

i can

...do something  
more meaningful



## SA Health Job Pack

Job Title	Dietitian
Job Number	677080
Applications Closing Date	31 December 2019
Region / Division	Southern Adelaide Local Health Network
Health Service	Flinders Medical Centre – Allied Health
Location	Bedford Park
Classification	AHP2
Job Status	Casual
Total Indicative Remuneration	\$41.58 - \$48.32 p/hr + 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](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Contact Details

Full name	Megan Satanek, Director of Nutrition & Dietetics
Phone number	08 8204 5182
Email address	megan.satanek@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)

<b>Role Title:</b>	Dietitian
<b>Classification Code:</b>	<b>AHP2</b>
<b>LHN/ HN/ SAAS/ DHA:</b>	SOUTHERN ADELAIDE LOCAL HEALTH NETWORK
<b>Hospital/ Service/ Cluster</b>	Flinders Medical Centre
<b>Division:</b>	Allied Health
<b>Department/Section / Unit/ Ward:</b>	Dietetics & Nutrition
<b>Role reports to:</b>	<b>Operationally:</b> Manager of Dietetics & Nutrition  <b>Professionally:</b> Manager of Dietetics & Nutrition
<b>Role Created/ Reviewed Date:</b>	June 2016
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category:</b>	<input checked="" 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)

### Job Specification

#### Primary Objective(s) of role:

The incumbent is responsible to the Manager, Dietetics & Nutrition, for the assessment, care and education of both inpatients and outpatients. Providing a nutrition and dietetic consultative service to medical, nursing and allied health personnel. Will work as part of the multi-disciplinary team within the allocated units and other units as directed.

The Dietitian, AHP2, operates under limited supervision in a professional capacity in an inter-disciplinary team.

Service provision includes dietetic assessment & diagnosis, consultation, intervention and review, education, liaison with community agencies, organisation of appropriate resources and management of discharge.

The incumbent participates as a member of the health team, with involvement in continuing development, quality service improvement, research and teaching, student supervision and assisting with AHP1 supervision/mentoring.

Tasks include preparation and revision of educational material, lecturing to dietetic students, medical and nursing students as required and guiding and assisting in evaluating dietetic students in the clinical area. Participation in research is supported and encouraged.

Within the Flinders Medical Centre, the Dietetics & Nutrition Department as part of the Allied Health Division provides consultative, counselling and educational services and a dietetic food service utility. It also advises on Hospital Nutritional Standards and dietetic aspects of Catering. The Department is headed by the Manager of Dietetics and Nutrition. The AHP2 may be required to work over 7 days as required

#### Direct Reports:

- Nil

### Key Relationships/ Interactions:

#### Internal

- Working with Dietetic Allied Health Assistants, Diet Kitchen Assistants and the Administrative Officer within the Dietetic and Nutrition Department.

#### External

- Liaise with Speech Pathologists and food Service Contract Staff.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- Managing a busy workload and competing demands requiring the ability to organise and prioritise workload and time
- Ability to assist with diverse activities and key accountabilities requiring the ability to work as a member of the Dietetic & Nutrition Department
- Working around patients/carers/families who may display aggressive, distressed or unpredictable behaviour
- 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)

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:

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 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'.
- 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).
- 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 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.
- Support values consistent with the aims of SA Health and the LHN, including honesty, respect and integrity and the Dietetics and Nutrition Department Team Charter.
- May be required to work on weekends and public holidays and across the span of hours 0800hr to 1800hr.

## STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

Key Result Areas	Major Responsibilities
<p><b>Ensure the effectiveness and efficiency of a Dietetic and Nutrition service provision to SALHN patients, staff and community by</b></p>	<ul style="list-style-type: none"> <li>• Providing appropriate and effective dietetic management with regard to assessing, dietetic diagnosing, planning, implementing and evaluating a nutritional care program for patients in the allocated units and other FMC referred patients as appropriate.</li> <li>• Assisting with supervision and continuous development of AHP1 staff and direct supervision of students allocated to the units.</li> <li>• The development of services, and operational planning.</li> <li>• Input into the development, implementation and publication of new techniques, methods or research results relevant to the unit patients.</li> <li>• Active participation of patients and their families/carers in their assessment and care planning.</li> <li>• Participating in ward meetings/rounds and discharge planning to integrate nutritional care into total patient care including those of the allocated units.</li> <li>• Documenting relevant observations and information regarding patients' nutritional requirements, recommended dietary treatment and effectiveness of nutritional intervention program in patients' medical records.</li> <li>• Being responsible for the nutrition/dietetic counselling on an individual or group basis of inpatients, outpatients where appropriate, and other relevant groups.</li> <li>• Developing or preparing resource material for counselling and education of patients following consumer consultation.</li> </ul> <p>Responsible for the organisation of therapeutic diets, nutritional supplementation and/or enteral feeding by:</p> <ul style="list-style-type: none"> <li>• Being responsible for evaluating the completeness and adequacy of the nutrition care aspects of patient care, through liaison with nursing, medical and catering staff.</li> <li>• Participating in clinics, ward meetings/rounds and discharge planning to integrate nutritional care into total patient care including those of the allocated units and other units as required.</li> </ul>
<p><b>Teaching &amp; Learning</b></p>	<p>Contribute to the learning experience of other staff and students by:</p> <ul style="list-style-type: none"> <li>• Providing nutrition and dietetic input to educational programs run by the multi-disciplinary team of the allocated units.</li> <li>• Guiding, teaching and evaluating dietetic students in the area of nutritional management of patients in allocated units</li> <li>• Participating in teaching programs and provide expert nutrition advice for medical, nursing and other professional staff and students</li> <li>• Providing in-service training for dietitian assistants</li> <li>• Taking leadership in guiding other departmental staff members in the area of allocated nutrition.</li> <li>• Planning, implementing and supervising dietetic students in their research elective if required.</li> </ul>
<p><b>Service Improvement and Quality Assurance</b></p>	<p>The incumbent is responsible for the formulation and implementation of policies and procedures for nutritional care of patients in the allocated units in particular (and other units), in conjunction with the unit multi-disciplinary team to improve delivery of service. Including:</p> <ul style="list-style-type: none"> <li>• Collection and analysis of data to provide information on patient progress or services to make recommendations to the allocated units &amp; other nominated units for service improvements.</li> <li>• Participation in team quality activities, research and evaluation.</li> <li>• Provision of performance measurement reports.</li> </ul>

	<ul style="list-style-type: none"> <li>Ensuring protocols, procedures and guidelines (PPG) are consistent with the Dietetics &amp; Nutrition Department and Allied Health's goals and objectives and strategic plan.</li> <li>Evaluation of the effectiveness of these PPGs in conjunction with the Manager, Dietetics &amp; Nutrition.</li> <li>To ensure the standards of care are met for patients in the allocated unit and other FMC patients as appropriate.</li> <li>Planning, implementing and evaluating research projects relating to the allocated area of nutrition under the direction of the Manager.</li> </ul>
<b>Professional Development</b>	<p>Undertake professional development activities through:</p> <ul style="list-style-type: none"> <li>Following a program of continuing education and self-development by actively participating in self-reflection, staff development courses, in-service education programs, professional meetings and keeping abreast with research developments in Nutrition and Dietetics and associated areas. In particular attending professional development activities in the Dietetics &amp; Nutrition Department.</li> <li>Participating in personal performance evaluation by means of review procedures adopted by the Dietetics &amp; Nutrition Department.</li> <li>Maintaining own high levels of professional knowledge and skills.</li> <li>Training and educating of junior staff and students.</li> </ul>
<b>Departmental Contribution</b>	<p>Contribute to the development and maintenance of a comprehensive Dietetic &amp; Nutrition service in the hospital by:</p> <ul style="list-style-type: none"> <li>Providing leadership.</li> <li>Contributing to service development in particular clinical areas.</li> <li>Initiating and implementing service improvements.</li> <li>Evaluating service quality including feedback from consumers.</li> <li>Representing the Department at hospital wide forums.</li> <li>Participating in Department staff meetings and strategic planning.</li> <li>Participating in the provision of staff training within the department and hospital wide.</li> <li>Developing and maintaining protocols, procedures, and department guidelines.</li> <li>Supporting and supervising student placements and participating in teaching programs where appropriate.</li> <li>Contributing to a supportive work environment.</li> <li>Supporting and implementing the Dietetic and Nutrition Department Team Charter.</li> </ul>
<b>Compliance with workplace Health and Safety requirements</b>	<ul style="list-style-type: none"> <li>Participating and engaging in workplace health and safety procedures</li> <li>Adhere to relevant WHS requirements including infection control and hand hygiene, reporting of incidents and near misses, safe operation of workplace equipment and manual handling, and maintenance of patient/client confidentiality</li> <li>Assist in manufacturing, repairing and maintaining clinical and patient equipment and associated records</li> </ul>
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	

Acknowledged by Occupant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Person Specification

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

#### Educational/Vocational Qualifications

Appropriate Degree or equivalent qualification which gives eligibility for full membership of the Dietitians Association of Australia (DAA).

---

#### Personal Abilities/Aptitudes/Skills

- Clear aptitude for working in a healthcare setting and with people from a variety of cultural and linguistically diverse backgrounds
- Good planning skills.
- Ability to adapt to unexpected situations and fluctuating workloads.
- Commitment to professional development.
- Ability to use email, internet and word processing packages.
- Good written and verbal communication skills.
- Ability to work as a team member.
- Capacity to implement service improvement practices.
- Ability to prioritise workload and meet deadlines
- Proven commitment to the principles and practise of:
  - EEO, Ethical Conduct, diversity and WHS;
  - Quality management and client oriented service;
  - Risk management

---

#### Experience

- Proven experience in basic computing skills, including email and word processing
- Demonstrated experience in the provision of nutritional and dietetic assessment and diagnosis, care, counselling and education.
- Experience in the delivery of nutrition support to patients in an acute care setting.
- Demonstrated experience to reflect and evaluate own performance and to act on this.

---

#### 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
- Knowledge of working within boundaries of patient confidentiality and ethical practice

---

### 2. DESIRABLE CHARACTERISTICS

#### Personal Abilities/Aptitudes/Skills

- Shows initiative
- Shows a willingness to increase skills and abilities

---

#### Experience

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

---

#### Knowledge

- Awareness of the Charter of Health and Community Services rights



---

**Educational/Vocational Qualifications**

- Commitment to the APD program

---

**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 two hospitals, Flinders Medical Centre and Noarlunga 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 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:**