

# Non Managerial

## Role Description

# Southern Adelaide Local Health Network

<b>Position</b>	Occupational Therapist
<b>Classification</b>	AHP1
<b>Division</b>	Rehabilitation, Aged Care and Palliative Care
<b>Department / Section / Unit / Ward</b>	Occupational Therapy
<b>Role reports to</b>	Operationally: > Director, Occupational Therapy Professionally: > Director, Occupational Therapy
<b>CHRIS 21 Position Number</b> M62554 / M63051 / M62903 / P19195	<b>Role Created / Review Date</b> 01/11/2019
<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 responsible to the Director of Occupational Therapy for providing Occupational Therapy services to inpatients and outpatients, which result in safe and timely discharge, and improved independence and occupational outcomes for patients. This position is rotational, and will provide services across subacute services depending on roster, including rehabilitation, GEM and palliative care.

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

- > The occupant may, as directed by the Director Occupational Therapy, undertake some supervision of an Allied Health or Occupational Therapy Assistant.

### 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 centered 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.
- > Supervision is provided by the Senior Occupational Therapist in the area in which they work.

#### 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.

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.
- > May be required to work as part of a 7 day service.
- > Must be prepared to attend relevant meetings and staff development / education activities as required.
- > Travel within the Southern Adelaide area will be required (hospitals, residential care and community).
- > A current driver's licence is required

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; Contribute to safe and timely discharge and improved independence and occupational outcomes for clients by:               <ul style="list-style-type: none"> <li>&gt; Assessing the client's occupational abilities, problems and needs using a variety of formal and informal assessments.</li> <li>&gt; Planning and implementing intervention programs.</li> <li>&gt; Monitoring and evaluating the progress and outcomes of interventions.</li> <li>&gt; Prescribing and arranging for the provision of appropriate equipment.</li> <li>&gt; Undertaking home visits to assess requirements for the home environment.</li> <li>&gt; Communicating and liaising with the client's family and carers.</li> <li>&gt; Referring to and liaising with relevant community resources and services.</li> </ul> </li> </ul>
Contribute to effective provision of services by clinical team	<ul style="list-style-type: none"> <li>&gt; Participating in team meetings and case conferences.</li> <li>&gt; Documenting assessment findings and interventions in a timely fashion.</li> <li>&gt; Consulting and discussing with other team members.</li> <li>&gt; Participating in, and where appropriate, providing education and staff development within the team.</li> <li>&gt; Participating in quality and service improvement activities within the team.</li> <li>&gt; Ensuring the work tasks of Allied Health Assistants and Occupational Therapy Assistants are carried out effectively.</li> </ul>
Contribute to the provision and ongoing development of high quality Occupational Therapy Services within the service	<ul style="list-style-type: none"> <li>&gt; Undertaking Occupational Therapy projects as directed.</li> <li>&gt; Participating in staff meetings and contributing to planning and policy development for Occupational Therapy services.</li> <li>&gt; Liaising with the Senior Occupational Therapist and the Director, Occupational Therapy about the provision of services and resources in the occupant's work area.</li> <li>&gt; Participating in and contributing to the Occupational Therapy Department staff development program.</li> <li>&gt; Participating in Occupational Therapy quality activities.</li> <li>&gt; Participating in performance appraisal.</li> <li>&gt; Assisting with teaching activities including the training of Occupational Therapy students.</li> <li>&gt; Participating in and supporting the development of research activities relevant to Occupational Therapy.</li> <li>&gt; Assisting with the education of staff and students from other disciplines.</li> </ul>
Contribution to effective operation of unit	<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

- > Ability to undertake assessment and intervention with clients with a range of illness and disabilities relevant to older people and rehabilitation.
- > Ability to provide clinical services as a member of a multidisciplinary team.
- > Ability to communicate with clients and a range of professional and other staff, orally and in writing, including in the provision of supervision to Allied Health Assistants and volunteers as required.
- > Organisational skills including the ability to prioritise work, meet deadlines, delegate appropriately and demonstrate initiative.
- > 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 provision of clinical Occupational Therapy services to clients with a range of illness and disabilities relevant to older people and rehabilitation.
- > Proven experience in basic computing skills, including email and word processing
- > 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 illnesses and disabilities relevant to older people and rehabilitation.
- > Understanding of the role of rehabilitation across the continuum

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

- > Commitment to ongoing professional development

**Experience**

- > Experience in the Occupational Therapy management of older people

**Knowledge**

- > Awareness of the Charter of Health and Community Services rights.
- > Awareness of key manual handling principles.
- > 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.
- > Knowledge of research techniques and methodologies, including searching of electronic databases

**Educational/Vocational Qualifications****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 role of Occupational Therapist in the Rehabilitation, Aged Care & Palliative Care Division 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