

Non Managerial
<b>Role Description</b>
<b>Southern Adelaide Local Health Network</b>

<b>Position</b>	Occupational Therapist
<b>Classification</b>	AHP2
<b>Division</b>	Division of Rehabilitation, Aged Care and Palliative Care
<b>Department / Section / Unit / Ward</b>	Occupational Therapy
<b>Role reports to</b>	Operationally: > Director of Occupational Therapy Professionally: > Director of Occupational Therapy
<b>CHRIS 21 Position Number</b> M62553 / M62920	<b>Role Created / Review Date</b> 31/01/2020
<b>Criminal History Clearance Requirements</b> <input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child - Prescribed (Working with Children Check) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)	<b>Immunisation Risk Category</b> Category A (direct contact with blood or body substances)

## JOB SPECIFICATION

### Primary Objective(s) of role:

The Occupational Therapist is a member of the Division of Rehabilitation, Aged Care and Palliative Care providing services to Flinders Medical Centre and works within an interdisciplinary team providing Occupational Therapy services to clients. It may include involvement in Quality Improvement and research activities.

### Direct Reports: (List positions reporting directly to this position)

- > Responsible for the training and supervision of junior staff, Allied Health Assistants, and occupational therapy students in the provision of clinical care to patients.

### Key Relationships / Interactions:

#### Internal:

- > The occupant is accountable to the Director, Occupational Therapy and the relevant Program/Project Manager for the provision of comprehensive Occupational Therapy service providing a team centred approach to client care resulting in improved outcomes for patients with a variety of disorders and disabilities. In addition to participating in research and quality activities appropriate to the role.

#### External:

- > Liaises with other health professionals, service providers and the community.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Nil

**Delegations:** (As defined in SALHN instruments of delegations)

(Levels / limits of authority in relation to finance, human resources, Work Health and Safety and administrative requirements as defined by Departmental delegations and policies.)

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**

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and SALHN 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, Procedures and legislative requirements including but not limited to:

- > National Safety and Quality Health Care Service Standards.
- > *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 in the Immunisation for Health Care Workers in South Australia Policy Directive.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- > *Public Interest Disclosure Act 2018*.
- > 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.

## OFFICIAL

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 *Child Safety (Prohibited Persons) Act 2016* and Child Safety (Prohibited Persons) Regulations 2019 must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- > Working with Children Clearance must be renewed every five (5) years.
- > 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the *Aged Care Act 2007* (Cth) must be renewed every 3 years.
- > Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- > 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 2008* 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.
- > May be required to work within other locations of the Southern Adelaide LHN.
- > A current driver's licence is required
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Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	<ul style="list-style-type: none"> <li>&gt; Commitment to delivering high quality and safe care consistent with the SALHN Integrated Governance Framework and Consumer Engagement Framework and Plan.</li> <li>&gt; Provide specialised clinical Occupational Therapy services to maximise occupational outcomes of inpatients and outpatients in rehab (with neurological, orthopaedic, surgical or medical conditions) or patients in GEM, who receive treatment from RAP by:               <ul style="list-style-type: none"> <li>&gt; assessing clients' occupational abilities, problems and needs using a variety of formal and informal assessments</li> <li>&gt; planning and implementing evidence based intervention programs with outcome measures to evaluate efficacy of therapy programs and introduce new practices in response to evaluations</li> <li>&gt; supervising AHP1 Occupational Therapists, and Occupational Therapy Assistants</li> <li>&gt; providing education / advice to clients and / or relatives about ongoing management</li> <li>&gt; advising on the assessment and management of complex cases.</li> <li>&gt; prescribing and arranging for the provision of appropriate equipment</li> <li>&gt; undertaking home visits</li> <li>&gt; communicating with clients family, carers and other service providers</li> <li>&gt; collaborating with other team members and community agencies</li> <li>&gt; linking clients and carers with relevant community resources and services</li> <li>&gt; documenting assessment findings and interventions</li> </ul> </li> </ul>
Effective Management of Clinical Teams	<ul style="list-style-type: none"> <li>&gt; participating in interdisciplinary clinical and planning activities to enhance the overall service provided to clients</li> <li>&gt; collaborating and documenting with team members to initiate, develop, implement and evaluate therapy/activity groups</li> <li>&gt; initiating, developing and contributing to educational activities within the clinical team</li> <li>&gt; supporting other professional members of the team</li> <li>&gt; providing a consultative service to other team members, disciplines and agencies</li> <li>&gt; initiating and participating in quality and service improvement activities within teams</li> <li>&gt; initiating, developing and contributing to educational activities for staff and students in issues relevant to patient care and management</li> </ul>
Development and maintenance of High Quality Services	<ul style="list-style-type: none"> <li>&gt; contributing to the planning and policy development for Occupational Therapy services in conjunction with the Director of Occupational Therapy and the relevant Program/Project Manager</li> <li>&gt; participating in and supporting the development of relevant research activities</li> <li>&gt; maintaining and collating relevant work statistics for service provision including report presentations</li> <li>&gt; communicating regularly with the Director of Occupational Therapy and the relevant Program/Project Manager regarding relevant issues to Occupational Therapy service provision including recommending budget planning and monitoring, purchasing, ordering and maintenance of equipment and supplies</li> <li>&gt; performance management duties as required by the Director of Occupational Therapy and the relevant Program/Project Manager monitoring the levels and types of services required by the Unit / Program.</li> <li>&gt; monitoring the efficiency and prioritisation of Occupational Therapy services and allocation of work among Occupational Therapy staff in the Unit</li> </ul>

