



ROLE DESCRIPTION

Role Title:	Senior Occupational Therapist Access and Community Brokerage		
Classification Code:	AHP3	Position Number	
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (CALHN)		
Site/Directorate	Hampstead Rehabilitation Centre		
Division:	Acute & Urgent Care		
Department/Section / Unit/ Ward:	Care of the Older Person and Community Transition (CO-ACT)		
Role reports to:	Access and Community Brokerage Manager		
Role Created/ Reviewed Date:	August 2024		
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working with Children’s Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" 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 (minimal patient contact)		

ROLE CONTEXT

Primary Objective(s) of role:
<p>The Senior Occupational Therapist Access and Community Brokerage is an experienced and highly competent clinician who as a member of the interdisciplinary team, delivers quality services to patients within the Care of the Older Person and Community Transition (CO-ACT).</p> <p>The Senior Occupational Therapist Access and Community Brokerage in collaboration with other members of the team, is accountable for the planning, development, implementation and evaluation of patient-centred, goal-based occupational therapy services for patients with complex presentations, within the CO-ACT unit.</p> <p>The Senior Occupational Therapist Access and Community Brokerage demonstrates a specialising level of professional knowledge and skill and is responsible for the daily management, coordination, and supervision of Occupational Therapy services to ensure efficient and effective clinical service provision in line with current best practice. The Senior Occupational Therapist Access and Community Brokerage informs and advocates on a wide range of issues as they pertain to their particular client group.</p> <p>The Senior Occupational Therapist Access and Community Brokerage may represent Occupational Therapy and broader allied health services on committees and working parties responsible for development of models of care, patient pathways, and implementation of CALHN and SA Health initiatives as required.</p>

Key Relationships/ Interactions:
<u>Internal</u>

- Reports to the Access and Community Brokerage Manager.
- Maintains professional relationships with medical, nursing and other allied health members of the interdisciplinary team.
- Maintains close working relationships with CALHN CO-ACT managers and clinical staff.
- May represent the CO-ACT service in relevant forums.

External

- Maintains close liaison, and works collaboratively with, clinical staff of referring units and departments, government and non-government agencies who provide services to CO-ACT patients.

Challenges associated with Role:

Major challenges currently associated with the role include:

- Managing a busy workload and competing demands requiring the ability to organise and prioritise workload and time.
- Management of patients with complex health, cognitive, behavioural and psychosocial presentations.
- Management of clinical leadership responsibilities within a state-wide service and dynamic health environment.
- Balancing discipline leadership responsibilities with clinical workloads.
- Working autonomously without direct professional supervision.

Delegations:

Delegated Level Nil in accordance with CALHN's Delegations of Authority

Staff supervised: Nil

Special Conditions:

- It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (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.
- May be required to perform duties pursuant to a roster across variable hours over five (5), six (6), or seven (7) days of the week and/or work reasonable overtime, including out of hours/weekend work. Rostering arrangements may be reviewed/varied, in order to meet organisational requirements.
- Must have current South Australian driver's license and willingness to drive a government plated vehicle when employed in a community setting.
- May be required to work off site, travel between locations and work within the client's own environment within the metropolitan region.

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 for Health Care Workers in South Australia Policy Directive*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- *Independent Commissioner Against Corruption Act 2012 (SA)*.
- *Information Privacy Principles Instruction*.
- 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 both CALHN and the broader 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. Our Reconciliation Action Plan guides, supports and holds us accountable as we uphold our values and focus on making reconciliation a reality. The plan can be found at centraladelaide.health.sa.gov.au.

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
<p>Service Delivery - Provision of high-quality care</p>	<ul style="list-style-type: none"> • Uses professional knowledge and skill in the provision of timely assessment, diagnosis, treatment and counselling to patients within CO-ACT. • Provides evidence-based practice, patient-centred, goal-directed and innovative services that are evidenced-based and evaluated as part of an interdisciplinary team. • Fosters active participation of patients and their families/carers in the management process to enable them to achieve an optimal level of independence. • Manages a specialised complex caseload and workload allocations, ensuring services to patients meet demand. • Records timely information regarding assessments and interventions in the patient's medical records. • Contributes to the identification, establishment and implementation of clinical protocols, practices and procedures for occupational therapy assessment and management of patients within CALHN. • Ensures services comply with the legal, ethical and clinical standards of the profession. • Conducting thorough assessments of patients' functional abilities and limitations within their home environments. This includes evaluating activities of daily living (ADLs), mobility, safety considerations, and environmental factors that may impact their independence
<p>Clinical Leadership and Supervision</p>	<ul style="list-style-type: none"> • Provides advice and consultancy to management, clinical staff and professional networks including hospitals, units/departments and community agencies on matters of occupational therap. • Contributes to operational oversight of staffing arrangements, equipment and facilities. • Participates in performance management and development to ensure performance is linked to key results as determined by the priorities of the service. • Provides leadership and advice on service issues, priorities, goals and targets. • Participates in recruitment and retention, as delegated by the Program Manager Acute & Urgent Care • Represents occupational therapy, or broader team on relevant committees and working groups
<p>Interdisciplinary Practice and Education</p>	<ul style="list-style-type: none"> • Attends and actively participates in multidisciplinary clinical activities such as ward rounds and clinical meetings and discharge planning. • Assists the Access and Community Brokerage Manager in providing leadership to deliver best practice interdisciplinary management and development of the service. • Uses well developed self-organisation, communication and team skills to help deliver a consistent and reliable standard of service • Provides interdisciplinary education and service delivery. • Acts as a consultant to other members of the team in discipline specific clinical issues.

