Comply with OH&S and welfare principles on a daily basis
- Ensure appropriate safety standards and working practices are maintained within the work environment by identifying and reporting on hazardous work areas and ensuring the safe use of equipment and undertaking regular safety checks
- Assisting in the achievement of Equal Employment Opportunities through appropriate personnel practice.
- Contribute to the promotion and implementation of the General Public Sector Management Aims, personnel management standards and employee conduct standards and in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements such as:
 - Delegations of Authority
 - Disability Discrimination Act
 - Privacy Act 1988

- Freedom of Information Act
- SA Information Privacy Principles
- Code of Ethics for Public Sector Employees
- Code of Fair Information Practice
- Occupational Health Safety and Welfare Act
- Workers Rehabilitation and Compensation Act
- Equal Opportunity Act
- South Australian Health Commission Act

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

PERSON SPECIFICATION

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

Educational/Vocational Qualifications

- Bachelor of Podiatry or equivalent.
 - Eligible for registration to practice with the AHPRA Podiatry Board
-

Personal Abilities/Aptitudes/Skills

:

Proven commitment to the principles and practise of:

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

Proven ability to:

- Communicate effectively with a broad range of people in a verbal and written manner.
 - Write clear and concise reports involving a high level of accuracy and detail.
 - High level of interpersonal skills and the ability to communicate with patients, professional and administrative staff and staff in other agencies
 - Work under pressure and meet deadlines and prioritise work appropriately
 - Be self motivated and demonstrate initiative
 - Demonstrate well developed negotiating, decision making and problem solving skills
 - Ability to function with professional independence
 - Ability to work within a multi-disciplinary team
 - Demonstrated ability to manage confidential and sensitive information.
 - A strong commitment to ongoing professional development.
-

Experience

- Active participation in clinical placements during undergraduate training
-

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

- Ability to be innovative, imaginative and resourceful in advancing podiatry service planning and delivery
- Interest in personal development within the profession

- High level of interpersonal skills and the ability to communicate with patients, professional and administrative staff and staff in other agencies.

Experience

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

Knowledge

- Awareness of the Charter of Health and Community Services rights.
 - General knowledge of the operations of a large Health Unit
 - Knowledge of research techniques
 - Working knowledge of the roles of other multi-disciplinary team members
-

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

- Evidence of further study or training relevant to the position
-

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 is 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: