



## ROLE DESCRIPTION

<b>Role Title:</b>	AHP1 Occupational Therapist (rotating)		
<b>Classification Code:</b>	AHP1	Position Number	M41121
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (LHN)		
<b>Site/Directorate</b>	Allied Health Directorate		
<b>Division:</b>	CALHN Occupational Therapy		
<b>Department/Section / Unit/ Ward:</b>	Various		
<b>Role reports to:</b>	Senior Manager, Occupational Therapy via Senior Occupational Therapist		
<b>Role Created/ Reviewed Date:</b>	Sept 2023		
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working With Children Check (WWCC) <input type="checkbox"/> Vulnerable (NPC) <input checked="" 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)		

## ROLE CONTEXT

### Primary Objective(s) of role:

The AHP1 Occupational Therapist (OT), as part of a multidisciplinary, is accountable for the provision of occupational therapy services across CALHN services as well as participates in departmental educational, quality improvement and planning activities.

This leads to improved clinical outcomes for the patients of the Central Adelaide Local Health Network (CALHN), including the Royal Adelaide Hospital (RAH), the Queen Elizabeth Hospital (TQEH), Hampstead Rehabilitation Centre (HRC), Repatriation Health Precinct (RHP), Glenside Health Services and community and ambulatory services or programs.

The AHP1 Occupational Therapist works under direct clinical supervision and demonstrates at least a competent level of professional knowledge and skill. With increasing experience, they will independently undertake standard professional tasks.

This is a rotational position within CALHN Occupational Therapy thus the Level 1 Occupational Therapist may be rotated to any site, unit, or service within CALHN based on service requirements.

### Key Relationships/ Interactions:

#### Internal

> Is accountable to the Director of Occupational Therapy via the Senior Manager Occupational Therapy.

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- > The Occupational Therapist will report to and receive clinical advice, guidance and supervision from the delegated Senior Occupational Therapist.
- > Works within a multi-disciplinary or inter-disciplinary team framework, in collaboration with other health professionals, service providers and the community.
- > Participates in meetings and committees/sub committees as required.

### External

- > Maintains co-operative and productive working relationships with diverse stakeholders, including multi-disciplinary staff from external agencies, colleagues in other regions of SA Health, universities and relevant Professional Association/s and Registration Board.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Broad spectrum of clinical conditions to be assessed and treated.
- > Education of patients in self-management strategies
- > Discharge planning in complex clinical situations
- > Working in a multi-disciplinary or inter-disciplinary team
- > Required to work across multiple sites, services, or programs.
- > May represent CALHN Occupational Therapy in forums.
- > Will be required to work a 5-, 6- or 7-day roster depending on unit/service/site allocation.

### Delegations:

**Delegated Level:** N/A

**Staff supervised:** Direct TBC Indirect TBC

### 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.

- > Hours of duty will be in accordance with provisions of the SA Public Sector Wages Parity Enterprise Agreement 2021.
- > May be required to work within other locations of the Central Adelaide Local Health Network.
- > Must undertake supervision and professional development activities to meet their profession's standards and requirements.
- > Required to comply with and meet SA Health's credentialing requirements including participating in supervision and continuing professional development.
- > Must have a current, valid and unencumbered South Australian driver's license and willingness to drive a government plated car.
- > Intrastate travel may be required.
- > Will be required to travel between locations and work within community settings and within the consumer's own environment within the metropolitan region.
- > May be required to undertake a health assessment prior to commencement.
- > Will be required to be rostered and to work ordinary hours over five, six, or seven days of the week and/or work reasonable overtime, including out of hours/weekend work. Roster arrangements may be reviewed/varied, in order to meet organisational requirements.

### 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

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.

**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.

**White Ribbon:**

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.

**Cultural Commitment:**

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.

**Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

**Integrity Statement:**

As a public sector employee, the incumbent will have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that the incumbent act in accordance with the Code of Ethics and contribute to a culture of integrity within SA Health.