	<ul style="list-style-type: none"> <li>&gt; monitoring and improving the standards of services provided to clients</li> </ul>
<p>Contribution to effective operation of unit</p>	<ul style="list-style-type: none"> <li>&gt; Contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers.</li> <li>&gt; Contributing to the promotion and implementation of the objects and principles of the Health Care Act 2008 and Public Sector Act 2009 (inclusive of the Code of Ethics for the South Australian Public Sector).</li> <li>&gt; Adhering to the provisions of relevant legislation including, but not limited to, the Equal Opportunity Act 1984, Work Health and Safety Act 2012 (SA) (WHS), Awards and Enterprise Agreements.</li> <li>&gt; Demonstrating appropriate behaviours which reflect a commitment to the Department of Health values and strategic directions.</li> <li>&gt; Undertaking training as required to attain and maintain required competency of skills and knowledge applicable to the role.</li> </ul>

## 1. ESSENTIAL MINIMUM REQUIREMENTS

### Educational/Vocational Qualifications

- > A degree or equivalent qualification which entitles registration as an Occupational Therapist with the Occupational Therapy Board of Australia

### Personal Abilities/Aptitudes/Skills

- > Demonstrated ability to assume responsibility for the provision of clinical Occupational Therapy services to a designated area as a member of an interdisciplinary team.
  - > Demonstrated ability to undertake assessment and intervention with clients with a variety of disorders and disabilities as a result of neurological impairment, surgical or medical conditions, and those with cognitive impairment.
  - > Demonstrated ability to manage complex cases
  - > High levels of responsibility and organisational skills including the ability to prioritise work, meet deadlines, delegate appropriately. This includes the ability to supervise students, allied health assistants and junior staff.
  - > High level interpersonal, negotiating, counselling and problem solving skills with the ability to communicate with clients, other professional staff and community agencies both orally and in writing.
  - > Demonstrated ability to critically analyse or evaluate issues related to Occupational Therapy care in a manner which can be applied to quality activities, service evaluation, professional education or research.
- > Proven commitment to the principles and practise of:
    - EEO, Ethical Conduct, Diversity and Worker Health & Safety.
    - Quality management and the provision of person and family centred care.
    - Risk management.

