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SA Health Job Pack

Job Title	Physiotherapist - Casual Pool 2018
Job Number	609256
Applications Closing Date	31 December 2018
Region / Division	Southern Adelaide Local Health Network
Health Service	Allied Health
Location	Bedford Park
Classification	AHP1 / AHP2
Job Status	Casual / Term Contract (up to 31 December 2018)
Salary	AHP1: \$29.93-\$36.74 per hour + 25% Casual Loading AHP2: \$38.78-\$44.90 per hour + 25% Casual 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	Brian Simpson
Phone number	82045498
Email address	Brian.Simpson@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:	Physiotherapy Practitioner
Classification Code:	AHP2
Position Number	M55293
LHN/ HN/ SAAS/ DHA:	SOUTHERN ADELAIDE LOCAL HEALTH NETWORK
Hospital/ Service/ Cluster	Flinders Medical Centre
Division:	Allied Health
Department/Section / Unit/ Ward:	Physiotherapy
Role reports to:	Operationally: Physiotherapy Manager, FMC Professionally: Physiotherapy Manager, FMC
Role Created/ Reviewed Date:	2008
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

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:

Operating under limited supervision on a roster basis, the Physiotherapy Practitioner (PP) is accountable to the work area supervisor (and ultimately to the Manager of Physiotherapy) for delivering high quality PT services to allocated work areas that may include both inpatients and outpatients at FMC. The incumbent is also responsible for contributing to the planning, implementation and reporting on services provided. These may include quality activities, performance development, professional development and broader departmental activities.

Direct Reports:

- Nil but may assist Senior Physiotherapists with supporting and mentoring other staff including AHP1 and OPS2 staff.

Key Relationships/ Interactions:

Internal

- FMC Physiotherapy and Allied Health Staff
- Clinical staff (Medical and Nursing) in assigned work areas
- SALHN Allied Health

External

- Patients and carers
- Service providers

Challenges associated with Role:

Major challenges currently associated with the role include:

- **Managing clinical caseloads**
- **Supporting change both within FMC/ SALHN and broader SA Health**

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:

- Some out of hours and weekend/Public Holiday work may be required
- May be required to work on a 7 day roster
- 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.

STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

1. Providing high quality physiotherapy services by:

- a) Providing high level PT assessment of patients referred to the allocated work areas, that enable appropriate PT interventions, including discharge planning
- b) Providing high level PT intervention and management plans, including functional rehabilitation, exercise prescription, gait re-education, the prescription of appropriate mobility, transfer and respiratory aids and patient family/carer self management strategies.
- c) Appropriate documentation of assessments, intervention and patient management plans
- d) Attending and actively participating in clinical meetings (eg ward rounds, Discharge Planning meetings, Case Conferences, Allied Health team meetings etc) as required.
- e) Managing workloads through agreed prioritisation strategies and collaborating with other staff as required
- f) Ensuring appropriate clinical handover for patients being transferred to the care of other professionals
- g) Advising and liaising with external organisations which may require exchange of information on patients to ensure appropriate care of patients by a variety of communication processes involving professionals, family and/or relevant others
- h) Liaising with other Health Professionals within FMC on matters relating to patient care by communicating with the relevant staff, as necessary, to ensure patient assessment and treatment by PT is coordinated and appropriate
- i) Encouraging the active participation of patients and their families/ carers in their assessment and treatment, enabling them to achieve the optimal level of independence

2. Working in conjunction with the work area supervisor, contribute to the effective supervision and leadership within the work area by:

- a) Supporting and supervising AHP1/OPS2 staff and students allocated to the work area to ensure high quality and timely service delivery
- b) Assisting with the performance development of AHP1 and OPS2 staff that is in line with performance development guidelines of the Physiotherapy department
- c) Working with the relevant Senior Physiotherapist for the work area to identify opportunities to further develop the role of Physiotherapy within the work area
- d) Contributing to the development, implementation and publishing of new techniques, methods or research relevant to patients in the area of work.
- e) Assisting AHP1 and OPS2 staff working within the work area to effectively manage and prioritise their clinical responsibilities and workload

3. Ensuring clinical outcomes are achieved by:

- a) Effectively managing clinical caseload
- b) Working with the work area supervisor to monitor workloads and clinical outcomes
- c) Contribute to the development of appropriate strategies for service improvement
- d) Contributing to and assisting with research and service development activities within the department.

4. Contributing to the effective management of the department by:

- a) Contributing to the strategic planning for physiotherapy services across relevant work areas, incorporating regular evaluation of services and reporting on quality improvement activities
- b) Contributing to the maintenance of resources and data collection
- c) Ensuring the appropriate level of quality improvement services in the designated clinical area by liaising with relevant staff members and assigning and completing project work as necessary

- d) Actively participating and contributing to interdepartmental and other policy making meetings between the Physiotherapy department, and other medical and surgical units across both the medical and surgical divisions to ensure effective communication and the development of appropriate services.
- e) Informing and updating the Senior Physiotherapist for the work area on key issues in clinical research and development.
- f) Continually reviewing and updating relevant inpatient procedures, guidelines and resources to ensure they reflect best practice

5. Non-Executive, non-managerial and non-supervisory positions are required to include the following key outcome statement:

- a) 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.
- b) 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 other qualification which entitles registration with the Physiotherapy Board of Australia
-

Personal Abilities/Aptitudes/Skills

- Demonstrated commitment to the principles and practices of Equal Employment Opportunity and Ethical Conduct, and an understanding of, experience in, and ability to manage to the spirit and principles of the Premier's Safety Commitment and the legislative requirements of the Occupational Health Safety and Welfare Act, utilising AS/NZS 4360 Risk Management, or to an equivalent set of standards.
 - Ability to effectively prioritise workloads and meet deadlines
 - Ability to apply principles of confidentiality
 - Excellent interpersonal skills and proven ability to communicate effectively with all levels of staff and public
 - Ability to work effectively both independently and as part of a multidisciplinary team
 - Effective problem solving skills
 - Demonstrated ability to resolve conflict
 - Demonstrated commitment to ongoing professional development
 - Proven commitment to the principles and practise of:
EEO, Ethical Conduct, diversity and WHS;
Quality management and client oriented service;
Risk management."
-

Experience

- Extensive and broad clinical experience as a physiotherapist within an acute teaching hospital setting
 - Experience in managing a wide range of clinical conditions relevant to an acute hospital setting
 - Experience in the training and supervision of physiotherapists and students
 - Experience in effective development, implementation and evaluation of physiotherapy services
 - Proven experience in basic computing skills, including email and word processing
-

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

- Specialised clinical knowledge within the scope of services provided by the Department
- High level clinical prioritisation and time management skills

Experience

- Proven experience in basic computing skills, including email and word processing
 - Demonstrated ability in planning and implementing changes to service delivery
 - Demonstrated ability to implement changes in practice to support evidence based physiotherapy
 - Proven experience in basic computing skills, including email and word processing
-

Knowledge

- Awareness of the Charter of Health and Community Services rights.
 - Experience in a supervisory clinical role
 - Demonstrated leadership experience
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Educational/Vocational Qualifications

- Relevant Post-graduate qualifications or experience.
 - Membership of APA
-

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:** _____