

People first | Future focused | Ideas driven | Community minded

## **Allied Health Role Descriptions**

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- Inpatient Allied Health Team Leader AHP3
- Senior Speech Pathologist AHP3



## ROLE DESCRIPTION

<b>Role Title:</b>	Lifestyle Activity Coordinator		
<b>Classification Code:</b>	AHA4 (subject to classification)	Position Number	TBA
<b>LHN/ HN/ SAAS/ DHW:</b>	Central Adelaide Local Health Network (LHN)		
<b>Hospital/ Service/ Cluster:</b>	Hampstead Rehabilitation Centre		
<b>Division:</b>	Acute & Urgent Care		
<b>Department/Section / Unit/ Ward:</b>	Care of the Older Person and Community Transition (CO-ACT)		
<b>Role reports to:</b>	CO-ACT Allied Health Senior Manager		
<b>Role Created/ Reviewed Date:</b>	August 2024		
<b>Criminal and Relevant History Screening:</b>	<input type="checkbox"/> Aged (NPC or DHS) <input type="checkbox"/> Working With Children's Check (DHS) <input checked="" type="checkbox"/> National Police Check (NPC)		
<b>Immunisation Risk Category Requirements:</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:

- Responsible for coordinating holistic services to optimize the independence, health, wellbeing, and quality of life of our patients;
- Develop group based sessions that assist in maximising the participation and maintaining the function of patients including social, emotional and spiritual domains. The programs will be developed in coordination with the Allied Health professions within the service. Ensure the lifestyle program is able to meet the needs of individual patients and the requirements of the site;
- Provide assistance and support to the CO-ACT team in the delivery of allied health services to patients of the Hampstead Rehabilitation Centre, under the supervision of an allied health professional.

### Direct Reports:

- Lifestyle Officers (AHA2)

### Key Relationships/ Interactions:

#### Internal

- Reporting to the Allied Health Senior Manager
- Oversees as direct line manager for Lifestyle officers (Allied Health Assistants)
- Interact regularly with members of the CO-ACT team, including Allied Health, Nursing, Medical, Administrative and Triage teams;
- Participate in Acute & Urgent Care Program working with the wider team, as required.
- Coordinating with volunteers and students of various professions who may assist in the delivery of the Lifestyle program

#### External

- Work with patients to provide lifestyle activities and coordinate individual and group activities.
- Work with families and/or carers in support of providing lifestyle activities to the patient;
- Liaise with the wider healthcare, community and prison services to provide reports and updates, as required by the patient journey.

### 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;
- Ability to assist with diverse activities and key accountabilities requiring the ability to work as a member of a team across a number of clinical professionals;
- Working around patients/carers/families who may display aggressive, distressed or unpredictable behaviour;
- Working with patients in individual or group settings with complex care needs;
- Maintaining professional boundaries when responding appropriately to client and family/carer expectations.

### Delegations:

- Nil

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p>Developing patient activities towards the service goal of maximising participation and maintaining function.</p>	<ul style="list-style-type: none"> <li>• Responsible for leading and coordinating holistic services to optimize the independence, health, wellbeing, and quality of life of our patients.</li> <li>• Build a program that includes social, emotional and spiritual support, for the patients, and implement programs to help them to maximise participation and maintain function.</li> <li>• Ensure the lifestyle program meet the needs of individual patients and the requirements of the site;</li> <li>• Build relationship with and work together with patients, families and other staff to improve the health, lifestyle and well-being of our patients</li> <li>• Ensure that patients at risk of isolation are identified and work collaboratively with the management team to reduce social isolation of high-risk patients.</li> <li>• Ensure the individual needs of patients are recognised and fulfilled</li> <li>• Provide a responsive service, promoting our patients' emotional, spiritual and psychological wellbeing;</li> <li>• Coordinate group activities across the service/site</li> </ul>
<p>Assistance with patient care activities applying specialised skills and knowledge, under the direct supervision of AHP staff.</p>	<ul style="list-style-type: none"> <li>• Duties pertaining to an AHA-4 are required to be clearly and specifically directed by the supervising AHP, and operation against clearly demarcated work instructions is required. Duties may include, but not necessarily be limited to (depending on service requirements and or AHP supervision format):</li> <li>• Monitoring patient response to therapies and reporting to the supervising AHP;</li> <li>• Assisting patient transport to/from lifestyle activities;</li> <li>• Assisting patient preparation for activities or therapy and at its conclusion;</li> <li>• Assisting patient in personal care needs to maintain privacy, cleanliness and dignity before, during and after lifestyle interventions;</li> <li>• Providing chaperone for activities or interventions where a patient requests stand-by chaperone and is agreeable to the AHA acting in that role;</li> <li>• Provide comprehensive education to patients/groups of patients as directed by AHP staff on a defined range of topics.</li> </ul>
<p>Administrative tasks associated with AHP clinical work</p>	<ul style="list-style-type: none"> <li>• Maintaining lifestyle related databases and patient documentation;</li> <li>• Administrative tasks directly related to a patient activity, intervention or episode of care;</li> <li>• Contribute to development of specific discipline reports, recording of patient data, outcomes, incidents and documentation as required by the supervising AHP</li> <li>• Maintain an updated calendar of lifestyle events and ensure adequate communications;</li> </ul>
<p>Compliance with workplace Health and Safety requirements</p>	<ul style="list-style-type: none"> <li>• Develop and foster a positive work culture which is based on SA Health's values and promotes patient service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation.</li> <li>• Participating and engaging in workplace health and safety procedures;</li> <li>• Ensuring all lifestyle activities have been checked against Health Safety Environmental requirements;</li> <li>• Adhere to relevant WHS requirements including infection control and hand hygiene, reporting of incidents and near misses, safe</li> </ul>

Key Result Areas	Major Responsibilities
	<p>operation of workplace equipment and manual handling, and maintenance of patient/client confidentiality;</p> <ul style="list-style-type: none"> <li>• Assist in manufacturing, repairing and maintaining clinical and patient equipment and associated records.</li> </ul>
Lead group activities or interventions	<ul style="list-style-type: none"> <li>• Work with your team to ensure innovative, creative and dynamic approaches are provided by meeting the changing needs of our patients</li> <li>• Under instruction from CO-ACT management team, lead group-based activities and or education sessions for patients with diverse and complex needs.</li> </ul>
Assist training of other staff and contributing towards workplace	<ul style="list-style-type: none"> <li>• Promote a "person-centred approach" and contribute to a positive workplace culture.</li> <li>• Assist in providing lifestyle activity training to other staff, where suitable;</li> <li>• Assist in providing lifestyle activity training to patients' families, where appropriate;</li> <li>• Adopt a collaborative and teaching approach to all aspects of the role;</li> <li>• Support other staff with training, if required.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- Certificate IV or Diploma in Lifestyle & Leisure or Community Service (or equivalent, eg: Cert IV Community Service or Cert IV Allied Health Assistance)
- Senior First Aid certificate (or willingness to obtain)

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

- Clear aptitude for working in a healthcare setting and with people from a variety of cultural and linguistically diverse backgrounds;
- High level verbal communication and interpersonal skills
- Ability to problem solve through use of policies, guidelines and procedures relevant to the role;
- Sound written communication skills with the ability to be able to write clear and concise reports;
- Ability to work collaboratively in a team and/or autonomously;
- Capability to deliver high quality care and support services;
- Ability to adapt to changing needs of the workplace on a daily basis;
- Sound time management and organisational skills;
- Ability to work in a physically demanding environment and adhere to manual handling standards;
- Ability to build genuine relationships;

#### **Experience:**

- Prior experience in an Aged Care environment or a similar;
- Experience working in a healthcare setting

#### **Knowledge:**

- Knowledge of the role of Lifestyle Activity Coordinator in an SA Health or Private Health workplace;
- Knowledge of patient confidentiality and ethical practice;
- Understanding of the care and support needs of the older person.

### **DESIRABLE CHARACTERISTICS**

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

- Relevant community, lifestyle, health certificate level training

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

- Willingness to learn new skills and develop areas of practice under the guidance of supervising clinical staff;
- Demonstrated ability to use initiative and utilise good organisational skills.

#### **Experience:**

- Relevant demonstrated experiences as a Lifestyle or Activities Coordinator;
- Experience in an Allied Health Assistant role;
- Experience in manual handling for patients and/or patient related equipment and devices.

#### **Knowledge:**

- Knowledge of relevant Aged Care Principles and Hospital accreditation standards
- Working knowledge of Work health and Safety practices;
- Knowledge of sound manual handling principles and techniques.

### 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.

### 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)* maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act, 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 and 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.

**Resilience:**

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



## 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 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:

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 DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including SA Medical Imaging (SAMI), SA 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](http://centraladelaide.health.sa.gov.au)

## Values

### 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*

#### 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.

*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 constantly on the look-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.

### 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 patients 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.

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.

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

## Role Acceptance

### Employee Acceptance

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

**Name:**

**Signature:**

**Date:**

## Approvals

### Role Description Delegate Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**

### Version control and change history

Version	Date from	Date to	Amendment
V1	06/08/2024		Original version.



### ROLE DESCRIPTION

<b>Role Title:</b>	Allied Health Assistant (Lifestyle Officer)		
<b>Classification Code:</b>	AHA2	Position Number	
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (CALHN)		
<b>Site/Directorate</b>	Hampstead Rehabilitation Centre		
<b>Division:</b>	Acute & Urgent Care		
<b>Department/Section / Unit/ Ward:</b>	Care of the Older Person and Community Transition (CO-ACT)		
<b>Role reports to:</b>	Lifestyle Coordinator		
<b>Role Created/ Reviewed Date:</b>	July 2024		
<b>Criminal History Clearance Requirements:</b>	<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)		
<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

<b>Primary Objective(s) of role:</b>
<p>Reporting to the Lifestyle Coordinator for day-to-day allocations and activity planning, the Allied Health Assistant (Lifestyle Officer) will provide assistance and support to the Social Work discipline in the delivery of allied health services to patients/clients of CALHN under the Care of the Older person And Community Transition (CO-ACT). Across a 7-day roster, the Allied Health Assistant (Lifestyle Officer) will provide predominately group sessions that focus on maintenance of function and maximise participation of older persons within the service. Where required, the position will also seek instruction from allied health professionals in the delivery of targeted programs.</p>

<b>Direct Reports:</b>
Nil

<b>Key Relationships/ Interactions:</b>
<p><u>Internal</u></p> <ul style="list-style-type: none"> <li>• Reports to the Principal Allied Health Assistant (Lifestyle Coordinator).</li> <li>• Close collaboration with other Allied Health Assistants and allied health staff in relation to services across CO-ACT.</li> <li>• Close collaboration within a multidisciplinary team, including medical, nursing, other allied health and administration staff.</li> </ul> <p><u>External</u></p>

- Referrers, and clinicians external to CALHN.
- Relevant community services and external agencies and customers as they relate to consumer care.
- Patients/ families/ carers as required under the direction of the supervising AHA

### Challenges associated with Role:

Major challenges currently associated with the role include:

- Working with a diversity of clients within a range of settings
- Managing a busy workload and competing demands requiring the ability to organise and prioritise workload and time.
- Working with patients/carers/families who may display aggressive, distressed or unpredictable behaviour.
- Maintaining professional boundaries and respectful relationships when responding appropriately to client and family/carer expectations

### Delegations:

**Delegated Level** NIL in accordance with CALHN's Delegation of Authority Document

**Staff supervised:**                      Direct      NIL      Indirect      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.
- Travel between CALHN sites is required.