Training and Development	<ul style="list-style-type: none"> • May provide educational services regarding occupational therapy intervention for other staff members, students and outside stakeholders. • Displays a commitment to continuous personal and professional development and pursues professional development opportunities. <ul style="list-style-type: none"> - Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge (which may include post-graduate study). - Participating in the SA Health Clinical Supervision Framework with an experienced discipline senior clinician. - Applying developing reflective practice skills. - Utilising the support of mentors and peers. - Actively participating in the Professional Development and Review (PR&D) process.
Monitoring and Reporting	<ul style="list-style-type: none"> • Maintains reporting mechanisms which support the evaluation of clinical services. • Monitors service delivery against agreed discipline, program and organisational key performance indicators and agreements. • Maintains data activity reports and business information systems for CO-ACT services.
Quality Improvement and Research and Teaching	<ul style="list-style-type: none"> • Maintains a strong customer focus and commitment to continuous improvement. • Displays a commitment to achieving and complying with National Safety & Quality Health Service Standards • Ensures services comply with the legal, ethical and clinical standards of the profession and safe work practice. • Undertakes and coordinates the development, implementation and reporting of quality improvement activities for the profession and program. • Develops and maintains a program that supports quality undergraduate and postgraduate student education as appropriate to the discipline.
Work Health Safety and Injury Management	<ul style="list-style-type: none"> • Carries out responsibilities as detailed in organisational work health, safety and injury management (WHS&IM) policies and procedures. • Implements and monitors relevant WHS&IM policies and procedures within their work area. • Identifies work hazards, assessing risks and implementing, monitoring and maintaining hazard control measures in consultation with staff and relevant committees. • Participates in WHS&IM planning. • Provides staff with access to the necessary information, instruction, training and supervision to effectively and safely carry out their work. • Maintains relevant WHS&IM documentation. • Consults with health and safety representatives, committees and staff on changes to the workplace, which have the potential to impact on health and safety.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Degree or equivalent qualification which entitles registration with the Occupational Therapy Registration Board of Australia and Australian Health Practitioner's Regulation Authority.

Personal Abilities/Aptitudes/Skills:

- Ability to apply sound professional judgement and clinical skills, with reduced professional supervision, to the clinical management of patients with acquired brain injury/neurological conditions with increasing levels of complexity.
- Ability to implement patient-centred and evidence-based practice in situations ranging from the standard to the more complex.
- Excellent communication and interpersonal skills.
- Highly developed teamwork skills with the ability to lead and foster teamwork and co-operation between and across multiple disciplines and within teams of diverse membership.
- A demonstrated commitment to clinical excellence and continuous improvement.
- A broad understanding of the needs of individuals with a range of disabilities.
- A broad understanding of the needs of individuals from culturally and linguistically diverse backgrounds.
- Flexibility in adapting to change
- Well-developed skills in conflict resolution and negotiation.
- An ability to manage 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.

Experience

- Experience working with patients with complex needs following a brain injury.
- Experience with multidisciplinary teamwork
- Experience in clinical supervision of staff and/or students.
- Demonstrated leadership within a project, discipline or service.
- Experience in assessment, treatment and treatment evaluation.

Knowledge

- Knowledge of best practice rehabilitation principles.
- Knowledge of relevant community services
- Knowledge of *Work Health Safety Act 2012* and the *Return to Work Act 2014*, and management approach that aligns to AS/NZS 31000:2009 *Risk Management – Principles and Guidelines*.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Post graduate qualifications in a relevant discipline or field.
- Post graduate qualifications in research.
- Further training in a relevant area of clinical or professional practice

Personal Abilities/Aptitudes/Skills:

- Skills in strategic planning, supporting change and innovative practice.

Experience

- Experience working within a health or rehabilitation setting.
- Research experience in a related field.
- Extensive experience in supervision and staff management.
- Experience in supporting change and innovative practice.

Knowledge

- Knowledge of research methodologies and clinical evaluation processes (in particular outcome measurement, analysis and reporting)

Organisational Context

Organisational Overview:

At CALHN we are shaping the future of health with world-class care and world-class research. This is fundamental in assisting us to achieve our vision of becoming one of the top five performing health services in Australia and one of the top 50 performing health services in the world within five years.

We are part of SA Health, which is the brand name for the public health system. As a system SA Health's mission 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 the 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., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern 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 Strategic 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:

Established in July 2011, CALHN is one of five Local Health Networks (LHNs) in South Australia and we are accountable to the Central Adelaide Local Health Network Governing Board. Our board has oversight of our strategy, risk management, governance and performance, and works with our Chief Executive Officer to provide strategic direction for our network.

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 DonatLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including SA Medical Imaging (SAMI), SA For Official Use Only – IV7

Pathology SA Pharmacy and BreastScreenSA, 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, underpinning our goals is good governance, improved patient experience, business operations, efficiency and financial performance and more accountable and contemporary ways of working.

To find out more about CALHN visit centraladelaide.health.sa.gov.au.

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.

Occupational Therapy

Occupational Therapy covers the spectrum of CALHN services across the acute, sub-acute, 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 and behaviours

Central Adelaide Local Health Network 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. They guide our decisions and actions.

Values

People first

Ideas driven

Future focussed

Community minded

Behaviours

- I am there for my patients and colleagues when they need me most.
- I put myself in my patients and colleagues' 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.
- 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.
- 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 constantly on the look-out for opportunities to improve.
- 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:

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 CALHN as described within this document.

Name:

Signature:

Date: