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SA Health Job Pack

Job Title	Senior Orthotist / Prosthetist - Rehabilitation Lead
Eligibility	Open to Everyone
Job Number	694225
Applications Closing Date	14/2/20
Region / Division	Central Adelaide Local Health Network
Health Service	The Royal Adelaide Hospital
Location	Adelaide
Classification	AHP3
Job Status	Full time permanent
Total Indicative Remuneration	\$108,448 - \$116,253

Contact Details

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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.

Immunisation

Risk Category A (direct 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 A (direct 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



ROLE DESCRIPTION

Role Title:	Senior Prosthetist / Orthotist – Rehabilitation Lead		
Classification Code:	AHP3	Position Number	P10011
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (LHN)		
Site/Directorate	CALHN		
Division:	Allied Health		
Department/Section / Unit/ Ward:	Orthotics and Prosthetics		
Role reports to:	Director, Orthotics and Prosthetics		
Role Created/ Reviewed Date:	April 2019		
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)		
Immunisation Risk Category:	<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 (<i>minimal patient contact</i>)		

ROLE CONTEXT

Primary Objective(s) of role:
<p>To provide high quality advanced Prosthetic and Orthotic assessment, service planning, and direct clinical service provision as appropriate for clients who access Orthotics and Prosthetics CALHN and associated clinics.</p> <p>The Senior Prosthetist/Orthotist – Rehabilitation Lead is an experienced clinician who applies significant clinical and leadership expertise to the delivery, development and continuous improvement of quality prosthetic/orthotic services across CALHN. Operating within a multi-disciplinary service context, the Senior Prosthetist/Orthotist upholds professional standards and provides complex clinical and consultancy Prosthetic and Orthotic services across CALHN, with specialist knowledge and expertise in Orthotic and Prosthetic rehabilitation management. As a clinical leader, mentor and clinical supervisor the Senior Prosthetist/Orthotist provides clinical support, education and profession-specific supervision to AHP2, AHP1, AHA2, TGO1 staff and is responsible for co-ordinating student clinical placements.</p> <p>The incumbent has supervisory, clinical, quality, educational and research responsibilities for staff and services that lead to improved clinical outcomes for CALHN patients</p>

Direct Reports:
<p>The Senior Prosthetist / Orthotist – Rehabilitation Lead is line managed, clinically accountable to and receives clinical and professional support and direction from the Director Orthotics and Prosthetics CALHN.</p> <p>The Senior Prosthetist / Orthotist – Rehabilitation Lead provides supervision to a team of technical, administrative and allied health professionals each of who contribute to the provision of all inpatient and outpatient O&P services within CALHN and contracted outreach services to other LHN's.</p>
Key Relationships/ Interactions:
<p>Internal</p> <ul style="list-style-type: none"> • Director Orthotics and Prosthetics and other Senior staff within the Allied Health Directorate • Clinical, Technical and Administrative members of the Orthotic and Prosthetic service across CALHN • clinical staff of referring Units and Departments and a variety of other Hospital staff in supporting services • integral to the operational and strategic functioning of the specialist multidisciplinary team(s) in which he/she works <p>External</p> <ul style="list-style-type: none"> • Senior O&P Professionals across SA Health and the private sector • Collaborative working partnership with multi-disciplinary teams across LHN's where O&P services are provided by O&P CALHN • External Referrers • Funding Bodies • Professional Associations such as Australian Orthotic Prosthetic Association (AOPA) • Universities
Challenges associated with Role:
<p>Major challenges currently associated with the role include:</p> <ul style="list-style-type: none"> • Leading a clinical team through change relating to clinical programs and new technologies • Service delivery across multiple sites as part of a single service multiple site model of care. • Providing support to Orthotic and Prosthetic Rehabilitation services across LHN's within SA Health
Delegations:
N/A

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 Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children and Young People (Safety) Act 2017* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007 (Cth)*.
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- 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.
- Participation in the O&P CALHN out-of-hours clinical roster, on an overtime basis, is required.
- Ad hoc out of hours work may be required (eg for meetings, educational presentations).
- Attend and provide visiting clinical services at other metropolitan hospitals and institutions as required.
- Hold a current drivers licence
- Interstate and overseas travel may be required

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, 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 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.*
- *Independent Commissioner Against Corruption Act 2012 (SA).*
- *Information Privacy Principles Instruction.*
- *Code of Fair Information Practice.*
- *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.*

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development
<p>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.</p>
Handling of Official Information:
<p>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.</p> <p>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.</p> <p>SA Health employees will not misuse information gained in their official capacity.</p> <p>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.</p>
White Ribbon:
<p>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.</p>
Cultural Commitment:
<p>CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.</p>
Resilience:
<p>SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.</p>