- Required to work in CALHN services outside of one's normal portfolio during certain circumstances eg during periods of reduced staffing.
- The incumbent will be rostered to work ordinary hours over five, six or seven days of the week, 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 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 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.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p>Consistent and high standard assistance with patient care activities under direct supervision of AHA and AHP staff:</p>	<p>Under the direction of the supervising AHA:</p> <ul style="list-style-type: none"> <li>• Maintain up to date knowledge of community services relevant to the work area.</li> <li>• Assist patients and their families with application processes for relevant services e.g. My Aged Care, TCP, Centrelink, housing, disability parking and other organisations as required.</li> <li>• Assist in confirming eligibility of patients and their relatives for financial assistance from the hospital resources and funds and external agencies for patient and family/carer(s)</li> <li>• Facilitate referrals of patients as required to enable timely discharge.</li> <li>• Provide basic education to patients/carers on discreet topics relevant to Social Work service.</li> <li>• Liaise with other health professionals and services regarding relevant patients as appropriate.</li> <li>• Provide timely feedback regarding patient/client activities to the supervising AHP.</li> <li>• Document patient/carer interactions according to department and CALHN standards.</li> <li>• Maintain statistical data according to department and CALHN standards.</li> <li>• Other duties as directed by the supervising AHP.</li> </ul>
<p>Consistent and high standard contribution to an effective team environment, positive culture and safe working environment:</p>	<ul style="list-style-type: none"> <li>• Undertake duties as required as part of a single service, multiple site models, which may require movement across sites and teams.</li> <li>• Actively contribute and participate as a member of the team.</li> <li>• Participate in cross site activities and contribute to the development of social work services.</li> <li>• Participate actively in quality improvement, professional development and peer review to ensure continuous professional improvement.</li> <li>• Participate actively in team meetings and professional development opportunities.</li> <li>• Contribute positively to the development of a strong team culture.</li> <li>• Contribute to planning activities and implementation under the direction of the supervising AHA.</li> </ul>
<p>Consistent and high standard provision of administrative tasks:</p>	<ul style="list-style-type: none"> <li>• Accurately maintain relevant databases and patient documentation under the explicit direction of the supervising AHA.</li> <li>• Undertake administrative tasks which contribute to the clinical outcomes of patients and the department as directed by the supervising AHA.</li> </ul>



	<ul style="list-style-type: none"> <li>• Follow departmental policy and procedures and contribute to the review of such procedures as necessary.</li> <li>• Ensure responsible use of the financial resources of the department.</li> </ul>
Compliance with workplace Health and Safety requirements	<ul style="list-style-type: none"> <li>• Participate and engage in workplace health and safety procedures.</li> <li>• Adhere to relevant WHS requirements including infection control and hand hygiene, reporting of incidents and near misses, safe operation of workplace equipment and manual handling, and maintenance of patient/client confidentiality.</li> <li>• Assist in maintaining clinical and patient documents and records</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- Nil – must be eligible to undertake Allied Health Assistance Certificate Level 3 Training

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

- Demonstrated initiative.
- Strong collaboration skills with an ability to generate trust.
- Ability to foster a culture that values critical thinking and problem solving, and encourages constructive feedback, engagement, respectful behaviour, inclusion and diversity at all levels.
- Ability to work under close supervision and direction from Allied Health Professionals.
- Ability to attend to routine work on a daily basis.
- Commitment to ongoing professional development.
- Ability to use documented resources such as policies and procedures and work instructions to enable safe work practices.
- Sound communication and interpersonal skills.
- Ability to work with people from a variety of cultural and linguistically diverse backgrounds.
- Ability to interact and deal with people at various levels within a professional team.
- Ability to exercise accountability by taking personal responsibility for job outcomes and team culture and encouraging others to do the same.
- Capacity to work flexibly across a range of therapeutic and program related activities.

#### **Experience**

- Experience working in a service environment.

#### **Knowledge**

- Knowledge of community services, welfare benefits and resources relating to specific work area.
- Knowledge of working within boundaries of patient confidentiality and ethical practice.

### **DESIRABLE CHARACTERISTICS**

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

- Certificate III in Allied Health Assistant or equivalent Certificate in Aged Care or Community Health and/or Disability.

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

- Willingness to learn new skills and develop areas of practice under the guidance of supervising AHP and other staff.

#### **Experience**

- Experience as an Allied Health Assistant
- Experience in a health setting

#### **Knowledge**

- NIL

## 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

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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 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.

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- Hampstead Rehabilitation Centre (HRC)
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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.

## Values

### Central Adelaide Local Health Network Values

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

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

### Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

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

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

## Approvals

### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:** \_\_\_\_\_ **Role Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Role Acceptance

#### Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of CALHN as described within this document.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**ROLE DESCRIPTION**

<b>Role Title:</b>	Placement and Home Brokerage Officer		
<b>Classification Code:</b>	AHA2	Position Number	
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (CALHN)		
<b>Site/Directorate</b>	Hampstead Rehabilitation Centre		
<b>Division:</b>	Acute & Urgent Care		
<b>Department/Section / Unit/ Ward:</b>	Care of the Older Person and Community Transition (CO-ACT)		
<b>Role reports to:</b>	Access and Community Brokerage Manager		
<b>Role Created/ Reviewed Date:</b>	August 2024		
<b>Criminal History Clearance Requirements:</b>	<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)		
<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**

<b>Primary Objective(s) of role:</b>
<p>The Statewide Care of Older Person and Community Transition (CO-ACT) Community Brokerage team works within the Central Adelaide Local Health Network (CALHN) in liaison with all South Australia LHNs, to facilitate successful statewide community brokerage and discharge planning.</p> <p>The Placement &amp; Home Brokerage Officer is an important role within the Community Brokerage service, assisting patient flow out into the community, and maximising the health care outcomes for all patients over the age of 65 years and for those over 50 years of Aboriginal and Torres Strait Islander descent. This role will:-</p> <ul style="list-style-type: none"> <li>• Provide support for the planning and execution of the progression of a patient's transition into aged care through facilitation and submission of admission paperwork to relevant enterprise;</li> <li>• Provide support to the patient and family/carer by advocating for their preferences, within the context of available SA Health home-based or community services;</li> <li>• Provide administrative support and facilitation of equipment or home/community care in-reach in line with the identified discharge plan for the relevant consumer.</li> </ul>

<b>Direct Reports:</b>
Nil

<b>Key Relationships/ Interactions:</b>
<p><u>Internal</u></p> <ul style="list-style-type: none"> <li>• Reports to the Access and Community Brokerage Manager</li> </ul>

- Close collaboration with other Allied Health Assistants and allied health staff in relation to services across CO-ACT
  - Close collaboration within a multidisciplinary team, including medical, nursing, other allied health and administration staff.
- External**
- Maintains relationships with aged care placement community teams, across the NALHN, SALHN and CALHN catchment areas;
  - Maintains relationships with aged care placement community teams, across the Country LHN catchment areas;
  - Maintains relationships with non-government organisations or other government organisations and brokered service providers.
  - Medicare Australia
  - Representatives of the Department of Health and SA Health.
  - Patients/ families/ carers as required under the direction of the manager.

**Challenges associated with Role:**

- Major challenges currently associated with the role include:
- Working with a diversity of clients within a range of settings
  - Managing a busy workload and competing demands requiring the ability to organise and prioritise workload and time.
  - Working with patients/carers/families who may display aggressive, distressed or unpredictable behaviour.
  - Maintaining professional boundaries and respectful relationships when responding appropriately to client and family/carer expectations

**Delegations:**

**Delegated Level** NIL in accordance with CALHN's Delegation of Authority Document

**Staff supervised:**                      Direct      NIL      Indirect      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.
- Travel between CALHN sites is required.
- Required to work in CALHN services outside of one's normal portfolio during certain circumstances eg during periods of reduced staffing.
- The incumbent will be rostered to work ordinary hours over five, six or seven days of the week, 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 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 SA Health values and strategic directions.



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<b>Handling of Official Information:</b>
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<p>By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.</p> <p>SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.</p> <p>SA Health employees will not misuse information gained in their official capacity.</p> <p>SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.</p>
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<b>White Ribbon:</b>
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<p>SA Health has a position of zero tolerance towards men’s violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.</p>
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<b>Cultural Commitment:</b>
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<p>CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.</p>
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<b>Resilience:</b>
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<p>SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.</p>
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## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p>Consistent and high standard assistance with patient care activities under direct supervision of AHA and AHP staff:</p>	<p>Under the direction of the supervising AHA:</p> <ul style="list-style-type: none"> <li>• Maintain up to date knowledge of community services relevant to the work area.</li> <li>• Assist patients and their families with application processes for relevant services e.g. My Aged Care, TCP, Centrelink, housing, disability parking and other organisations as required.</li> <li>• Assist in confirming eligibility of patients and their relatives for financial assistance from the hospital resources and funds and external agencies for patient and family/carer(s)</li> <li>• Facilitate referrals of patients as required to enable timely discharge.</li> <li>• Provide basic education to patients/carers on discreet topics relevant to CO-ACT service.</li> <li>• Liaise with other health professionals and services regarding relevant patients as appropriate.</li> <li>• Provide timely feedback regarding patient/client activities to the supervising AHP.</li> <li>• Document patient/carer interactions according to department and CALHN standards.</li> <li>• Maintain statistical data according to department and CALHN standards.</li> <li>• Other duties as directed by the supervising AHP.</li> </ul>
<p>Consistent and high standard contribution to an effective team environment, positive culture and safe working environment:</p>	<ul style="list-style-type: none"> <li>• Actively contribute and participate as a member of the team.</li> <li>• Participate in cross site activities and contribute to the development of allied health services.</li> <li>• Participate actively in quality improvement, professional development and peer review to ensure continuous professional improvement.</li> <li>• Participate actively in team meetings and professional development opportunities.</li> <li>• Contribute positively to the development of a strong team culture.</li> <li>• Contribute to planning activities and implementation under the direction of the supervising Access and Community Brokerage Manager.</li> </ul>
<p>Consistent and high standard provision of administrative tasks:</p>	<ul style="list-style-type: none"> <li>• Accurately maintain relevant databases and patient documentation under the explicit direction of the manager.</li> <li>• Undertake administrative tasks which contribute to the clinical outcomes of patients and the department as directed by the manager.</li> <li>• Follow departmental policy and procedures and contribute to the review of such procedures as necessary.</li> <li>• Ensure responsible use of the financial resources of the department.</li> </ul>

Compliance with workplace Health and Safety requirements	<ul style="list-style-type: none"><li>• Participate and engage in workplace health and safety procedures.</li><li>• Adhere to relevant WHS requirements including infection control and hand hygiene, reporting of incidents and near misses, safe operation of workplace equipment and manual handling, and maintenance of patient/client confidentiality.</li><li>• Assist in maintaining clinical and patient documents and records</li></ul>
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## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- Nil – must be eligible to undertake Allied Health Assistance Certificate Level 3 Training

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

- Demonstrated initiative.
- Strong collaboration skills with an ability to generate trust.
- Ability to foster a culture that values critical thinking and problem solving, and encourages constructive feedback, engagement, respectful behaviour, inclusion and diversity at all levels.
- Ability to work under close supervision and direction from Allied Health Professionals.
- Ability to attend to routine work on a daily basis.
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- Capacity to work flexibly across a range of therapeutic and program related activities.

