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## SA Health Job Pack

<b>Job Title</b>	Clinical Senior Occupational Therapist
<b>Eligibility</b>	Open to Everyone
<b>Job Number</b>	875902
<b>Applications Closing Date</b>	17 October 2024
<b>Region / Division</b>	Flinders and Upper North Local Health Network
<b>Health Service</b>	Community Health
<b>Location</b>	Whyalla
<b>Classification</b>	AHP3
<b>Job Status</b>	Temporary Full Time (up to 31 January 2025)
<b>Salary</b>	\$104,180 - \$111,746 p.a

## Contact Details

<b>Full name</b>	Dan Johnson
<b>Phone number</b>	0407 611 623
<b>Email address</b>	daniel.johnson@sa.gov.au

## 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 Human Services (DHS) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:**

- Working with Children Check (WWCC) - **DHS**
- National Disability Insurance Scheme (NDIS) Worker Check- **DHS**
- Unsupervised contact with Vulnerable groups- **NPC**
- Unsupervised contact with Aged Care Sector- **DHS**
- No contact with Vulnerable Groups - 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.

# 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 [Guidelines for Applicants](#) for further information regarding

- Salary Packaging
- Opportunities for movement within SA Health
- Flexible working arrangements
- Criminal History screening and background checks
- Immunisation requirements
- Rights of review
- Information for applicants

# POSITION DESCRIPTION

<b>Job Title</b>	Regional Clinical Senior Occupational Therapist	<b>Classification</b>	AHP3	<b>Position Number</b>	P23202
<b>LHN</b>	Flinders & Upper North Local Health Network (FUNLHN)	<b>Term</b>	Temporary	<b>Position Created</b>	
<b>Area</b>	Flinders & Upper North Local Health Network - Regional	<b>FTE</b>	1FTE	<b>Last Updated</b>	09/08/2022
<b>Criminal History Clearance Requirements:</b>					
	<input checked="" type="checkbox"/>	Working with Children Check (WWCC) (DHS)			
	<input checked="" type="checkbox"/>	NDIS Worker Screening Check (DHS)			
	<input checked="" type="checkbox"/>	Unsupervised contact with vulnerable groups (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)			

## Broad Purpose of the Position

The [Regional Clinical Senior Occupational Therapist] is an experienced and highly competent clinician who delivers quality services and / or provides clinical / professional leadership to allied health professionals working in [FUNLHN REGION/ rural and remote areas of South Australia. Responsible for contributing to improvements in the quality, safety and community needs-driven distribution of services FUNLHN, the [Regional Clinical Senior Occupational Therapy] works with allied health staff, managers and other stakeholders on model of care and workforce development initiatives.

## Qualifications

Must hold a recognised qualification within the relevant Allied Health Profession, and be eligible for (full) membership of the relevant Allied Health Profession. For those professions requiring Registration all requirements to obtain and maintain current registration must be fulfilled. For self-regulated professions it is desirable to participate in the professional associations' accredited continuing professional development program

## 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.

## 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.

# POSITION DESCRIPTION

## 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 Statement

FUNLHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. FUNLHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture

## Partnering with Consumers

The Flinders and Upper North Local Health Network is committed to involving consumers, communities and carers in the planning, design and evaluation of our health services. We do this through (but not limited to) Flinders and Upper North Local Health Network Board Consumer and Community Engagement Committee, Health Advisory Councils, Community Network Register and with consumer representation on operational committees. Furthermore, advocacy and advice is sought as appropriate from specialist support group Experts by Experience and representatives for mental health, aged care, child and youth care, disability and other groups.

## Special Conditions

- A current driver's license is essential, as is a willingness to drive on country roads and travel in light air craft as required. Intra state travel will be required; interstate travel may be required.
- Flexibility and some out of hours' work may be required.
- 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 National Police Certificate (NPC).
- Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.
- Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of unsupervised contact with vulnerable groups.
- Prescribed positions under the Disability Services Act 1993 must obtain a satisfactory Disability Services Employment Screening through the Department of Human Services (DHS) Screening Unit
- NPCs and DHS Disability Services Employment Screenings must be renewed every 3 years thereafter from date of issue.
- WWCCs must be renewed every 5 years thereafter from date of issue.