**Key Result Area and Responsibilities**

Key Result Areas	Major Responsibilities	Specific or Local Requirements
<p><b>Technical Skills &amp; Application</b></p>	<ul style="list-style-type: none"> <li>&gt; Demonstrates a competent level of professional knowledge and skill.</li> <li>&gt; Undertakes routine and repetitive tasks commensurate with experience.</li> <li>&gt; Undertakes more complex professional decision and problem solves under the clinical supervision of professional guidance of a more experienced practitioner.</li> <li>&gt; Works under direct clinical supervision within boundaries of scope of practice.</li> <li>&gt; Complies with professional workplace behaviour / clinical practice standard requirements.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Provides Occupational Therapy assessments, make interpretations of assessment findings, and formulate and implement Occupational Therapy intervention plans in collaboration with patients, carers and relevant other clinicians.</li> <li>&gt; Maintains the clinical management of an allocated caseload.</li> <li>&gt; Records timely information regarding assessments and interventions in patients' medical records.</li> <li>&gt; Plans and contributes to team discharge planning with patient/family and liaising with external agencies as required.</li> <li>&gt; Liaises with other members of professional team and significant others in matters pertaining to individual patients, taking into account the patient's cultural background and beliefs.</li> <li>&gt; Delegates appropriate duties to Occupational Therapy Assistants and ensure that delegated tasks are performed safely and effectively.</li> <li>&gt; Attends and actively participates in multi/ interdisciplinary activities such as ward rounds and clinical meetings.</li> </ul>
<p><b>Service Delivery</b></p>	<ul style="list-style-type: none"> <li>&gt; Adopts an efficient and systematic approach to daily workload management, prioritises workload and works effectively within the structure of the workplace.</li> <li>&gt; Uses sound self-organisation, communication, and team skills to help deliver a consistent and reliable standard of service.</li> <li>&gt; Adheres to the policies and procedures of the Occupational Therapy Department within CALHN.</li> <li>&gt; Treats all patients with respect and promotes cultural safety by valuing and promoting the cultural needs of local communities.</li> <li>&gt; Contributes to service development by assisting to identify priorities &amp; gaps using knowledge and context of local needs.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Works to meet local KPI's and service targets and implement into practice at a unit / service / program level.</li> <li>&gt; Provides information, feedback and ideas that assist departmental planning and review as required.</li> <li>&gt; Performs all administrative duties, particularly the provision and recording of statistics, in an accurate and timely manner.</li> <li>&gt; Undertakes Occupational Therapy projects, especially those related to their service, unit or program.</li> <li>&gt; Assists in the review, at least annually, of discipline specific policies and procedures in collaboration with the Senior Clinician(s).</li> </ul>

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<p><b>Continuous Quality Improvement</b></p>	<ul style="list-style-type: none"> <li>&gt; Participates in quality improvement and research activities as appropriate.</li> <li>&gt; Understands &amp; conducts multiple methods of QI and uses outcomes to make recommendations for future practice.</li> <li>&gt; Contributes to the promotion &amp; advancement of profession.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Incorporates perspectives of multiple stakeholders in evaluation of occupational therapy services.</li> <li>&gt; May lead QI at site level for own profession (with support).</li> <li>&gt; May participate in and support the development of relevant research activities.</li> <li>&gt; May represent the discipline at unit, service or program level as requested.</li> <li>&gt; Participates in working parties, committees, and other relevant meetings.</li> </ul>
<p><b>Education and Training</b></p>	<p>Displays a commitment to continuous personal and professional development:</p> <ul style="list-style-type: none"> <li>&gt; Maintains &amp; enhances competence through lifelong learning and continuing professional development activities.</li> <li>&gt; Undertakes clinical competencies as determined by the site/service/program / LHN.</li> <li>&gt; Incorporates best available research evidence &amp; professional reasoning into clinical practice; identifies issues/gaps/trial solutions; and may undertake research with support.</li> <li>&gt; Attends and completes all mandatory training.</li> <li>&gt; Actively participates in Clinical Supervision as per the SA Health Allied Health Clinical Supervision framework 2014.</li> <li>&gt; May contribute to education and professional practices of students.</li> <li>&gt; Actively participates in the Professional Development and Review (PDR) process, including developing and pursuing a personal / professional development plan in consultation with line manager; and may facilitate the PDRP process for staff under their supervision.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Incorporates relevant evidence and/or accepted best practice in the selection and application of Occupational Therapy methods and techniques in local area to meet the needs of patients, their families, and carers.</li> <li>&gt; Responsible for scheduling own clinical supervision and provides feedback to AHP2/3s re supervisory relationship to address things quickly, resolve without escalation and seek support and escalate as required.</li> <li>&gt; May provide educational services regarding the Occupational Therapy intervention for other staff members, students and outside stakeholders.</li> <li>&gt; May be required to provide clinical supervision to Allied Health Assistants, undergraduate or post-graduate Occupational Therapy students on observational placements, and work experience students.</li> </ul>

## Knowledge, Skills, and Experience

### ESSENTIAL MINIMUM REQUIREMENTS

#### **Educational/Vocational Qualifications:**

- > Appropriate degree or equivalent which entitles registration as an Occupational Therapist by the Occupational Therapy Board of Australia (OTBA).