#### **Experience**

- Experience working in a service environment.

#### **Knowledge**

- Knowledge of community services, welfare benefits and resources relating to specific work area.
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- Willingness to learn new skills and develop areas of practice under the guidance of supervising AHP and other staff.

#### **Experience**

- Experience as an Allied Health Assistant
- Experience in a health setting

#### **Knowledge**

- NIL

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### Organisational Overview:

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**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:** \_\_\_\_\_



## ROLE DESCRIPTION

<b>Role Title:</b>	Access and Community Brokerage Allied Health Professional		
<b>Classification Code:</b>	AHP2	Position Number	
<b>LHN/ HN/ SAAS/ DHW:</b>	Central Adelaide Local Health Network (LHN)		
<b>Hospital/ Service/ Cluster:</b>	Hampstead Rehabilitation Centre		
<b>Division:</b>	Acute & Urgent Care		
<b>Department/Section / Unit/ Ward:</b>	Care of the Older Person and Community Transition – CO-ACT		
<b>Role reports to (operationally):</b>	Access and Community Brokerage Manager		
<b>Role reports (professionally) to:</b>	Relevant AH Professional Director		
<b>Role Created/ Reviewed Date:</b>	August 2024		
<b>Criminal and Relevant History Screening:</b>	<input type="checkbox"/> Aged (NPC or DHS) <input type="checkbox"/> Working With Children's Check (DHS) <input checked="" type="checkbox"/> National Police Check (NPC)		
<b>Immunisation Risk Category Requirements:</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 Access and Community Brokerage Allied Health Professional will provide triage support, assessment and intervention for the Care of the Older Person and Community Transition (CO-ACT) service based at Hampstead Rehabilitation Centre.

The role will primarily focus on;

1. Ensuring patients being admitted to CO-ACT have their Allied Health needs considered as part of the triage and admission process and
2. Delivering placement and community brokerage service provision alongside other MDT roles within the Access and Community Brokerage team.

The role holder will be required to have a strong ability to prioritise and deliver a timely and flexible response to support the daily priorities and demands of the team and support a continuous focus on patients accessing the CO-ACT service through to supporting discharge through community brokerage and placement support. While the role will provide interprofessional allied health intervention, at times it may be asked to support discipline specific intervention for supporting service provision within the broader CO-ACT ward team due to staff leave or high demands.

The role holder will contribute to efficient, effective multidisciplinary management and care of patients. They may be involved in quality improvement and research activities.



### Key Relationships/ Interactions:

#### Internal

- Reporting operationally to the Access & Community Brokerage Manager
- Reporting professionally to the relevant AH Director
- The incumbent collaborates and consults with colleagues.
- As a member of a multi-disciplinary team, the incumbent will liaise with other Allied Health, Medical, Nursing and support staff at all levels and provide advice and education on patient matters.

#### External

- Patient referrers across LHNs.
- The incumbent liaises with and collaborates with community and residential care services regarding patient care.
- Providers of follow-up services to patients discharged from the service.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- The need to work flexibility to support service priorities
- Discharge planning for patients with complex clinical situations and where there is limited capacity within community and residential providers to support timely discharge from hospital.
- Working in a multi-disciplinary team and within a new model of care/service delivery

### Delegations:

- **Staff supervised:** Direct AHP1, and AHA

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Contribute to the provision of high-quality patient centred clinical care by:	<ul style="list-style-type: none"><li>• Using increased professional knowledge and skill to provide assessments, make interpretations of assessment findings, and formulate and implement intervention plans in collaboration with patients, carers, relevant other clinicians and external providers.</li><li>• Managing, with reduced supervision, non-routine clinical situations, i.e., when more complex problem solving, professional decision-making and practice skills are required.</li><li>• Attending and actively participating in multidisciplinary clinical activities such as triage/access and intake meetings, ward rounds, case conferences and meetings.</li><li>• Using mature and empathic communication skills to engage effectively with patients, and their families and care providers, including joint goal setting and provision of education and training.</li><li>• Recording timely information regarding assessments and interventions in the patient's medical records. appropriate clinical documentation.</li><li>• Participating in collaborative patient and team goal setting which directs patient-centred care addressing medical, functional, quality-of-life goals.</li><li>• Monitoring and evaluating intervention outcomes and the effectiveness of intervention</li><li>• Contributing to the prioritisation of clinical demands and cases, incorporating risk management and resource allocation principles.</li></ul>

Key Result Areas	Major Responsibilities
	<ul style="list-style-type: none"> <li>• Incorporating evidence-based principles and/or accepted best practice in the selection and application of therapy triage, assessment and intervention.</li> </ul>
<p>Contribute to the safety, effectiveness and, efficiency of the CO-ACT service:</p>	<ul style="list-style-type: none"> <li>• Contributing and adhering to discipline, service LHN and public sector policies, procedures and clinical instructions.</li> <li>• Using well developed self-organisation, communication, and team skills to help deliver a consistent and reliable standard of service.</li> <li>• Providing orientation, training, supervision to multi-disciplinary staff including students.</li> <li>• Collaborating with other staff and external service providers.</li> <li>• Continuously monitoring work practices and standards of the discipline to maintain them to a high level.</li> <li>• Actively contributing information, feedback and ideas that assist discipline and service planning and review.</li> <li>• Representing the discipline and team on working parties.</li> </ul>
<p>Contribute to quality improvement initiatives of the CO-ACT Service by:</p>	<ul style="list-style-type: none"> <li>• Maintaining a strong evidence- based, customer focus.</li> <li>• Ensuring a commitment to continuous improvement – identifying, reporting and actively working on opportunities for quality improvement.</li> <li>• Participating in quality improvement and research activities linked to the service and organisation’s strategic direction, particularly those enhancing clinical care.</li> <li>• Collecting required data to evaluate service effectiveness.</li> <li>• Participating in and facilitating education and staff development programs.</li> </ul>
<p>Contribute to the achievement of professional expertise through the maintenance of ongoing professional development / continuing education by:</p>	<ul style="list-style-type: none"> <li>• Actively contributing to the continuing professional development of one’s team and discipline.</li> <li>• Attending and participating in meetings and training workshops within the broader health environment.</li> <li>• Displaying a commitment to continuous personal and professional development and pursuing professional development opportunities. <ul style="list-style-type: none"> <li>– 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).</li> <li>– Participating in the SA Health Clinical Supervision Framework with an experienced discipline senior clinician.</li> <li>– Applying well-developed reflective practice skills and supporting staff and students to develop reflective practice skills.</li> <li>– Utilising the support of mentors and peers.</li> </ul> </li> <li>• Actively participating in the Professional Development and Review process.</li> </ul>

## Knowledge, Skills and Experience

### ESSENTIAL MINIMUM REQUIREMENTS

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

- For registered Allied Health professions – An appropriate degree level qualification or equivalent which entitles general registration with the relevant Registration Board of Australia and Australian Health Practitioner’s Regulation Authority (AHPRA).
- For Self-regulated Allied Health professions – An appropriate degree level qualification or equivalent which entitles which gives eligibility for full membership of the professional body.

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

- > Ability to communicate effectively (both verbally and in writing) with patients, carers, staff, and relevant others.
- > Ability to apply professional judgement, clinical reasoning, and skills to the management of patients of the acute/sub-acute/community setting with increased complexity.
- > Ability to participate in and foster teamwork and cooperation between work units, cooperate and participate in a teamwork setting.
- > 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.
- > Organisational skills including the ability to prioritise work, meet deadlines, problem solve, negotiate, be flexible and demonstrate initiative.
- > Ability to engage in reflective practice and 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:**

- > Considerable experience as an Allied Health clinician in the assessment and provision of high-quality intervention & team based intensive rehabilitation to patients with a variety of geriatric, neurological, orthopaedic, or other complex health conditions, including the management of patients with complex psychosocial presentations.
- > Considerable experience managing complex clinical situations (e.g., dual, or triple diagnosis & behavioural management) with reduced professional supervision.
- > Demonstrated increased professional expertise, competence, and experience to perform any standard professional task within the discipline.
- > Experience providing clinical supervision to Allied Health Assistants, undergraduate or post- graduate students and work experience students.
- > Experience in conflict resolution with reduced professional supervision
- > Experience in effective evaluation of services and in planning and implementing service improvements, quality activities or research.
- > Demonstrated ability to implement changes in practice to support evidence based practice.
- > Experience working in high paced environments that requires achievement of set outcomes.
- > Proven experience in computing skills, including email and word processing to facilitate effective use of SUNRISE and/ or other relevant systems.

### **Knowledge:**

- > Demonstrated greater specialised knowledge to apply professional judgement to select and apply new and existing methods and techniques.
- > Evidence based knowledge of best practice in management of patients relevant to the acute, sub-acute/rehabilitation and/or community settings.
- > Incorporates relevant evidence and/or accepted best practice in the selection and application of methods and techniques in the acute/sub-acute & rehabilitation /community setting.

- > 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.
- > Awareness of National Safety and Quality Health Service Standards.

## **DESIRABLE CHARACTERISTICS**

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

- > Additional coursework in area of appropriate clinical skills.
- > Training or postgraduate qualifications in relevant clinical or supervisory theory or skills.
- > Demonstrated involvement in relevant professional development including external resources.

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

- > Demonstrated ability in contributing to planning and implementing changes to service delivery
- > Demonstrated interest in developing leadership skills especially regarding implementing quality activities and contributing to service development and research
- > Research skills.
- > Ability to make positive contributions towards improving service quality.
- > Awareness of complexity of Health Care provision.

### **Experience:**

- > Experience in the clinical teaching and supervision of Allied Health Professional (AHP1) and Allied Health Assistant staff and or students and team management.
- > Experience in quality improvement activities.

### 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.

### 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)* maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act, 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 and 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. 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](http://centraladelaide.health.sa.gov.au).

**Resilience:**

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

## 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 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:

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 DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including SA Medical Imaging (SAMI), SA 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](http://centraladelaide.health.sa.gov.au)

### **Division/ Department:**

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).

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**

### **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.

<b>Values</b>	<b>Behaviours</b>
<i>People first</i>	<ul style="list-style-type: none"><li>- I am there for my patients and colleagues when they need me most.</li><li>- I put myself in my patients and colleagues shoes to understand their needs.</li><li>- I go out of my way to make sure my patients and colleagues achieve the best outcome and have a great experience.</li><li>- I respect uniqueness in my colleagues, our patients and their families.</li></ul>
<i>Ideas driven</i>	<ul style="list-style-type: none"><li>- I look and listen to ensure I fully understand the problem and find a solution.</li><li>- I look for ways to break-down barriers and silos to hear new perspectives and solve complex problems.</li><li>- I invest in my own learning and look for opportunities to explore and introduce new ideas.</li><li>- I am interested in critical research and how it informs creative thinking.</li></ul>
<i>Future focussed</i>	<ul style="list-style-type: none"><li>- I embrace leading practices and use them to evolve our ways of working.</li><li>- I lead and support change to improve patient and organisational outcomes.</li><li>- I am constantly on the look-out for opportunities to improve.</li></ul>
<i>Community minded</i>	<ul style="list-style-type: none"><li>- I put my hand up to lead work that matters.</li><li>- I am accountable and focused on value.</li><li>- I value and champion diversity.</li><li>- I embrace collaboration and constructive partnerships.</li></ul>

### **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.

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.