## Key Relationships

- Reports to Regional Team Leader
- Expected to negotiate own formal clinical supervision arrangement, in accordance with the *SA Health Allied Health Clinical Support Framework*
- *Ensures clinical supervision is accessible to all allied health professionals Occupational Therapists* working in FUN LHN, including through the provision of clinical supervision.
- Works within a multi-disciplinary team framework, in collaboration with other health professionals, service providers and the community
- Maintains cooperative and productive working relationships, including with the relevant Professional Association(s).
- Works closely with other allied health leaders and stakeholders within FUN LHN, SA Health and South Australia.
- May be required to temporarily fulfill a higher position, appropriate to the skills and capacity of the incumbent

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<ul style="list-style-type: none"> <li>▪ Will be required to comply with the requirements of the SA Health Procedure for Credentialing Allied Health and Scientific Health Professionals</li> <li>▪ May be required to maintain a clinical caseload or clinical supervision responsibilities, the proportion of which could be subject to change, commensurate with other management / project / education / research responsibilities</li> <li>▪ Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.</li> </ul>	
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Key Result Areas	Generic Requirements	Specific or Local Requirements
1. Technical Skills and Application	1.1 Apply specialist professional expertise (including as a <i>Rural Generalist</i> or within a specific discipline specialty) in the provision of complex clinical and / or consultancy services across FUNLHN and / or within the relevant professional networks. 1.2 Operate with professional independence, clinical competence and highly developed reflective-practice skills, drawing on professional direction in the application of new or sophisticated techniques. 1.3 Apply detailed knowledge of FUNLHN strategic directions, health unit operations, service delivery and workforce issues, and very high level professional skills to achieve responsibilities of a complex and varied nature. 1.4 Provide advice to management on professional service development, practice and redesign, in response to demand and client needs.	<ul style="list-style-type: none"> <li>▪ Contribute to the identification, establishment and implementation of clinical protocols for the provision of Occupational Therapy services across FUNLHN, in accordance FUNLHN STRATEGIC DIRECTIONS.</li> <li>▪ Provide specialist advice and consultative services to FUN LHN management/ executive as required</li> <li>▪ Initiate and manage [FUNLHN level] projects.</li> </ul>
2. Personal and Professional Development	2.1 Work under limited direction, accepting professional responsibility for a high standard of complex, specialised or strategically significant work, including providing advice to Management / Executive on the effective allocation of resources in the delivery of services across SA Health. 2.2 Display a commitment to continuous personal and professional development by: <ol style="list-style-type: none"> <li>a. Attending all mandatory training and actively pursuing other development as required to maintain currency of clinical knowledge</li> <li>b. Actively developing the professional skills and competencies in others, by contributing to or facilitation education and training activities and acting as a mentor and / or clinical supervisor to less experienced staff.</li> <li>c. Utilising the support of mentors and peers, and fostering strong relationships with Universities, Professional Associations and other key stakeholders.</li> <li>d. Actively participating in the Professional Development and Review (PDR) process, including developing and pursuing a personal / professional development plan in consultation with your line manager; and facilitating this process for staff under your supervision.</li> </ol>	<ul style="list-style-type: none"> <li>▪ Provide clinical leadership and support to Allied Health Professionals within FUNLHN / SA Health, including through the provision of clinical supervision and supporting others to access appropriate clinical supervision and support.</li> <li>▪ Coordinate clinical placements for Occupational Therapy students across SA Health [or multi-disciplinary placements within the FUNLHN Region]</li> <li>▪ Contribute to clinical education of SA Health staff and professional students</li> <li>▪ Contribute to clinical research and undertake quality evaluation in relation to Occupational Therapy practice</li> <li>▪ Facilitate access to training and development opportunities for FUNLHN/ SA Health Professionals</li> <li>▪ May Lead / Guide / Line Manage the Regional Occupational Therapy Team within FUNLHN or SA</li> </ul>