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Senior Clinician Practitioner	<p>a) <i>Provide highly skilled clinical Prosthetic / Orthotic services across CALHN, specialising in Rehabilitation management, to maximise outcomes for clients by:</i></p> <ul style="list-style-type: none"> • Delivering high standards of client care in prosthetics and orthotics, with speciality area of rehabilitation, and lead P&O health care professionals in education/training of such areas • Providing assessment and best prosthetic/orthotic intervention; formulate treatment objectives and treatment plans for clients with complex pathologies • Develop, review and evaluate clinical protocols, procedures and guidelines to ensure implementation of evidence and current standards of practice in management of Prosthetics, within the broader context of Orthotics and Prosthetics services across CALHN. • Ensure implementation of new interventions and technologies relevant to Prosthetic management. <p>b) <i>Provide a consultancy service in their area of expertise across CALHN</i></p> <ul style="list-style-type: none"> • Ensure high standards of care in speciality area is provided to clients throughout CALHN and other networks • Provide a consultancy service within own department, and to other health professionals within CALHN and other external agencies, on assessment, delivery and long-term management of such clients in area of expertise • Representing O&P CALHN on relevant internal and external working parties and committees. <p>c) <i>Provide advice to management on professional service delivery development, practice and redesign in response to demand and client needs</i></p> <ul style="list-style-type: none"> • Keep abreast of new developments in prosthetic and orthotic rehabilitation management; Displaying sound knowledge of common and advanced componentry available and their source of supply, and advise management of the implications of these on clinical practice, service delivery and resource utilisation • Initiate, implement and actively participate in Quality Improvement projects and activities in consultation with the Director, O&P CALHN. • Reviewing systems and processes and implementing improvements • Ensuring updates to policies and procedures that reflect current standards of practice • Communicating regularly with the Director, O& P CALHN regarding issues relevant to Prosthetic services across CALHN, including service planning and development, efficiency and prioritisation of service provision, standards and quality of service , and staff development. <p>d) <i>Provide clinical supervision according to SA Health Allied Health Clinical Supervision Framework as well as maintaining a clinical caseload</i></p> <ul style="list-style-type: none"> • Ensures Prosthetists/Orthotists working within the O&P CALHN team have access to regular Clinical Supervision and support, and provides direct supervision to some Prosthetist/Orthotist under formal arrangement. • Maintains a clinical caseload reflecting departmental needs and high level of skill and experience, and as negotiated

	<p>with the Director O&P CALHN</p> <p>e) <i>Contribute to education activities related to area of expertise</i></p> <ul style="list-style-type: none"> Promote area of expertise to relevant clients within CALHN Promote area of expertise to referrers, consumer groups, fund providers and other relevant bodies and organisations <p>Promote area of expertise to other Allied Health Professionals, Medical Officers, and relevant groups throughout CALHN</p>
Leadership	<p>Provides leadership and direction for the service by:</p> <ul style="list-style-type: none"> Ensure ongoing development of high quality Prosthetic and Orthotic Rehabilitation services within O&P CALHN, in consultation with Director O&P CALHN. Liaising closely with relevant team members, concerning management of clients Maintaining close liaison with community organisations and health providers involved in related issues and service delivery May be required to deputise for the Director O&P CALHN appropriate to the skills and capacity of the incumbent Provision of clinical supervision for AHP1 and AHP2 staff
Education, Training and Research	<p>Promotes the education, training and research activities undertaken by O&P CALHN by:</p> <ul style="list-style-type: none"> Providing supervision and clinical training to students and visitors to O&P CALHN, including students on clinical placements Assisting in undergraduate and postgraduate teaching of Allied Health and Medical staff, as required Actively participating in continuing education and review of current literature Attending conferences / seminars relevant to prosthetics/orthotics Involvement with and / or encouragement of research relevant to prosthetics/orthotics Conducting education and/or training sessions for staff and students from own department and other disciplines within CALHN and other LHN's as required.
Human Resources	<p>Contribute to the effective management of human resources within O&P CALHN to meet service standards by:</p> <ul style="list-style-type: none"> Involvement in the recruitment and selection of clinical and technical staff as required. Monitoring the workflow of external clinics and allocation of clinical resources. Conducting performance management and development of designated staff, including annual performance reviews and development planning as required by Director O&P CALHN. Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Conduct and departmental human resource policies, including the OHS&W requirements.
Work Health Safety (WHS)	<ul style="list-style-type: none"> > carrying out responsibilities as detailed in organisational work health and safety (WHS) policies and procedures > implementing and monitoring relevant WHS policies and procedures within the work area > identifying hazards, assessing risks and implementing, monitoring and

	<p>maintaining hazard control measures in consultation with staff and relevant committees</p> <ul style="list-style-type: none"> > participating in WHS planning > providing staff with the necessary information, instruction, training and supervision to effectively and safely carry out their work > maintaining relevant WHS documentation > consulting with staff on changes to the workplace which have the potential to impact on health and safety.
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ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