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

## Role Acceptance

### Employee Acceptance

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

**Name:**

**Signature:**

**Date:**

## Approvals

### Role Description Delegate Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**

### Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/18	Minor formatting with order of information amended.
V4	11/07/18	26/03/19	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/19	04/06/19	Added categories for immunisation requirements on front page.
V6	05/06/19	25/06/19	Updated changes to the Criminal Relevant History and Screening.
V7	26/09/19	09/06/20	Updated legal entities to include new regional LHN's.
V8	10/06/2020	03/05/2021	Update Risk Management Statement
V9	04/05/21		Inclusion of integrity statement under Code of Ethics on Page 6
V10	08/12/2023		



## ROLE DESCRIPTION

<b>Role Title:</b>	Clinical Occupational Therapist		
<b>Classification Code:</b>	AHP2	Position Number	
<b>LHN/ HN/ SAAS/ DHW:</b>	Central Adelaide Local Health Network (LHN)		
<b>Hospital/ Service/ Cluster:</b>	Hampstead Rehabilitation Centre		
<b>Division:</b>	Acute & Urgent Care		
<b>Department/Section / Unit/ Ward:</b>	Care of the Older Person and Community Transition (CO-ACT)		
<b>Role reports to:</b>	Inpatient Allied Health Team Leader		
<b>Role Created/ Reviewed Date:</b>	August 2024		
<b>Criminal and Relevant History Screening:</b>	<input type="checkbox"/>	Aged (NPC or DHS)	
	<input type="checkbox"/>	Working With Children's Check (DHS)	
	<input checked="" type="checkbox"/>	National Police Check (NPC)	
<b>Immunisation Risk Category Requirements:</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 Occupational Therapist will provide occupational therapy intervention and assessment within the Care of the Older Person and Community Transition (CO-ACT) service, based at the Hampstead Rehabilitation Centre.

The Occupational Therapist works at a high level of independence to deliver quality service provision for CO-ACT patients.

The Occupational Therapist is developing more advanced knowledge and skills in the assessment and management of high acuity/complexity caseloads.

The Occupational Therapist contributes to efficient, effective multidisciplinary management and care of patients. They may be involved in quality improvement and research activities.

### Key Relationships/ Interactions:

#### Internal

- Reporting operationally to the Inpatient Allied Health Team Leader.
- The incumbent collaborates and consults with colleagues.
- As a member of a multi-disciplinary team, the incumbent will liaise with other Allied Health, Medical and Nursing staff at all levels and provide advice and education on patient matters.

#### External

- The incumbent liaises with and collaborates with community and residential care services regarding patient care.
- Patient referrers.
- Providers of follow-up services to patients discharged from the service.

### 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.
- Will be required to work a 5, 6 or 7 day roster depending on unit/service/site allocation.

### Delegations:

- **Staff supervised:** Nil
- 

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Contribute to the provision of high-quality patient centred clinical care by:	<ul style="list-style-type: none"><li>• Using increased professional knowledge and skill to provide 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>• Managing, with reduced supervision, non-routine clinical situations, i.e., when more complex problem solving, professional decision-making and practice skills are required.</li><li>• Using mature and empathic communication skills to engage effectively with patients, and their families and care providers, including joint goal setting and provision of education and training.</li><li>• Recording timely information regarding assessments and interventions in the patient's medical records. appropriate clinical documentation.</li></ul>

Key Result Areas	Major Responsibilities
	<ul style="list-style-type: none"> <li>• Attending and actively participating in multidisciplinary clinical activities such as triage and intake meetings, ward rounds, case conferences and meetings.</li> <li>• Participating in collaborative patient and team goal setting which directs patient-centred care addressing medical, functional, quality-of-life goals.</li> <li>• Developing and implementing therapeutic and educative groups in conjunction with the multidisciplinary team.</li> <li>• Monitoring and evaluating intervention outcomes and the effectiveness of therapy.</li> <li>• Contributing to the prioritisation of clinical demands and cases, incorporating risk management and resource allocation principles.</li> <li>• Incorporating evidence-based principles and/or accepted best practice in the selection and application of occupational therapy methods and techniques.</li> <li>• 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</li> </ul>
<p>Contribute to the safety, effectiveness and, efficiency of the Occupational Therapy service provision and broader CO-ACT service by:</p>	<ul style="list-style-type: none"> <li>• Contributing and adhering to discipline, service LHN and public sector policies, procedures and clinical instructions.</li> <li>• Using well developed self-organisation, communication, and team skills to help deliver a consistent and reliable standard of service.</li> <li>• Providing orientation, training, supervision to multi-disciplinary staff including students.</li> <li>• Collaborating with other staff and external service providers.</li> <li>• Continuously monitoring work practices and standards of the discipline to maintain them to a high level.</li> <li>• Actively contributing information, feedback and ideas that assist discipline and service planning and review.</li> <li>• Representing the discipline and team on working parties.</li> </ul>
<p>Contribute to quality improvement initiatives of the CO-ACT Service by:</p>	<ul style="list-style-type: none"> <li>• Maintaining a strong evidence- based, customer focus.</li> <li>• Ensuring a commitment to continuous improvement – identifying, reporting and actively working on opportunities for quality improvement.</li> <li>• Participating in quality improvement and research activities linked to the service and organisation's strategic direction, particularly those enhancing clinical care.</li> <li>• Collecting required data to evaluate service effectiveness.</li> <li>• Participating in and facilitating education and staff development programs.</li> </ul>
<p>Contribute to the achievement of professional expertise through the maintenance of ongoing professional development / continuing education by:</p>	<ul style="list-style-type: none"> <li>• Actively contributing to the continuing professional development of one's team and discipline.</li> <li>• Attending and participating in meetings and training workshops within the broader health environment.</li> <li>• Supervising occupational therapy students on clinical placements with input from the Senior Occupational Therapist and Allied Health Assistants.</li> </ul>

Key Result Areas	Major Responsibilities
	<ul style="list-style-type: none"> <li>• Displaying a commitment to continuous personal and professional development and pursuing professional development opportunities. <ul style="list-style-type: none"> <li>- 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).</li> <li>- Participating in the SA Health Clinical Supervision Framework with an experienced discipline senior clinician.</li> <li>- Applying well-developed reflective practice skills and supporting staff and students to develop reflective practice skills.</li> <li>- Utilising the support of mentors and peers.</li> </ul> </li> <li>• Actively participating in the Professional Development and Review process.</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 professional judgement, clinical reasoning, and skills to the management of patients of the acute/sub-acute/community setting with increased complexity.
- > Ability to participate in and foster teamwork and cooperation between work units, cooperate and participate in a teamwork setting.
- > 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.
- > Organisational skills including the ability to prioritise work, meet deadlines, problem solve, negotiate, be flexible and demonstrate initiative.
- > Ability to engage in reflective practice and 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:**

- > Minimum of three (3) years of clinical experience working in Occupational Therapy with adults within the acute (including emergency department); sub-acute & rehabilitation; community & ambulatory settings or an equivalent clinical environment.
- > Considerable experience as a clinician in the assessment and provision of high-quality OT intervention & team based intensive rehabilitation to patients with a variety neurological, orthopaedic, or other complex health conditions, including the management of patients with complex psychosocial presentations.

- > Considerable experience managing complex clinical situations (e.g., dual, or triple diagnosis & behavioural management) with reduced professional supervision.
- > Demonstrated increased professional expertise, competence, and experience to perform any standard professional task within the discipline.
- > Considerable experience providing clinical supervision to Allied Health Assistants, undergraduate or post-graduate Occupational Therapy students and work experience students.
- > Experience in conflict resolution with reduced professional supervision
- > Experience in effective evaluation of services and in planning and implementing service improvements, quality activities or research.
- > Demonstrated ability to implement changes in practice to support evidence based Occupational Therapy.
- > Experience working in high paced environments that requires achievement of set outcomes.
- > Proven experience in computing skills, including email and word processing to facilitate effective use of SUNRISE and/ or other relevant systems.

**Knowledge:**

- > Demonstrated greater specialised knowledge to apply professional judgement to select and apply new and existing methods and techniques.
- > Evidence based knowledge of best practice in management of patients relevant to the acute, sub-acute/rehabilitation and/or community settings.
- > Current knowledge of relevant Occupational Therapy theories and methodologies.
- > Incorporates relevant evidence and/or accepted best practice in the selection and application of Occupational Therapy methods and techniques in the acute/sub-acute & rehabilitation /community setting.
- > 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.
- > Awareness of National Safety and Quality Health Service Standards.

**DESIRABLE CHARACTERISTICS**

**Educational/Vocational Qualifications:**

- > Additional coursework in area of appropriate clinical skills.
- > Training or postgraduate qualifications in relevant clinical or supervisory theory or skills.
- > Demonstrated involvement in relevant professional development including external resources.

**Personal Abilities/Aptitudes/Skills:**

- > Demonstrated ability in contributing to planning and implementing changes to service delivery
- > Demonstrated interest in developing leadership skills especially regarding implementing quality activities and contributing to service development and research
- > Research skills.
- > Ability to make positive contributions towards improving service quality.
- > Awareness of complexity of Health Care provision.

**Experience:**

- > Experience in the clinical teaching and supervision of Allied Health Professional (AHP1) and Allied Health Assistant staff and or students and team management.
- > Experience in quality improvement activities.

### 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*.
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- 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.
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### 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)* maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act, 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 and 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.

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SA Health employees will not misuse information gained in their official capacity.

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**Resilience:**

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

## 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 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:

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:

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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 Pathology SA Pharmacy and BreastScreenSA, responsibility of which has vacillated between CALHN and DHW over the past few years.

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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.

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### **Division/ Department:**

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).

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**

### **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.

<b>Values</b>	<b>Behaviours</b>
<i>People first</i>	<ul style="list-style-type: none"><li>- I am there for my patients and colleagues when they need me most.</li><li>- I put myself in my patients and colleagues shoes to understand their needs.</li><li>- I go out of my way to make sure my patients and colleagues achieve the best outcome and have a great experience.</li><li>- I respect uniqueness in my colleagues, our patients and their families.</li></ul>
<i>Ideas driven</i>	<ul style="list-style-type: none"><li>- I look and listen to ensure I fully understand the problem and find a solution.</li><li>- I look for ways to break-down barriers and silos to hear new perspectives and solve complex problems.</li><li>- I invest in my own learning and look for opportunities to explore and introduce new ideas.</li><li>- I am interested in critical research and how it informs creative thinking.</li></ul>
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- We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
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- Accountability- Holding ourselves accountable for everything we do.
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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.