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	<p>2.3 Facilitate the development of knowledge of effective practice by encouraging and supporting research, evaluation of services, and information sharing between professionals across SA Health, through relevant Networks and other forums.</p> <p>2.4 May have <i>managerial responsibilities</i>, being responsible for:</p> <ol style="list-style-type: none"> <li>a. Leadership, guidance and / or line management of the Occupational Therapy team within the REGION.</li> <li>b. Attainment of Regional Team operational goals &amp; objectives, and the facilitation and application of human resource management principles including performance management and development.</li> </ol> <p>2.5 May have <i>Senior Clinical Educator and / or Senior Researcher responsibilities</i>, including:</p> <ol style="list-style-type: none"> <li>a. the coordination of clinical placements for a profession across SA Health or multiple professions within a RURAL REGION;</li> <li>b. contribution to clinical education within SA Health or in partnership with Universities;</li> <li>c. conducting research and / or quality evaluation within a cluster, whole of FUNLHN or within the professional network</li> </ol>	<p>Health wide Programs or Occupational Therapy Professional Network</p>
<p>3 Client / Customer Service</p>	<p>3.1 Treat all clients with respect, identifying and pursuing opportunities to work in partnership with stakeholders to improve the quality of SA Health services.</p> <p>3.2 Promote cultural safety by valuing and promoting the cultural needs of local communities and providing advice on service or system-level changes required at the SA Health level to meet these needs.</p> <p>3.3 As a clinical / professional leader, contribute to improvement the patient-journey driven distribution of services and ensuring client-centered practice and community engagement principles are embedded into the planning, delivery and evaluation of services.</p>	<ul style="list-style-type: none"> <li>▪ Consult and engage with consumers, carers and service providers to identify needs, and ensure needs of high risk / minority groups are considered in the development of Occupational Therapy Services</li> </ul>
<p>4 Administration and Documentation</p>	<p>4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics.</p> <p>4.2 Proactively question existing practices and use of SA Health resources, and support clinicians to pursue appropriate alternatives where necessary</p> <p>4.3 Prepare comprehensive, high-level reports and / or presentations to assist management and executive decision making</p> <p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems.</p> <p>4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role</p> <p>4.6 May be required to initiate and manage programs and / or projects which may include management of a multi-professional project team.</p>	<ul style="list-style-type: none"> <li>▪ Contribute to / facilitate the accurate reporting against Occupational Therapy Key Performance Indicators</li> <li>▪ Develop appropriate clinical and administrative resources to inform Clinical / Specialty practice and services in FUNLHN REGION / Occupational Therapy Professional Network / SA Health</li> </ul>

# POSITION DESCRIPTION



<p>5 Teamwork and Communication</p>	<p>5.1 Contribute to SA Health-level strategic workforce planning and service development, to ensure services are effective, efficient, equitably distributed (according to need) and based on evidence.</p> <p>5.2 Promote intra-disciplinary collaboration between clinicians across SA Health and the development of inter-professional and across-sector partnerships to improve the quality, safety and integration of services.</p> <p>5.3 Apply high level interpersonal skills which engender the trust, cooperation and commitment of others to work together to achieve change.</p> <p>5.4 Communicate and negotiate effectively, both verbally and in writing, at all levels within SA Health and with external agencies.</p> <p>5.5 Provide clinical leadership in the application of SA Health strategic directions, values and priorities within the relevant discipline and / or specialty area(s).</p>	<ul style="list-style-type: none"> <li>▪ Contribute to the planning and development of Occupational Therapy Specific Services across SA Health, especially in relation to Strategic Area</li> <li>▪ Develop and maintain strong links with Relevant Peers / Stakeholders to ensure sharing of information, effective use of resources, integration of services and collaboration on joint-solutions where practical</li> <li>▪ Represent FUN LHN / Occupational Therapy Profession / other Programs at relevant forums</li> </ul>
<p>6 Continuous Improvement</p>	<p>6.1 Play a leadership role in the ongoing evaluation and continuous improvement of SA Health services, including an emphasis on workforce development, risk management, clinical supervision and support.</p> <p>6.2 Be flexible, adaptable and innovative in a changing workplace, critically examining safety and quality issues, practices and systems, and developing practical and creative solutions</p> <p>6.3 Where appropriate, contribute to the investigation of client complaints and preparation of Ministerial Briefings related to the scope of the role, with a view to informing systematic improvements to services at a SA Health level.</p> <p>6.4 Contribute to service development through profession-specific, multi-professional and trans-professional research and evaluation, applying high level self-reflective practice skills, assessing and reviewing the standards of work of other professional officers, and producing recommendations to assist Management / Executive decision making.</p> <p>6.5 Complying with the Code of Ethics for Public Sector Employees.</p>	<ul style="list-style-type: none"> <li>▪ Contribute to or lead the evaluation of Regional Occupational Therapy Services / Program / Initiative</li> <li>▪ Monitor FUN LHN Occupational Therapy needs to identify clinical risks, emerging trends and opportunities for improvement</li> <li>▪ Work with stakeholders to design corrective action and present recommendations to SA Health Executive / FUNLHN</li> </ul>