### Experience

- > Broad experience and clinical expertise in the provision of clinical Occupational Therapy services (assessment and treatment) to clients with a range of disorders and disabilities resulting from medical, surgical or neurological conditions, or cognitive impairment.
- > Experience in the supervision of Occupational Therapy staff and therapy assistants.
- > Demonstrated experience in planning and reviewing clinical services, and participation in quality and research activities
- > Proven experience in delivering high quality and safe care consistent with the National Safety and Quality Health Care Service Standards. (Mandatory for all clinical positions.)

### Knowledge

- > Awareness of National Safety and Quality Health Service Standards.
- > Understanding of Delegated Safety Roles and Responsibilities.
- > Understanding of Work Health Safety principles and procedures.
- > Understanding of Quality Management principles and procedures.
- > Awareness of person and family centred care principles and consumer engagement principles and procedures.
- > Knowledge of the occupational impact and management of a range of disorders and disabilities, including principles of rehabilitation, particularly in the area of neurological rehabilitation

**2. DESIRABLE CHARACTERISTICS** (to distinguish between applicants who meet all essential requirements)**Personal Abilities/Aptitudes/Skills**

- > Innovative and entrepreneurial approach to the delivery of services including an ability to provide Telerehabilitation utilising a broad range of technologies including iPads, videoconferencing equipment and therapeutic apps
- > Demonstrated ability to think clearly, objectively and logically about problems, to identify issues and devise and implement logical and rational solutions.
- > Counselling skills.
- > Demonstrated ability to contribute to professional education and the training of staff / students in formal teaching programs and clinical observation / training
- > Appreciation of the importance of research and quality management in the ongoing maintenance and improvement in provision of clinical services, and demonstrated ability to plan and implement these activities.

**Experience**

- > Proven experience in basic computing skills, including email and word processing.
- > Experience in the Occupational Therapy management of older people
- > Experience in undertaking delegated managerial responsibilities.
- > Experience and demonstrated interest in initiating, planning and undertaking research.

**Knowledge**

- > Awareness of the Charter of Health and Community Services rights.
- > Knowledge of theory and techniques of professional and personnel supervision.
- > Awareness of changing developments in structure and delivery of health care service and their impact on Occupational Therapy planning and service delivery.

**Educational/Vocational Qualifications**

- > Training or postgraduate qualifications in relevant clinical, supervisory or management theory or skills

**Other Details**

### 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, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

### SA Health Challenges

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce strategies, and ageing infrastructure. The SA Health Strategic Plan has been developed to meet these challenges and ensure South Australians have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### Our Legal Entities

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

### Governing Boards

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

Statewide	> Women's and Children's Health Network
Metropolitan	> Central Adelaide Local Health Network > Southern Adelaide Local Health Network > Northern Adelaide Local Health Network
Regional	> Barossa Hills Fleurieu Local Health Network > Yorke and Northern Local Health Network > Flinders and Upper North Local Health Network > Riverland Mallee Coorong Local Health Network > Eyre and Far North Local Health Network > South East Local Health Network

### Southern Adelaide Local Health Network (SALHN)

SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of statewide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- > [Flinders Medical Centre](#)
- > [Noarlunga Hospital](#)
- > [GP Plus Health Care Centres and Super Clinics](#)
- > [Mental Health Services](#)
- > Sub-acute services, including [Repat Health Precinct](#)
- > [Jamie Larcombe Centre](#)
- > [Aboriginal Family Clinics](#)

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**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** – We proudly serve the community and Government of South Australia.
- > **Professionalism** – We strive for excellence.
- > **Trust** – We have confidence in the ability of others.
- > **Respect** – We value every individual.
- > **Collaboration & engagement** – We create solutions together.
- > **Honesty & integrity** – We act truthfully, consistently, and fairly.
- > **Courage & tenacity** – We never give up.
- > **Sustainability** – We 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.

**Role Acceptance**

I have read and understand the responsibilities associated with the AHP2 Occupational Therapist in the Division of Rehabilitation, Aged Care and Palliative Care and organisational context and the values of SA Health as described within this document.

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Name

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Signature

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Date