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

## Role Acceptance

### Employee Acceptance

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

**Name:**

**Signature:**

**Date:**

## Approvals

### Role Description Delegate Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**

### Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/18	Minor formatting with order of information amended.
V4	11/07/18	26/03/19	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/19	04/06/19	Added categories for immunisation requirements on front page.
V6	05/06/19	25/06/19	Updated changes to the Criminal Relevant History and Screening.
V7	26/09/19	09/06/20	Updated legal entities to include new regional LHN's.
V8	10/06/2020	03/05/2021	Update Risk Management Statement
V9	04/05/21		Inclusion of integrity statement under Code of Ethics on Page 6
V10	08/12/2023		



## ROLE DESCRIPTION

<b>Role Title:</b>	Physiotherapist Weekend		
<b>Classification Code:</b>	AHP2	Position Number	
<b>LHN/ HN/ SAAS/ DHW:</b>	Central Adelaide Local Health Network (CALHN)		
<b>Hospital/ Service/ Cluster</b>	Hampstead Rehabilitation Centre		
<b>Division:</b>	Acute & Urgent Care		
<b>Department:</b>	Care of the Older Person and Community Transition (CO-ACT)		
<b>Role reports to:</b>	Senior Physiotherapist		
<b>Role Reviewed Date:</b>	July 2024		
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/>	Aged (NPC or DHS)	
	<input type="checkbox"/>	Working with Children's Check (DHS)	
	<input checked="" type="checkbox"/>	National Police Clearance (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

<b>Primary Objective(s) of role:</b>
<p>The Physiotherapist will provide physiotherapy assessment and intervention for patients within the Care of the Older Person and Community Transition (CO-ACT) service, based at the Hampstead Rehabilitation Centre.</p> <p>The Physiotherapist works at a high level of independence to deliver quality service provision for CO-ACT patients.</p> <p>The Physiotherapist is developing more advanced knowledge and skills in the assessment and management of high acuity/complexity caseloads.</p> <p>The Physiotherapist contributes to efficient, effective multidisciplinary management and care of patients. They may be involved in quality improvement and research activities.</p>

<b>Direct Reports:</b>
<ul style="list-style-type: none"> <li>• NA</li> </ul>

<b>Key Relationships/ Interactions:</b>
<p><u>Internal</u></p> <ul style="list-style-type: none"> <li>• Reporting to the Senior Physiotherapist</li> <li>• The incumbent collaborates and consults with colleagues and educates and provides clinical supervision to less experienced Physiotherapists.</li> </ul>

- As a member of a multi-disciplinary team, the incumbent will liaise with other Allied Health, Medical and Nursing staff at all levels and provide advice and education on patient matters.

External

- The incumbent liaises with and collaborates with community and residential care services regarding patient care.
- Patient referrers
- Providers of follow-up services to patients discharged from the service.

**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
- Multi-disciplinary teamwork

**Delegations:**

Nil.

**Key Result Area and Responsibilities**

Key Result Areas	Major Responsibilities
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<p>Contribute to the provision of high quality patient centred clinical care by:</p>	<ul style="list-style-type: none"> <li>• Using increased professional knowledge and skill to provide physiotherapy assessments, make interpretations of assessment findings, and formulate and implement physiotherapy intervention plans in collaboration with patients, carers and relevant other clinicians</li> <li>• Using mature and empathic communication skills to engage effectively with patients, and their families and care providers</li> <li>• Managing, with reduced supervision, non-routine clinical situations, ie when more complex problem solving, professional decision making and practice skills are required</li> <li>• Recording timely information regarding assessments and interventions in patients' medical records</li> <li>• Attending and actively participating in multidisciplinary clinical activities such as ward rounds and meetings</li> <li>• Delegating appropriate tasks to physiotherapy assistants and ensuring that delegated tasks are performed safely and effectively</li> <li>• Incorporating relevant evidence and/or accepted best practice in the selection and application of physiotherapy methods and techniques.</li> </ul>
<p>Contribute to the effectiveness and efficiency of the physiotherapy service by:</p>	<ul style="list-style-type: none"> <li>• Using well developed self-organisation, communication and team skills to help deliver a consistent and reliable standard of service</li> <li>• Adhering to Discipline, LHN, and Department of Health and Public Sector policies and procedures</li> <li>• Actively contributing to the Discipline's continuing professional development and performance review programs</li> <li>• Providing professional support to and oversight of AHP1 and assistant staff as required</li> <li>• Actively contributing information, feedback and ideas that assist discipline planning and review</li> <li>• Identifying, reporting and actively working on opportunities for quality improvement</li> <li>• Participating in quality improvement and research activities linked to the organisation's strategic direction</li> <li>• Participating in research activities as appropriate</li> </ul>
<p>Contribute to optimal education and development outcomes by:</p>	<ul style="list-style-type: none"> <li>• Actively contributing to the continuing professional development of one's team and discipline</li> <li>• Participating in professional development activities within the broader Hospital environment</li> <li>• Supervising physiotherapy students on clinical placements with input from the Principal/Senior Physiotherapist</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- Degree or equivalent qualification which entitles registration with the Physiotherapy Board of Australia.

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

- Sufficient physical strength, flexibility and endurance for the manual handling requirements of the caseload including out of hours work.
- Ability to apply sound professional judgement, with reduced professional supervision, to situations ranging from the standard to the more complex.
- Ability to implement patient centred and evidence based practice in situations ranging from the standard to the more complex.
- Good written and verbal communication skills.
- Ability to work effectively in a variety of teams.
- Ability to interact with people in a tactful, sensitive and ethical manner.
- Ability to set priorities, organise activities and achieve timely outcomes in a range of clinical and non-clinical situations.
- Reliability.
- Demonstrated flexibility to respond to the needs of the organisation and one's fellow workers.
- Demonstrated commitment to share the weekend and public holiday load of 7-day service delivery according to organisational expectations.
- Ability to provide timely, accurate, legible and complete clinical records and workload data.
- Initiative to improve personal and professional skills by seeking and acting on constructive feedback and by actively participating in self-directed and programmed professional development.
- Ability to make positive contributions towards improving service quality in line with organisational goals.
- Ability to perform basic life support procedures.
- Ability to perform, or willingness to learn, deep water rescue in a pool environment.

#### **Experience**

- Broad experience in an acute hospital or rehabilitation facility that provides services to adults in a multidisciplinary environment.
- Demonstrated involvement in relevant professional development including external sources.
- Experience in managing complex clinical situations with reduced professional supervision.

#### **Knowledge**

- Well-developed evidence based clinical knowledge, sufficient to enable safe and effective work with reduced supervision in any of the areas covered by the Physiotherapy Service.
- Awareness of responsibilities with regard to work health and safety.
- An understanding of the wider health system environment in which CALHN Physiotherapy operates.

### **DESIRABLE CHARACTERISTICS**

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

- Demonstrated flexibility and ability to adapt to changing service provision needs.

#### **Experience**

- Experience in a tertiary hospital or specialist rehabilitation facility providing services to older adults.
- Experience applying quality improvement principles.
- Experience in using Sunrise EMR for clinical documentation.



### 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 the 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 work over a 5 or 7 day roster. Acceptance of staff rotation is a condition of employment.
- Some out of hours work may be required.

### General Requirements:

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### **Cultural Commitment:**

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## **Values**

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## **Role Acceptance**

## **Employee Acceptance**

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**Name:**

**Signature:**

**Date:**

## **Approvals**

### **Role Description Delegate Approval**

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**





## ROLE DESCRIPTION

<b>Role Title:</b>	Physiotherapist		
<b>Classification Code:</b>	AHP2	Position Number	
<b>LHN/ HN/ SAAS/ DHW:</b>	Central Adelaide Local Health Network (CALHN)		
<b>Hospital/ Service/ Cluster</b>	Hampstead Rehabilitation Centre		
<b>Division:</b>	Acute & Urgent Care		
<b>Department:</b>	Care of the Older Person and Community Transition (CO-ACT)		
<b>Role reports to:</b>	Senior Physiotherapist		
<b>Role Reviewed Date:</b>	July 2024		
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/>	Aged (NPC or DHS)	
	<input type="checkbox"/>	Working with Children's Check (DHS)	
	<input checked="" type="checkbox"/>	National Police Clearance (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

<b>Primary Objective(s) of role:</b>
<p>The Physiotherapist will provide physiotherapy assessment and intervention for patients within the Care of the Older Person and Community Transition (CO-ACT) service, based at the Hampstead Rehabilitation Centre.</p> <p>The Physiotherapist works at a high level of independence to deliver quality service provision for CO-ACT patients.</p> <p>The Physiotherapist is developing more advanced knowledge and skills in the assessment and management of high acuity/complexity caseloads.</p> <p>The Physiotherapist contributes to efficient, effective multidisciplinary management and care of patients. They may be involved in quality improvement and research activities.</p>

<b>Direct Reports:</b>
<ul style="list-style-type: none"> <li>• NA</li> </ul>

<b>Key Relationships/ Interactions:</b>
<p><u>Internal</u></p> <ul style="list-style-type: none"> <li>• Reporting to the Senior Physiotherapist</li> <li>• The incumbent collaborates and consults with colleagues and educates and provides clinical supervision to less experienced Physiotherapists.</li> </ul>



- As a member of a multi-disciplinary team, the incumbent will liaise with other Allied Health, Medical and Nursing staff at all levels and provide advice and education on patient matters.

External

- The incumbent liaises with and collaborates with community and residential care services regarding patient care.
- Patient referrers
- Providers of follow-up services to patients discharged from the service

**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
- Multi-disciplinary teamwork

**Delegations:**

Nil.

**Key Result Area and Responsibilities**

Key Result Areas	Major Responsibilities
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<p>Contribute to the provision of high quality patient centred clinical care by:</p>	<ul style="list-style-type: none"> <li>• Using increased professional knowledge and skill to provide physiotherapy assessments, make interpretations of assessment findings, and formulate and implement physiotherapy intervention plans in collaboration with patients, carers and relevant other clinicians</li> <li>• Using mature and empathic communication skills to engage effectively with patients, and their families and care providers</li> <li>• Managing, with reduced supervision, non-routine clinical situations, ie when more complex problem solving, professional decision making and practice skills are required</li> <li>• Recording timely information regarding assessments and interventions in patients' medical records</li> <li>• Attending and actively participating in multidisciplinary clinical activities such as ward rounds and meetings</li> <li>• Delegating appropriate tasks to physiotherapy assistants and ensuring that delegated tasks are performed safely and effectively</li> <li>• Incorporating relevant evidence and/or accepted best practice in the selection and application of physiotherapy methods and techniques.</li> </ul>
<p>Contribute to the effectiveness and efficiency of the physiotherapy service by:</p>	<ul style="list-style-type: none"> <li>• Using well developed self-organisation, communication and team skills to help deliver a consistent and reliable standard of service</li> <li>• Adhering to Discipline, LHN, and Department of Health and Public Sector policies and procedures</li> <li>• Actively contributing to the Discipline's continuing professional development and performance review programs</li> <li>• Providing professional support to and oversight of AHP1 and assistant staff as required</li> <li>• Actively contributing information, feedback and ideas that assist discipline planning and review</li> <li>• Identifying, reporting and actively working on opportunities for quality improvement</li> <li>• Participating in quality improvement and research activities linked to the organisation's strategic direction</li> <li>• Participating in research activities as appropriate</li> </ul>
<p>Contribute to optimal education and development outcomes by:</p>	<ul style="list-style-type: none"> <li>• Actively contributing to the continuing professional development of one's team and discipline</li> <li>• Participating in professional development activities within the broader Hospital environment</li> <li>• Supervising physiotherapy students on clinical placements with input from the Principal/Senior Physiotherapist</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- Degree or equivalent qualification which entitles registration with the Physiotherapy Board of Australia.