#### **Personal Abilities/Aptitudes/Skills:**

- > Ability to communicate effectively (both verbally and in writing) with patients, carers, staff, and relevant others.
- > Ability to apply sound professional judgement & clinical reasoning to routine work situations and where required with supervision apply safe judgement to the management of patients of the across all clinical services with HRC, TQEH, RAH and RHP with increasing levels of complexity.
- > Organisational skills including the ability to prioritise work, meet deadlines, problem solve, negotiate, be flexible and demonstrate initiative.
- > Ability to provide services using patient centred approaches that are ethically appropriate, and including respecting principles of confidentiality, as well as addressing service level needs.
- > Ability to participate in and foster teamwork and cooperation between work units, cooperate and participate in a teamwork setting.
- > Ability to engage in reflective practice and demonstrate awareness of own limitations and commitment to ongoing development of clinical and professional knowledge and skills.
- > Ability to provide timely, accurate, legible and complete clinical records and workload data.
- > Demonstrated flexibility and ability to adapt to changing service provision needs.

#### **Experience:**

- > Experience working within a multidisciplinary or interdisciplinary team.
- > Proven experience in computing skills, including email and word processing to facilitate effective use of SUNRISE and/ or other relevant systems.

#### **Knowledge:**

- > Clinical knowledge, sufficient to enable safe and effective work with appropriate supervision in a variety of clinical areas.
- > Awareness of responsibilities with regard to work health and safety.
- > Knowledge of current Occupational Therapy methods in an acute adult hospital setting; rehabilitation/sub-acute setting or community/ambulatory based rehabilitation and settings
- > Knowledge of Evidence Based Practice and Rehabilitation principles.

**DESIRABLE CHARACTERISTICS**

**Educational/Vocational Qualifications**

- > Demonstrated involvement in relevant professional development.
- > For new or recent graduates, a demonstrated high level of achievement in the clinical courses of their entry-level program.

**Personal Abilities/Aptitudes/Skills:**

- > Awareness of organisations and their strengths and weaknesses.
- > Research skills.
- > Ability to make positive contributions towards improving service quality.

**Experience**

- > Experience working with adults with various health conditions in an acute tertiary hospital, subacute rehabilitation hospital and / or community & ambulatory settings.

**Knowledge**



## 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)
- Repatriation Health Precinct (State-wide Clinical Rehabilitation Services)
- 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 DonatLife 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.

### **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.

### **Division/ Department:**

Occupational Therapy covers the spectrum of CALHN services across the acute, sub-acute (rehabilitation), mental health and ambulatory continuum to the local community, admitted country patients and via specific State-wide services (Spinal Cord Injury and Brain Injury).

CALHN occupational therapy is based on a Single Service, Multiple Site service model which is structured to best support the right patient being seen at the right time and in the right place by the right people.

The service is committed to quality improvement, evidence-based practice, the ongoing development of staff, clinical research and the teaching and training of occupational therapy and related students.

## Values

Our Values, together with our vision and ambitions provide direction for everything that happens across our network. They outline who we are, what we stand for, what our consumers and their families can expect from us and what we can expect from each other.

- People first:**
- I am there for my patients and colleagues when they need me most.
  - I put myself in my patient's and colleague's shoes to understand their needs.
  - I go out of my way to make sure my patients and colleagues achieve the best outcome and have a great experience.
  - I respect uniqueness in my colleagues, our patients, and their families.
- Ideas Driven:**
- I look and listen to ensure I fully understand the problem and find a solution.
  - I look for ways to break-down barriers and silos to hear new perspectives and solve complex problems.
  - I invest in my own learning and look for opportunities to explore and introduce new ideas.
  - I am interested in critical research and how it informs creative thinking.
- Future focussed:**
- I embrace leading practices and use them to evolve our ways of working.
  - I lead and support change to improve patient and organisational outcomes.
  - I am continually looking out for opportunities to improve.
- Community minded:**
- I put my hand up to lead work that matters.
  - I am accountable and focused on value.
  - I value and champion diversity.
  - I embrace collaboration and constructive partnerships.

## 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:** Tracey Kroon

**Role Title:** Director Occupational Therapy

**Signature:**

**Date:** 21.09.2023

**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:**