Appropriate Degree or equivalent qualification of Orthotists and Prosthetists

Personal Abilities/Aptitudes/Skills:

- > Sufficient physical strength, flexibility and endurance for the manual handling requirements of the caseload including out of hours work where this is required.
- > Ability to lead professional and non-professional staff and to foster teamwork and co-operation within the orthotic and prosthetic service.
- > Ability to assess and enhance staff performance constructively.
- > Ability to resolve conflict/problems constructively and efficiently.
- > Advanced ability to set priorities, organise activities and achieve timely outcomes for self and other members of one's team under high clinical workloads/demands.
- > Ability to independently apply a high level of professional judgement in one or more of the clinical areas covered by the team, without professional supervision.
- > Advanced ability to implement patient centred and evidence based practice.
- > Ability to work effectively as a clinical leader within orthotics and prosthetics and multidisciplinary teams.
- > Ability to function as a senior member of the Orthotic and Prosthetic Service.
- > Advanced written and verbal communication skills.
- > Ability to interact with other people in a tactful, sensitive and ethical manner.
- > A calm, stable and approachable manner.
- > Be willing to undertake training for the provision of new or innovative technologies, participate in Continuing Professional Development and O&P CALHN Educational Sessions
- > Reliability.

- > Willingness and ability to work safely and effectively in other areas of the LHN / SA Health for out of hours work or during extenuating circumstances eg significantly reduced staffing

- An ability to manage to the spirit and principles of the premier's safety commitment and the legislative requirements of the *Work Health Safety Act 2012* and the *Return to Work Act 2014*, and apply a risk management approach that aligns to AS/NZS 31000:2009 *Risk Management – Principles and Guidelines* or to an equivalent set of standards.

Experience

- Proven level of expertise in the area of Prosthetics and Orthotics, with skill specialisation in Rehabilitation.
- Demonstrated experience in all aspects of service delivery relating to prosthetics and orthotics.
- Experience in managing complex clinical situations with minimal professional supervision.
- Demonstrated experience in multi-disciplinary setting
- Experience in clinical leadership within a discrete unit, including service development and evaluation, and quality improvement activities.
- Substantial experience in staff or student supervision.
- Experience in the formal evaluation of clinical practice.

Knowledge

- Extensive evidence based clinical knowledge, sufficient to enable one's own safe and effective work as well as staff supervision, in the range of orthotic and prosthetic specialty areas covered by the team.
- An understanding of the wider health system environment and issues affecting orthotics and prosthetics services in public hospitals.
- Awareness of responsibilities with regard to work health and safety and equal opportunity legislation.
- Knowledge of research methodologies and clinical evaluation processes (in particular outcome measurement, analysis and reporting).

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Bachelor of Orthotics and Prosthetics
- Eligible for membership of the Australian Orthotic Prosthetic Association (AOPA).
- Willingness to undertake relevant formal education is highly desirable.

Personal Abilities/Aptitudes/Skills:

- > High level of clinical and technical skills pertaining to Orthotics and Prosthetics
- > Ability to use data management, analysis and reporting programs.

Experience

- Experience working in Allied Health teams.
- Experience in a health care environment or facility.
- Experience using machinery and hand tools.
- Experience using Advanced technologies such as microprocessor componentry and 3D scanning

Knowledge

-
- Proven level of specialisation pertaining to Prosthetics or Orthotics or both
- Proven experience in basic computing skills, including email and word processing
- Previous experience in research and development within the field of prosthetics and orthotics
- Previous experience in P&O clinical leadership similar to CALHN operations.

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, socioeconomic, 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 Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Country Health SA Local Health Network Inc. and SA Ambulance Service Inc.

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.

Central Adelaide Local Health Network:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

Division/ Department:**Allied Health Directorate**

The Allied Health Directorate provides management and governance for allied health services across Central Adelaide LHN. Allied health professionals are a key part of the clinical team delivering a range of clinical, diagnostic and support services in hospital, ambulatory and community health settings. Allied health is a collective term for a number of professional groups each with distinct identities, educational pathways, professional registration or membership requirements.

The Allied Health Directorate consists of discipline based departments operating across Central Adelaide campuses, the Reform and Quality Unit as well as hosting a number of specialist functions such as the Aboriginal and Torres Strait Islander Liaison Unit, The Wellness Centre and Healthcare Chaplains.

The Allied Health Directorate also provides professional support for allied health staff and services governed by other parts of Central Adelaide and work closely with the Clinical Directorates across Central Adelaide.

The Allied Health Directorate administers approximately \$30M and employs around 600 staff

Values

Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

Patient Centred:	Our patients are the reason we are here and we will provide the best service to our patients and customers
Team Work:	We value each other and work as a team to provide the best care for our patients
Respect:	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
Professionalism:	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

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:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description 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:** _____