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

- Sufficient physical strength, flexibility and endurance for the manual handling requirements of the caseload including out of hours work.
- Ability to apply sound professional judgement, with reduced professional supervision, to situations ranging from the standard to the more complex.
- Ability to implement patient centred and evidence based practice in situations ranging from the standard to the more complex.
- Good written and verbal communication skills.
- Ability to work effectively in a variety of teams.
- Ability to interact with people in a tactful, sensitive and ethical manner.
- Ability to set priorities, organise activities and achieve timely outcomes in a range of clinical and non-clinical situations.
- Reliability.
- Demonstrated flexibility to respond to the needs of the organisation and one's fellow workers.
- Demonstrated commitment to share the weekend and public holiday load of 7-day service delivery according to organisational expectations.
- Ability to provide timely, accurate, legible and complete clinical records and workload data.
- Initiative to improve personal and professional skills by seeking and acting on constructive feedback and by actively participating in self-directed and programmed professional development.
- Ability to make positive contributions towards improving service quality in line with organisational goals.
- Ability to perform basic life support procedures.
- Ability to perform, or willingness to learn, deep water rescue in a pool environment.

#### **Experience**

- Broad experience in an acute hospital or rehabilitation facility that provides services to adults in a multidisciplinary environment.
- Demonstrated involvement in relevant professional development including external sources.
- Experience in managing complex clinical situations with reduced professional supervision.

#### **Knowledge**

- Well-developed evidence based clinical knowledge, sufficient to enable safe and effective work with reduced supervision in any of the areas covered by the Physiotherapy Service.
- Awareness of responsibilities with regard to work health and safety.
- An understanding of the wider health system environment in which CALHN Physiotherapy operates.

### **DESIRABLE CHARACTERISTICS**

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

- Demonstrated flexibility and ability to adapt to changing service provision needs.

#### **Experience**

- Experience in a tertiary hospital or specialist rehabilitation facility providing services to older adults.
- Experience applying quality improvement principles.
- Experience in using Sunrise EMR for clinical documentation.

### 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 the 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 work over a 5 or 7 day roster. Acceptance of staff rotation is a condition of employment.
- Some out of hours work may be required.

### General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- Meet immunisation requirements as outlined by the *Immunisation 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 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.

**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 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:**

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 DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including SA Medical Imaging (SAMI), SA 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](http://centraladelaide.health.sa.gov.au)

#### **Division/ Department:**

Physiotherapy covers the spectrum of CALHN services across the acute, sub-acute and ambulatory continuum to the local community, admitted country patients and via specific State-wide services (Spinal Cord Injury, Brain Injury, Burns, Adult Cystic Fibrosis, Lung Transplant, Adult Haemophilia and metropolitan SA Prison Health). CALHN Physiotherapists and Physiotherapy Assistants provide campus-based and off-site services in patients' homes and community hydrotherapy facilities. Clinical services include assessment of patients' cardiorespiratory, musculoskeletal and neurological status and their functional performance; and therapy programs addressing physical impairments, pain and cognitive/behavioural issues affecting function. Several advanced practice roles exist within the service in the musculoskeletal area. The service is committed to quality improvement, evidence based practice, the ongoing development of staff, clinical research and the teaching and training of physiotherapy and related students.

## **Values**

### **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.

<b>Values</b>	<b>Behaviours</b>
<i>People first</i>	<ul style="list-style-type: none"> <li>- I am there for my patients and colleagues when they need me most.</li> <li>- I put myself in my patients and colleagues shoes to understand their needs.</li> <li>- I go out of my way to make sure my patients and colleagues achieve the best outcome and have a great experience.</li> <li>- I respect uniqueness in my colleagues, our patients and their families.</li> </ul>
<i>Ideas driven</i>	<ul style="list-style-type: none"> <li>- I look and listen to ensure I fully understand the problem and find a solution.</li> <li>- I look for ways to break-down barriers and silos to hear new perspectives and solve complex problems.</li> <li>- I invest in my own learning and look for opportunities to explore and introduce new ideas.</li> <li>- I am interested in critical research and how it informs creative thinking.</li> </ul>
<i>Future focussed</i>	<ul style="list-style-type: none"> <li>- I embrace leading practices and use them to evolve our ways of working.</li> <li>- I lead and support change to improve patient and organisational outcomes.</li> <li>- I am constantly on the look-out for opportunities to improve.</li> </ul>
<i>Community minded</i>	<ul style="list-style-type: none"> <li>- I put my hand up to lead work that matters.</li> <li>- I am accountable and focused on value.</li> <li>- I value and champion diversity.</li> <li>- I embrace collaboration and constructive partnerships.</li> </ul>

## **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.

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.

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

## **Role Acceptance**

## **Employee Acceptance**



I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

**Name:**

**Signature:**

**Date:**

## **Approvals**

### **Role Description Delegate Approval**

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**





## ROLE DESCRIPTION

<b>Role Title:</b>	Social Worker		
<b>Classification Code:</b>	AHP2	<b>Position Number</b>	
<b>LHN/ HN/ SAAS/ DHW:</b>	Central Adelaide Local Health Network (LHN)		
<b>Hospital/ Service/ Cluster:</b>	Hampstead Rehabilitation Centre		
<b>Division:</b>	Acute & Urgent Care		
<b>Department/Section / Unit/ Ward:</b>	Care of the Older Person and Community Transition (CO-ACT)		
<b>Role reports to:</b>	Inpatient Allied Health Team Leader		
<b>Role Created/ Reviewed Date:</b>	July 2024		
<b>Criminal and Relevant History Screening:</b>	<input type="checkbox"/> Aged (NPC or DHS) <input type="checkbox"/> Working With Children's Check (DHS) <input checked="" type="checkbox"/> National Police Check (NPC)		
<b>Immunisation Risk Category Requirements:</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 Social Worker will provide social work assessment and intervention for patients within the Care of the Older Person and Community Transition (CO-ACT) service, based at the Hampstead Rehabilitation Centre.

The Social Worker works at a high level of independence to deliver quality service provision for CO-ACT patients.

The Social Worker is developing more advanced knowledge and skills in the assessment and management of high acuity/complexity caseloads.

The Social Worker contributes to efficient, effective multidisciplinary management and care of patients. They may be involved in quality improvement and research activities.

### Direct Reports:

- Nil

### Key Relationships/ Interactions:

#### Internal

- Reporting operationally to the Inpatient Allied Health Team Leader and Co-ACT Allied Health Senior Manager.
- The incumbent collaborates and consults with colleagues and educates and provides clinical supervision to less experienced Social Work
- As a member of a multi-disciplinary team, the incumbent will liaise with other Allied Health, Medical and Nursing staff at all levels and provide advice and education on patient matters.

#### External

- The incumbent liaises with and collaborates with community and residential care services regarding patient care.
- Patient referrers
- Providers of follow-up services to patients discharged from the service

### Challenges associated with Role:

Major challenges currently associated with the role include:

- Understanding and respect diversity in culture, gender, social backgrounds and race within the workplace and in the broader community
- Understanding the needs of the vulnerable client groups or from culturally diverse backgrounds, often with concurrent comorbid medical and mental health needs
- Ability to adapt and embrace change while working respectfully within a multidisciplinary team
- The position is primarily located at Hampstead Rehabilitation Centre but the incumbent may be required to work from/to other CALHN sites.

### Delegations:

- **Staff supervised:** Nil

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Strategic Priorities	<b>Best Practice</b> <ul style="list-style-type: none"><li>• Contribute to the implementation of best practice operations and service delivery which support the strategic objectives of CALHN and the broader health reform agenda</li><li>• Support change management processes</li><li>• Contribute to communication processes that effectively deal with challenging behaviours and the resolution of conflicts</li><li>• Contributing to teamwork and a positive work culture an effective role model, demonstrating integrity, ethical standards, and work performance that is consistently of the highest standard</li></ul>

Key Result Areas	Major Responsibilities
Service Delivery and Development	<ul style="list-style-type: none"> <li>• Deliver contemporary high level clinical social work services</li> <li>• Plan, implement, review and evaluate appropriate evidence based interventions at local and regional level for priority vulnerable populations in partnership with other clinical leads and CALHN social work</li> <li>• Plan, develop, provide and evaluate health education/promotion strategies, treatment programs and service delivery models including care planning and service coordination for individuals and small groups by applying a variety of therapeutic principles</li> <li>• Providing specialist assessment and diagnosis of emotional and social health issues, including complex/chronic co-morbidities and high need short term therapeutic programs to improve self-efficacy, independence, access to community services and psychosocial outcomes (including quality of life) for the client group.</li> <li>• Providing high quality, effective and innovative social work services that are evidence based, particularly in the areas of counselling and treatment of a broad range of emotional and social health issues</li> <li>• Develop and maintain effective clinical practice in consultation with the team manager and clinical lead-social work</li> <li>• Actively and collaboratively participate in professional development activities in order to maintain professional standards and contemporary and evidenced based clinical practice</li> <li>• Work in partnership with other organisations (including Government and NGO's) and represent the organisation on interagency committees</li> <li>• As a member of the multi-disciplinary team, contribute to the ongoing development of integrated service delivery and clinical systems to support this.</li> <li>• Ensure current knowledge of systems and external agencies, including the social work role within these, such as ACAT and Guardianship Board</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• Provide social work consultancy and leadership to other staff and agencies as appropriate</li> <li>• Act as a resource person within an area based on knowledge, experience and skills</li> <li>• Work within the CO-ACT team to attain consistency of service delivery, and local service outcomes</li> <li>• Participate in overseeing learning experiences and goal setting for students, new staff and staff with less experience</li> <li>• Initiate and contribute to relevant inter agency coordination and integration processes for service delivery which support the strategic objectives of CO-ACT, CALHN, and federal and state priorities</li> <li>• Coordinate and support the development, implementation and evaluation of programs and policies in partnership with the interdisciplinary team</li> <li>• Monitor and report on clinical practices and outcomes within clinical service area and actively participate in initiating, developing and implementing quality and service improvement activities that enhance the delivery of clinical services and support achievement of key performance indicators</li> </ul>