## 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 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, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network, Riverland Mallee Coorong Local Health Network, Yorke and Northern 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:

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### Partnering with Consumers

The Flinders and Upper North Local Health Network is committed to involving consumers, communities and carers in the planning, design and evaluation of our health services. We do this through (but not limited to) Flinders and Upper North Local Health Network Board Consumer and Community Engagement Committee, Health Advisory Councils, Community Network Register and with consumer representation on operational committees. Furthermore, advocacy and advice is sought as appropriate from specialist support group Experts by Experience and representatives for mental health, aged care, child and youth care, disability and other groups.



## 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:

- > 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.

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

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

## 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:**

<b>Job Title</b>	Regional Clinical Occupational Therapist	Classification	AHP3
<b>LHN</b>	Flinders and Upper North Local Health Network (FUNLHN)	Term	Temporary
<b>Area</b>	Flinders & Upper North Local Health Network - Regional	FTE	1FTE]

To apply for the position, you will need to provide:

- (1) A current Curriculum Vitae (CV), outlining your relevant qualifications, work experience and contact details of 3 professional referees
- (2) A cover letter, including:
  - Title of the position and vacancy reference number (from advertisement)
  - Outline of your reasons for applying for the position
  - Brief summary of your ability to fulfil the role:
    - Please address each of the 6 Key Result Areas (KRA) separately, using dot points. Refer to the table below for some suggestions of the type of information you may choose to include.
    - You do not need to address the selection criteria individually in your written application. They may be used to assess your suitability for the role during the merit-based selection process.
    - Keep it brief – no more than 2 pages

Please forward your application by the due date, as per the details outlined in the job advertisement.

<b>Key Result Area</b>	<b>Selection Criteria</b> <i>(suggestions of information to include in your application)</i>
1. Technical Skills and Application	a) Your professional qualifications, professional association membership and registration status (if relevant) – <i>refer to page 1 for minimum qualification requirements</i> b) Extensive professional experience, across a broad range of clinical practice areas: <ul style="list-style-type: none"> <li>▪ Outline scope and nature of previous professional practice experiences, including rural / remote experience and any specialty areas</li> <li>▪ Experience in providing advice, clinical supervision and clinical education to less experienced professional staff and students</li> <li>▪ Previous leadership experience in service development, research &amp; evaluation</li> <li>▪ Project management skills and experience</li> <li>▪ Examples of how you have applied primary health care principles to the development and reorientation of services</li> </ul> c) Examples of other skills, knowledge or experiences that demonstrate your suitability for the role, such as: <ul style="list-style-type: none"> <li>▪ Creativity, resourcefulness, flexibility, adaptability, problem solving skills</li> </ul>
2. Personal & professional development	a) Outline previous initiatives that demonstrate your commitment to reflective practice, and proactive development of self and others (e.g. additional post-graduate qualifications). b) Detail your leadership and management style and experience, including examples of problem solving through difficult situations.
3. Client / Customer Service	a) Detailed knowledge of and commitment to SA Health / FUNLHN values, strategic directions & priorities. b) Extensive experience & skills in community engagement, client/family-centered practice and cultural competency – and examples of how you have supported others to develop and apply these skills.
4. Administration & Documentation	a) Highlight relevant skills, experience and training – including those related to data management, budget management, competent use of technology, post-graduate/professional development qualifications.
5. Teamwork and Communication	a) Outline your communication and team work skills, with examples that demonstrate your ability to lead an effective team of diverse membership. b) Previous contribution to service planning and development at local, cluster, regional or state level
6. Continuous Improvement	a) Examples of how you have contributed previously to quality improvement, evaluation and/or research of relevance to your profession and professional leadership.