

Position	Arts in Health Facilitator
Classification	OPS4
Division	Allied Health
Department / Section / Unit / Ward	Arts in Health
Role reports to	Operationally: > Manager, Arts in Health at FMC Professionally: > A/Director, Allied Health Acute
CHRIS 21 Position Number New	Role Created / Review Date 17/10/2019
Criminal History Clearance Requirements <input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child - Prescribed (Working with Children Check) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)	Immunisation Risk Category Category B (indirect contact with blood or body substances)

JOB SPECIFICATION

Primary Objective(s) of role:

- To provide a comprehensive Arts in Health Facilitation service, to patients, their families/carers, across all areas of SALHN as required by current strategic directions and/or as required.
- To deliver services individually through the Arts in Health patient referral system and in groups through organised workshops, including the use of visual and/or performing art, creative writing, music and meditation activities, where appropriate
- To plan, document, implement and evaluate the Arts in Health Facilitation programmes developed within the service.
- To assist in the implementation and development of the Arts in Health at FMC program.

The Arts in Health at FMC program offers a range of therapy-based and therapeutic arts activities and interventions that support patient recovery and promote health and wellbeing in the hospital community.

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

- Students, Volunteers

Key Relationships / Interactions:

Internal:

- The incumbent will receive direction from his/her supervisor and set work priorities which are consistent with the strategic objectives of the work unit. The incumbent consults with his/her supervisor on matters where activity cannot easily be determined by reference to past practices or established procedures.

External:

- The incumbent also consults with his/her supervisor on strategic and operational matters and on matters likely to impact on the standing of the Unit in the hospital or wider community.

Challenges associated with Role:

Major challenges currently associated with the role include:

- Promoting the understanding and capability of Arts in Health Facilitation activities as a therapeutic tool within health service delivery.
- Managing a busy workload and competing demands requiring the ability to organise and prioritise workload and time
- Working with patients in individual or group settings with complex care needs
- Maintaining professional boundaries when responding appropriately to client and family/carer expectations

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.

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.
- >

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care and provision of Arts in Health Facilitation services	<ul style="list-style-type: none"> • Commitment to delivering high quality and safe care consistent with the SALHN Integrated Governance Framework and Consumer Engagement Framework and Plan. • Planning, developing and providing Arts in Health Facilitation activities – including visual art, literature, performing art, music and meditation activities - to meet the needs of clients and their families across all areas of SALHN, as required by current strategic directions and/or as required, and including clients referred through the Arts in Health at FMC patient referral system. • Maintaining professional standards and ensure activities adhere to excellence in clinical care at all times. • Communicating effectively with, and participating as, an active member of the relevant inter-disciplinary clinical treating teams, attending meetings as required. • Liaising with ward staff regarding patient engagement and ward visits. • Maintaining clinical documentation within the area of responsibility in accordance with organisational policy • Maintaining equipment and purchasing supplies/art materials, following established procurement processes or as agreed with the line manager.
Encouragement and fostering a positive team culture	<ul style="list-style-type: none"> • Promoting a positive and learning team environment • Acknowledge cultural requirements and personal differences of clients • Encourage creativity, innovation and honesty • Maintain a professional working relationship with all members of the interdisciplinary team
Development and implementation of relevant education initiatives	<ul style="list-style-type: none"> • Providing education and information to relevant staff and stakeholders • Promoting an understanding of the purpose and principles of Arts in Health activities within the Network • Maintaining contemporary practice and developing skills through ongoing self-education
Continuous improvement	<ul style="list-style-type: none"> • Reviewing existing practices and promote change where required • Contributing to the development of practice guidelines, protocols/audits and quality indicators • Evaluating programmes provided and develop recommendations and improvements
Support the implementation and development of the Arts in Health at FMC program	<ul style="list-style-type: none"> • Participating in the planning and development of the Arts in Health at FMC program • Contributing to the design and distribution of publicity/promotional material • Supporting the development and implementation of evaluation tools and data collection • Participating in good communication across the Arts in Health at FMC team • Contributing to the promotional and outreach activities of the Arts in Health at FMC program internally and externally with key stakeholders
Contribute to the supervision of students and volunteers working with Arts in Health at FMC	<ul style="list-style-type: none"> • Providing on-the-job training or instruction; • Prioritising, coordinating and monitoring workflow; • Providing formal and informal day-to-day feedback; • Participating in the setting of team direction and goals.
Contribution to effective operation of unit	<ul style="list-style-type: none"> • Contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers. • 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). • 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. • Demonstrating appropriate behaviours which reflect a commitment to the Department of Health values and strategic directions. • Undertaking training as required to attain and maintain required competency of skills and knowledge applicable to the role.

1. ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Nil

Personal Abilities/Aptitudes/Skills

- Ability to undertake assessment and intervention with clients with a range of illnesses and disabilities relevant to acute care and rehabilitation healthcare settings.
- Demonstrated ability to work independently and effectively within multidisciplinary teams.
- Proven organisational skills including the ability to prioritise work, meet deadlines, delegate appropriately and demonstrate initiative.
- Demonstrated ability to negotiate with a variety of internal and external stakeholders.
- Demonstrated ability to maintain professional boundaries while delivering person and family centred care
- Clear and effective verbal and written communication including occasions of service, correspondence to other health professionals and reports
- 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

- Experience in the planning, implementation and evaluation of Art in Health Facilitated arts activities
- Significant experience working with people of varying ages.
- Demonstrated ability to work independently and with inter-disciplinary teams
- Excellent time management skills and flexibility to meet service demands.
- Understanding of the stress factors associated with working within a hospital or special needs environment.
- Demonstrated commitment to continuous quality improvement and research.
- Proven experience in basic computing skills, including email and word processing
- Experience in supervising students and volunteers
- 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.
- Understanding of the philosophy of Arts in Health and the promotion of wellbeing through Arts in Health Facilitated activities within a healthcare environment

2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

Personal Abilities/Aptitudes/Skills

- Commitment to the philosophy of Arts in Health and the promotion of wellbeing through Arts in Health Facilitated activities within the hospital environment.
- Commitment to ongoing professional development.

Experience

- Experience in the supervision of staff, students and volunteers.
- Experience in consultation and liaison with other internal and external stakeholders
- Participation in research projects.
- Proven experience in basic computing skills, including email and word processing.

Knowledge

- Knowledge of the theoretical basis of Arts in Health and the outcomes of Arts in Health programs.
- Awareness of the Charter of Health and Community Services rights.

Educational/Vocational Qualifications

- Appropriate higher education qualification in visual art, literature, music or performing arts; community cultural development; arts administration/management or relevant arts and health discipline

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

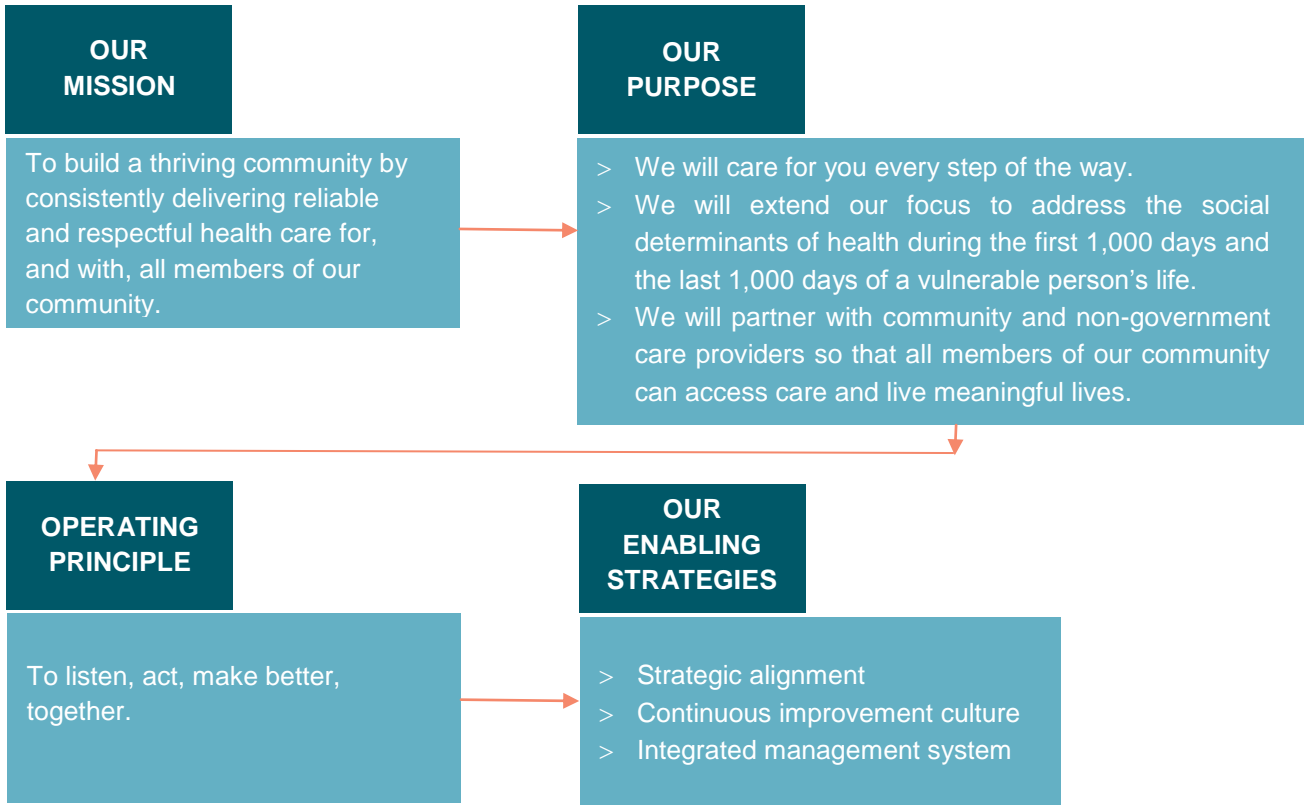
Southern Adelaide Local Health Network (SALHN)

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](#)



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 Arts in Health Facilitator in the Department of Arts in Health at FMC and organisational context and the values of SA Health as described within this document.

Name

Signature

Date