<b>Key Result Areas</b>	<b>Major Responsibilities</b>
Multi-Disciplinary/inter-professional Practice and Education	<ul style="list-style-type: none"> <li>• Work cooperatively within a multi-disciplinary/ inter- professional team to develop, implement and evaluate a holistic health services which are responsive to community needs and CALHN strategic Direction.</li> <li>• Provide professional expertise and advice to health service staff and other agencies in the region.</li> <li>• Assisting in the review and formation of discipline specific clinical objectives, policies and procedures in collaboration with the Manager and interdisciplinary team</li> <li>• Plan and contribute to team discharge planning with client/family and liaising with external agencies as required.</li> </ul>
Contributes to service programmes including quality improvement activities	<ul style="list-style-type: none"> <li>• Working with others in collaborative quality improvement activities</li> <li>• Planning, reviewing and evaluating service delivery activities and outcomes</li> <li>• Ensuring best practice is incorporated into the social work service</li> <li>• Participating in working parties, committees and other relevant meetings</li> </ul>
Training and Development	<ul style="list-style-type: none"> <li>• Participate in relevant training and development activities to ensure effective and ongoing professional development</li> <li>• Has clear goals and expectations in accordance with organisational directions and achieves performance objectives</li> <li>• Professionally supervise and provide training and education opportunities for social workers and student social workers, health workers and other students, as appropriate</li> </ul>
Research and Evaluation	<ul style="list-style-type: none"> <li>• Participate in the development and implementation of research proposals relevant to the activities of the organisation and priority community groups and to inform policy development.</li> <li>• Participate in the development, implementation and review of models of service delivery</li> </ul>
Quality Assurance	<ul style="list-style-type: none"> <li>• Develop and maintain professional best practice standards (including KPI's) and guidelines relevant to counselling and social work practice.</li> <li>• Participate in a range of quality assurance processes, such as case review, clinical audits, program review, performance review, client record management and supervision to ensure service/program monitoring</li> </ul>
Monitoring and Reporting	<ul style="list-style-type: none"> <li>• Ensure client information and client statistical data is recorded appropriately and in a timely manner.</li> <li>• Contribute to the provision evidence to support changes to models of care and associated serviced delivery in relation to contemporary social work practice</li> <li>• Presents information both verbally and in writing in a clear and professional manner</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- A degree level qualification in the social work discipline giving eligibility with membership with relevant regulating agency and to a standard accepted by the Chief Executive

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

- Skills in social work interventions (i.e. case management/care coordination) appropriate to chronic disease management conditions and complex co-morbidities
- Ability to assess safety and risk: including elder abuse, domestic and family violence, child abuse and neglect and suicide risk
- Ability to conduct both, brief and need specific and comprehensive psychosocial assessments
- Ability to apply appropriate approaches for socio-legal issues and ethical decision making such as advance care directions and EPA
- Demonstrated ability in counselling and treatment of a broad range of emotional and social health issues including apply a trauma lens to manifestation of trauma i.e report of somatic symptoms.
- Skills in applying a Trauma –Informed Care approach to all interventions
- Advanced interpersonal skills, including the ability to work with interpreters and ability to communicate effectively both verbally and in writing with people from a broad range of backgrounds, cultural differences and special needs
- Ability to work as a member of a multi-disciplinary team in changing environments, and contribute to the development and attainment of team goals.
- Demonstrated ability to provide professional consultancy and advice to staff and other agencies as well as critically evaluate own work and engage in clinical supervision.

### **Experience:**

- Significant experience in providing complex clinical interventions in health care setting including: acute/sub-acute and community settings/outreach services
- Experience in providing services to community members living with the effects of trauma, complex co morbidities, chronic disease and social disadvantage
- Experience in providing supervision to other staff and/or to social work students.
- Experience in planning, developing, implementing and evaluating projects

### **Knowledge:**

- Knowledge of Social work theories and practice models including appropriate models of therapeutic interventions.
- Knowledge of motivational interviewing and strengths based practices to empower clients to build skills, knowledge and independence.
- Understanding of chronic disease conditions and effective intervention models
- Understanding of contemporary gender specific health issues and CALD people

## **DESIRABLE CHARACTERISTICS**

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

- Training or postgraduate qualifications in relevant clinical or supervisory theory or skills.
- Additional coursework in area of appropriate clinical skills.
- Demonstrated involvement in relevant professional development including external resources.

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

- Demonstrated ability in contributing to planning and implementing changes to service delivery
- Demonstrated interest in developing leadership skills especially in regard to implementing quality activities and contributing to service development and research
- An appreciation of the particular needs of vulnerable populations
- An understanding of the consequences of compound disadvantage and social health status.
- Knowledge of community services and agencies.
- Research skills.
- Ability to make positive contributions towards improving service quality.

### **Experience:**

- Experience in quality improvement activities.

**Knowledge:**

- Familiarity with current psychiatric diagnostic and classification system and assessment tools
- Demonstrated broad knowledge of professional standards and relevant legislation including the south Australian mental health Act and Guardianship and Administration Act



### 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.

### 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)* maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act, 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)*.
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- 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 and 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.

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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.

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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.

**Resilience:**

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

## 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 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.

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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)
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CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including SA Medical Imaging (SAMI), SA 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](http://centraladelaide.health.sa.gov.au)

## Values

### 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	Behaviours
<i>People first</i>	<ul style="list-style-type: none"><li>- I am there for my patients and colleagues when they need me most.</li><li>- I put myself in my patients and colleagues shoes to understand their needs.</li><li>- I go out of my way to make sure my patients and colleagues achieve the best outcome and have a great experience.</li><li>- I respect uniqueness in my colleagues, our patients and their families.</li></ul>
<i>Ideas driven</i>	<ul style="list-style-type: none"><li>- I look and listen to ensure I fully understand the problem and find a solution.</li><li>- I look for ways to break-down barriers and silos to hear new perspectives and solve complex problems.</li><li>- I invest in my own learning and look for opportunities to explore and introduce new ideas.</li><li>- I am interested in critical research and how it informs creative thinking.</li></ul>
<i>Future focussed</i>	<ul style="list-style-type: none"><li>- I embrace leading practices and use them to evolve our ways of working.</li><li>- I lead and support change to improve patient and organisational outcomes.</li><li>- I am constantly on the look-out for opportunities to improve.</li></ul>
<i>Community minded</i>	<ul style="list-style-type: none"><li>- I put my hand up to lead work that matters.</li><li>- I am accountable and focused on value.</li><li>- I value and champion diversity.</li><li>- I embrace collaboration and constructive partnerships.</li></ul>

### 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.

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.

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

## Role Acceptance

### Employee Acceptance

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

**Name:**

**Signature:**

**Date:**

## Approvals

### Role Description Delegate Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**

### Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/18	Minor formatting with order of information amended.
V4	11/07/18	26/03/19	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/19	04/06/19	Added categories for immunisation requirements on front page.
V6	05/06/19	25/06/19	Updated changes to the Criminal Relevant History and Screening.
V7	26/09/19	09/06/20	Updated legal entities to include new regional LHN's.
V8	10/06/2020	03/05/2021	Update Risk Management Statement
V9	04/05/21		Inclusion of integrity statement under Code of Ethics on Page 6
V10	08/12/2023		



## ROLE DESCRIPTION

<b>Role Title:</b>	Inpatient Allied Health Team Leader		
<b>Classification Code:</b>	AHP3	Position Number	
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (CALHN)		
<b>Site/Directorate</b>	Hampstead Rehabilitation Centre		
<b>Division:</b>	Acute & Urgent Care		
<b>Department/Section / Unit/ Ward:</b>	Care of the Older Person and Community Transition – CO-ACT		
<b>Role reports to:</b>	CO-ACT Allied Health Senior Manager		
<b>Role Created/ Reviewed Date:</b>	July 2024		
<b>Criminal History Clearance Requirements:</b>	<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)		
<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

<b>Primary Objective(s) of role:</b>
<p>The Inpatient Allied Health Team Leader is a highly experienced clinician who works collaboratively with the multi-disciplinary team, with team leadership associated to members of the in-patient allied health team, to deliver quality services to patients/clients within Acute &amp; Urgent Care program.</p> <p>The incumbent will support patients with complex situations and backgrounds that require time limited case coordination, comprehensive assessments and interventions to achieve a safe and sustainable discharge.</p> <p>The Inpatient Allied Health Team Leader will be required to maintain contemporary knowledge about access to Aged Care and the various pathways for discharge, to ensure clinical leadership and education within the organisation and act as an expert.</p> <p>This position will form a part of the integrated multidisciplinary team with a focus on supporting safe discharge for CO-ACT patients.</p>

<b>Direct Reports:</b>
<ul style="list-style-type: none"> <li>• Occupational Therapist AHP2</li> <li>• Speech Pathologist AHP3</li> <li>• Senior Dietitian AHP3</li> <li>• Social Worker AHP2</li> <li>• Physiotherapist AHP3</li> <li>• Podiatrist AHP3</li> </ul>

<b>Key Relationships/ Interactions:</b>
<p><u>Internal</u></p> <ul style="list-style-type: none"> <li>• Accountable to the CO-ACT Allied Health Senior Manager.</li> <li>• Works closely with multidisciplinary members of relevant unit and clinicians across the wider AUC service.</li> <li>• Accesses profession specific supervision and continuing professional education through appropriate CALHN Allied Health or nursing directorate channels.</li> <li>• Participates in meetings and sub-committees as required.</li> </ul> <p><u>External</u></p> <ul style="list-style-type: none"> <li>• Liaises with other groups and organisations delivering services to relevant patients, including GEM, Specialist Dementia within SA Health and the private sector.</li> <li>• Maintain and develop close working relationships with agencies and Aged Care businesses both residential and home care, other government and non-government departments, multidisciplinary staff from external agencies, colleagues in other regions of SA Health.</li> </ul>

<b>Challenges associated with Role:</b>
<p>Major challenges currently associated with the role include:</p> <ul style="list-style-type: none"> <li>• Maintaining up-to-date knowledge of community-based services, including changes to services and government policies such as the Aged Care legislation and processes</li> <li>• Lead on high quality, resource efficient service delivery, in line with SA Health and CALHN strategic objectives and rehabilitation key performance indicators.</li> <li>• Complex discharge planning</li> <li>• Managing a busy workload and competing demands requiring the ability to organise and prioritise workload and time.</li> <li>• Facilitating multi-disciplinary and inter-agency team working</li> </ul>

<b>Delegations:</b>
<p><b>Delegated Level Nil</b> in accordance with CALHN's Delegation of Authority Document</p> <p><b>Staff supervised:</b> Direct AHP1/2/3 and Allied Health Assistants</p>

<b>Special Conditions:</b>
<ul style="list-style-type: none"> <li>• 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 <i>SA Health Criminal and Relevant History Screening Policy Directive</i>.</li> <li>• For appointment in a Prescribed Position under the <i>Child Safety (Prohibited Persons) Act (2016)</i>, 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.</li> <li>• For 'Prescribed Positions' under the <i>Child Safety (Prohibited Persons) Act (2016)</i>, 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 <i>Accountability Principles 2014</i> issued pursuant to the <i>Aged Care Act 1997 (Cth)</i>.</li> </ul>

## OFFICIAL

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- 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 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.
- A current driver's licence is essential.
- Travel between various service locations and patients' homes will be required.
- Must be prepared to participate in ambulatory and/or inpatient services.
- May be required to work in areas outside of one's normal portfolio during certain circumstances, e.g. periods of reduced staffing or over Christmas/New Year.
- May be required to work at other sites within the Central Adelaide Local Health Network.

### 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)*.
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- 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.

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**White Ribbon:**

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**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](http://centraladelaide.health.sa.gov.au).

