

i can

...do something
more meaningful



SA Health Job Pack

Job Title	Allied Health Professional
Eligibility	Open to Everyone
Job Number	721277
Applications Closing Date	25 April 2022
Region / Division	Yorke and Northern Local Health Network
Location	Yorke and Northern Region
Classification	AHP1/ AHP2
Job Status	Casual
Salary	AHP1: \$32.98 - \$40.26 per hour + 25% casual loading AHP2: \$42.50 - \$49.24 per hour + 25% casual loading

Contact Details

Full name	Viv London
Phone number	8638 4494
Email address	Viv.London@sa.gov.au

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:

- ☒ Working with Children Check - **DHS**
- ☒ Unsupervised Contact with Vulnerable Groups Employment Screening - **NPC**
- ☐ Disability Services Employment Screening - **DHS**
- ☐ 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.

Immunisation

Risk Category B (indirect contact with blood or body substances)

- This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category B (indirect contact with blood or body substances). [Please click here for further information on these requirements.](#)

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



Job Title	Podiatry Coordinator	Classification	AHP2	Position Number	Insert no.
LHN	Yorke and Northern Local Health Network	Term	casual	Position Created	Insert date
Area	Yorke and Northern	FTE		Last Updated	26/8/2019
Criminal History Clearance Requirements: <input checked="" type="checkbox"/> Child (DCSI) <input checked="" type="checkbox"/> Aged (NPC) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General probity (NPC)					
Immunisation Risk Category: <input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)					

Broad Purpose of the Position

The Podiatry Coordinator applies clinical experience, increasingly generalist and / or specialist clinical knowledge and professional competence to plan, implement and evaluate a comprehensive and integrated range of services, appropriate to the needs of the local community. The TITLE works under reduced clinical direction, and may contribute to the clinical supervision of less experienced allied health professionals, allied health assistants and students. As a member of a multi-professional team, including health professionals and service providers from other sectors, the Podiatry Coordinator utilises a combination of preventative, early intervention, treatment / therapy and evaluation approaches.

Qualifications

Must hold a recognised qualification within Podiatry, and be eligible for practicing membership of the Australasian Podiatry Council and be Registered with AHPRA.. For those professions requiring Registration, all requirements to obtain and maintain current registration must be fulfilled. For self- regulated professions it is desirable to participate in the professional association accredited continuing professional development program.

Must have a 2 year Masters with a related allied health undergraduate degree OR at least 2 years post-graduate experience AND be able to demonstrate AHP2 level competencies for appointment at this level.

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. CSHALHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture

POSITION DESCRIPTION

Special Conditions <ul style="list-style-type: none"> 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. <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). <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. <i>Prescribed Positions</i> will also require a NPC general probity clearance. Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue. Will be required to comply with the requirements of the CHSALHN Procedure for Credentialling Allied Health and Scientific Health Professionals Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met. 			Key Relationships <ul style="list-style-type: none"> Receives line supervision from Allied Health Team Leader Receives clinical supervision, advice and support from an experienced Senior Allied Health Professional – <i>AHP3 Clinical Senior</i>, under formal arrangement in accordance with the <i>CHSA Allied Health Clinical Support Framework</i>. May contribute to the supervision of less experienced professional officers, para-professional staff and students, under direction from the Clinical Senior Works within a multi-disciplinary team framework, in collaboration with other health professionals, service providers and the community May be required to temporarily fulfill a higher position, appropriate to the incumbent's skills and capacity 		
Key Result Areas	Generic Requirements		Specific or Local Requirements		
1. Technical Skills and Application	1.1	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.	<ul style="list-style-type: none"> Provides a range of Podiatric services across Yorke and Northern LHN Provide podiatry services in the clinical areas including but not limited to: high risk and diabetic management, paediatrics, palliative care, biomechanics, nail surgery, wound management, skin and nail pathology, orthotic prescription and manufacture, education and health promotion. Coordinates the updating and development of evidence based resources Participates in the planning, implementation and evaluation of Podiatric care programs across a range of acute, outpatient and community settings. Using Primary Health Care principles to ensure the 		
	1.2	Exercise professional judgment in the selection and adaptation of established methods, procedures and techniques within the profession.			
	1.3	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.			
	1.4	Manage and prioritise personal work load and support others in developing workload management plans, including in the allocation of team resources			

POSITION DESCRIPTION

		ranges of Podiatry services meets changing community needs
2. Personal and Professional Development	<p>2.1 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>2.2 Display a commitment to continuous personal and professional development by:</p> <ol style="list-style-type: none"> Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge Applying well-developed reflective practice skills to your own work, and supporting peers / students / supervised staff to develop reflective practice skills Utilising the support of mentors and peers 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 May provide professional leadership in the relevant network, including facilitating access to training for professional staff <p>2.3 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>2.4 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"> Receive clinical direction, advice, mentorship and support from the Allied Health Team Leader in collaboration with the AHP3 Clinical Senior Podiatrist In collaboration with the Allied Health Team Leader, develop a formal Clinical Supervision arrangement with suitably skilled and experienced Podiatrists, fulfill all obligations under this agreement, and review it annually. Develop and maintain inter and intra-professional clinical networks within Yorke and Northern South Australia, actively sharing and seeking out knowledge of effective practice Participate in the Podiatry Network meetings Provide clinical support, mentorship and advice to less experienced professional and para-professional staff in the Podiatry department Contribute to the supervision of Podiatry students on clinical placement in the Yorke and Northern Develop and maintain links with relevant university course coordinators regarding discipline specific student placements.
3 Client / Customer Service	<p>3.1 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>3.2 Promote cultural safety by valuing and promoting the cultural needs of the community.</p> <p>3.3 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"> Use service prioritization and eligibility criteria where it exists Support clients / carers / families across the Patient Journey, providing effective assessment and triage, timely referrals, accurate information, coordinated care and prompt follow up Promotes a client centered approach Support clients / carers / families across the Patient Journey, providing effective assessment and triage, timely referrals, accurate information, coordinated care and prompt follow up. Participate in clinics and meetings relevant to client caseload Provide advice to team leader about clinical related

POSITION DESCRIPTION

		client complaints and feedback.
4 Administration and Documentation	<p>4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics.</p> <p>4.2 Contribute to the efficient and effective use of materials and resources.</p> <p>4.3 Prepare reports and / or recommendations to assist management decision making</p> <p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems.</p> <p>4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role</p> <p>4.6 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.</p>	<ul style="list-style-type: none"> ▪ Use the Advanced Incident Management System [AIMS] to report patient clinical risks and incidents. ▪ Use Occupational Health and Safety reporting systems to report risks and incidents to self, employees and the public ▪ Contribute to the review, development and adaptation of clinical and administrative resources to support Podiatry services across the Yorke and Northern ▪ Contribute to the review, development and adaptation of clinical and administrative resources to support the Podiatry department. ▪
5 Teamwork and Communication	<p>5.1 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>5.2 Promote service integration through the development of active collaborative partnership with relevant agencies and individuals.</p> <p>5.3 Work positively within a team, foster teamwork and support others to develop effective working relationships and achieve team goals</p> <p>5.4 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>5.5 Work in accordance with SA Health and CHSALHN's vision, mission, strategic priorities and values</p>	<ul style="list-style-type: none"> ▪ Work as a member of the multi-disciplinary Allied Health Team, based in Port Pirie, as a part of the Yorke and Northern Region ▪ Expected to attend or participate in committees/working parties as directed by the Allied Health Team Leader. ▪ Assists the Allied Health Team Leader in the identification of Podiatry department goals and assists to achieve these. ▪ Assists in the orientation of new staff and students to the Allied Health Team and Podiatry department ▪ Required to participate in regular team and program meetings, and Regional Podiatry meetings
6 Continuous Improvement	<p>6.1 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>6.2 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>6.3 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>6.4 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>	<ul style="list-style-type: none"> ▪ Contribute to the ongoing review, development and evaluation of the effectiveness of Podiatry services in the Yorke and Northern Region ▪ Review and evaluate services in line with SA strategic Plan and Directions

POSITION DESCRIPTION

	6.5 Complying with the Code of Ethics for Public Sector Employees.		
Approved by Authorised Officer /	Accepted by Incumbent /

Job Title	Podiatrist	Classification	AHP2
LHN	Yorke and Northern LHN	Term	casual
Area	Yorke and Northern	FTE	

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"> ▪ Outline scope and nature of previous professional roles, including experience working in rural and remote contexts ▪ Previous involvement in service development, including research & evaluation ▪ Change management & project management skills / experience ▪ Competency in applying primary health care principles c) Examples of other skills, knowledge or experiences that demonstrate your suitability for the role <ul style="list-style-type: none"> ▪ creativity, adaptability, resourcefulness, prioritization & problem solving skills
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