**Resilience:**

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**Integrity Statement:**

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**Key Result Area and Responsibilities**

<b>Key Result Areas</b>	<b>Major Responsibilities</b>
Responsible, for the development and provision of high-quality clinical service delivery	<ul style="list-style-type: none"> <li>• Provides Interdisciplinary assessments for the patients admitted to the relevant ward, makes interpretations of assessment findings, and formulates and implements interdisciplinary interventions &amp; discharge plans in collaboration with patients, carers, and relevant other clinicians. Monitor and report on patient journey, delays and length of stay data, including attending relevant meetings.</li> <li>• Developing, reviewing, and evaluating clinical protocols, policies, procedures, and resources within a best practice framework within a service stream.</li> </ul>
Responsible for the development, provision and management of a quality planning and discharge processes	<ul style="list-style-type: none"> <li>• Coordinate multidisciplinary processes for discharge planning, including coordination and collation of documentation requirements, escalation of delays, liaison with patients and their families/carers and the multidisciplinary team.</li> <li>• Providing leadership and expert specialist consultancy and advice to management, staff and other health professionals on supporting efficient and timely discharge for aged care eligible inpatients and in relevant committees and / or working parties</li> <li>• Evaluating and monitoring the efficiency of systems and processes regarding the management of aged care eligible inpatients; assessing changing needs; and developing and implementing changes Preparing and contributing to submissions relating to Discharge Case Coordination processes for eligible inpatients / management of long stay inpatients</li> </ul>
Deliver specialist clinical services in line with professional background	<ul style="list-style-type: none"> <li>• Work under limited direction and accept professional responsibility for a high standard of direct service for patients within the specialty area within CALHN acute and/or sub-acute services.</li> <li>• Providing specialist clinical services to clients, both in an interdisciplinary and discipline specific capacity, in line with professional qualifications background.</li> <li>• Ensuring documentation is consistent with service policy and practice.</li> <li>• Providing information to patients, families, carers, and community services.</li> <li>• Undertaking comprehensive discharge planning in conjunction with other team members.</li> </ul>
Contribute to service development, education and quality improvement	<ul style="list-style-type: none"> <li>• Participate in the coordination and delivery of the continuing education program for the multi-disciplinary team.</li> <li>• Participate in research; leading or supporting other team members, to improve services and outcomes for patients.</li> <li>• Participate in and lead reviews and changes to components of service delivery models across relevant work area.</li> <li>• Contribute 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>• Contribute to the education program within the relevant unit and multidisciplinary team.</li> </ul>

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Training and Education	<ul style="list-style-type: none"><li>• Provide supervision to undergraduate and post-graduate students within discipline profession and provide support to students on placement from other disciplines.</li><li>• Display a commitment to continuous personal and professional development and pursues professional development opportunities.</li><li>• 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).</li><li>• Participating in the SA Health Clinical Supervision Framework with an experienced discipline senior clinician.</li><li>• Applying developing reflective practice skills.</li><li>• Utilises the support of mentors and peers.</li></ul>
Demonstrate clinical leadership and teamwork across the service	<ul style="list-style-type: none"><li>• Lead, develop and foster a positive work culture which is based on SA Health's values.</li><li>• Demonstrate leadership to coordinate service delivery, quality improvements and other team processes.</li><li>• Delegate tasks to assistant and administrative staff as appropriate, ensuring they are completed safely and appropriately.</li><li>• Promote the competent performance of staff by providing appropriate orientation, supervision, staff development and performance management and peer review, as required.</li></ul>

## Knowledge, Skills and Experience

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- For registered Allied Health professions – An appropriate degree level qualification or equivalent which entitles general registration with the relevant Registration Board of Australia and Australian Health Practitioner’s Regulation Authority (AHPRA).
- For Self-regulated Allied Health professions – An appropriate degree level qualification or equivalent which entitles which gives eligibility for full membership of the professional body.

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

- Ability to function as a leader in an interdisciplinary team, demonstrating and fostering teamwork and collaboration.
- Ability to apply high level professional judgement, clinical reasoning and skills.
- Highly developed organisational skills including the ability to set priorities, meet deadlines, problem solve, negotiate and demonstrate initiative according to clinical demands and service priorities.
- Ability to analyse issues and formulate suitable solutions, negotiating and managing conflict or problems that arise constructively and efficiently.
- Advanced ability to communicate effectively verbally and in writing with staff at all levels, clients, families and community agencies.
- Ability to identify client and service needs, set plans, achieve objectives and evaluate program outcomes.
- Demonstrated ability to provide professional consultancy, education and advice to staff and other agencies.
- Demonstrated competence and relevant high-level professional skills based on discipline background.
- Ability to advocate for staff and clients and be responsive to consumer feedback.
- Demonstrated ability to work independently with minimal supervision.
- Demonstrated expertise to contribute to the advancement of clinical practice through research projects, involvement in policy and service planning and active participation in quality improvement activity.

#### **Experience**

- Experience in the assessment and provision of high-quality discharge planning
- Experience working with families and substitute decision makers and having crucial conversations.
- Experience & skills in patient/family-centred practice, community engagement and cultural competency.
- Experience in supervision and clinical teaching
- Extensive clinical experience in evidence-based health care
- Experience with identifying and implementing service improvement and evaluation activity.  
Experience working with older persons; aged care access, planning and plan implementation.

#### **Knowledge**

- Clinical experience working with patients in aging population with complexities psychosocial, medical and challenging behaviours.

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- Knowledge of the roles and responsibilities of clinicians in the multidisciplinary team and an understanding of how an interdisciplinary role would compliment the skills and specialties of other members of the team.
  - Knowledge of discipline specific evaluation and outcome measures and techniques.
  - Excellent knowledge of community services and resources.
  - Knowledge of research methodologies and clinical evaluation processes, in particular outcome measurement, analysis and reporting.
  - Experience in care coordination and accessing community-based services including Disability and aged care service providers and funding bodies.
  - Experience in service evaluation, and planning and implementing service improvements, quality activities or research.
  - Demonstrated ability to implement changes in practice to support evidence based clinical service delivery in rehabilitation.
  - Proven experience in computing skills, including email and word processing to facilitate effective use of an electronic medical Record and Patient Administrative System and other relevant systems.
- Working knowledge of relevant discharge pathways and services including aged care.

### **DESIRABLE CHARACTERISTICS**

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

- Higher degree or additional qualifications in relevant field

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

- Demonstrated interest in developing clinical leadership skills especially in regard to implementing service improvement practice.

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of the Statewide Clinical Support Services (SCSS) including SA Medical Imaging (SAMI), SA 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](http://centraladelaide.health.sa.gov.au).



## 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*

#### 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.

*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 constantly on the look-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:**

**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:**

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**ROLE DESCRIPTION**

<b>Role Title:</b>	Senior Dietitian		
<b>Classification Code:</b>	AHP3	Position Number	
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (LHN)		
<b>Hospital/ Service/ Cluster:</b>	Hampstead Rehabilitation Centre		
<b>Division:</b>	Acute & Urgent Care		
<b>Department/Section / Unit/ Ward:</b>	Care of the Older Person and Community Transition (CO-ACT)		
<b>Role reports to:</b>	Inpatient Allied Health Team Leader		
<b>Role Created/ Reviewed Date:</b>	July 2024		
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC or DHS) <input type="checkbox"/> Working With Children’s Check (WWCC) (DHS) <input checked="" type="checkbox"/> National Police Check (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**

<b>Primary Objective(s) of role:</b>
<p>The Senior Dietitian provides nutritional assessment, care, treatment and counselling for patients within the Care of the Older Person and Community Transition (CO-ACT) service, based at the Hampstead Rehabilitation Centre.</p> <p>The Senior Dietitian works in collaboration with other members of the multidisciplinary team, to effectively plan and deliver therapeutic interventions based on patients’ individual needs and goals. This involves consultation and liaison with the team, other professional disciplines and non-government organisations, the patient, their carers and family. They may be involved in quality improvement and research activities.</p>
<b>Direct Reports:</b>
Nil
<b>Key Relationships/ Interactions:</b>
<p><u>Internal &amp; External</u></p> <ul style="list-style-type: none"> <li>• Reporting to the Inpatient Allied Health Team Leader</li> <li>• Works closely with allied health assistants, medical, nursing and other allied health members of the interdisciplinary team.</li> </ul>

External

- Providers of follow-up services to patients discharged from the service.
- Maintains working relationships with external service providers, residential care facilities and community non-government organisations to support client transitions to the community.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- Management of clients with complex health and psychosocial presentations.
- Dealing with a high demand on the service through prioritisation and ongoing review of efficiencies.

**Delegations:**

*Nil*

**Key Result Area and Responsibilities**

Key Result Areas	Major Responsibilities
<p>Provide specialised clinical services to a complex client group to maximise rehabilitation by:</p>	<ul style="list-style-type: none"> <li>• applying advanced professional knowledge and skills to provide Dietetics assessments, make interpretations of assessment findings to formulate and implement Dietetics intervention plans in collaboration with clients, their families, carers and other clinicians within the team</li> <li>• operate with a high level of professional independence, managing non-routine, complex clinical situations, i.e. requiring advanced problem solving, professional decision making and practice skills</li> <li>• recording timely information regarding assessments and interventions in the client's medical records</li> <li>• Participating in multidisciplinary clinical activities such as ward rounds, team huddles and clinical meetings</li> <li>• delegating appropriate tasks and ensuring that delegated tasks are performed safely and effectively</li> <li>• incorporating relevant evidence and/or accepted best practice in the selection and application of Nutritional Care methods</li> <li>• providing education and training to clients and carers as appropriate</li> </ul>
<p>Provide clinical leadership to support the delivery of rehabilitation services and team functions by:</p>	<ul style="list-style-type: none"> <li>• using well developed self-organisation, communication and team management skills to help deliver a consistent and reliable standard of service</li> <li>• supporting the Service Manager to deliver team based clinical and strategic planning activities to enhance the overall service provided to clients</li> <li>• Ensuring Dietetic services are consistent with evidence-based practice and meet the needs of clients, their families and carers by facilitating and contributing to the development, implementation and evaluation of consumer partnership processes</li> <li>• represent the allied health team on internal and external committees and working parties</li> <li>• documenting assessment findings and interventions in medical records</li> <li>• liaising with inpatient colleagues regarding the transition of clients into the service and ensuring clinical handover occurs in safe and effective manner</li> <li>• providing information and education to clients and/or relatives about level of functioning and ongoing management</li> <li>• linking clients and carers with relevant community resources and services</li> <li>• communicating regularly with the Service Manager regarding issues relevant to Dietetics</li> </ul>
<p>Lead and support quality assurance activities to develop services provided within rehabilitation Services:</p>	<ul style="list-style-type: none"> <li>• maintaining a strong patient focus and commitment to continuous improvement</li> <li>• supporting and guiding other members of the team to deliver high quality clinical services</li> <li>• providing advice and a consultative service regarding Dietetics to other team members, disciplines and agencies</li> <li>• leading and implementing service planning in the area of nutrition</li> </ul>

**OFFICIAL**

	<ul style="list-style-type: none"> <li>• initiating and leading quality and service improvement activities within the team</li> <li>• maintaining knowledge of the changing aged care and elderly needs of the community, particularly those with chronic, complex and neurological conditions</li> <li>• continuously monitoring work practices and standards of the discipline to maintain them to a high level</li> <li>• identifying and pursuing professional development needs, assist to identify and support the development of others and contribute to learning in the work area</li> <li>• contributing to and supporting the collection of required data to evaluate service effectiveness</li> <li>• developing, sharing and contributing to research and evaluation activities linked to the organisation's strategic direction</li> <li>• actively participating and developing in the professional development, clinical supervision and review processes</li> <li>• displaying a commitment to achieving and complying with National Safety &amp; Quality Health Service Standards</li> </ul>
<p>Actively contribute to the effective management of the Rehabilitation Service by:</p>	<ul style="list-style-type: none"> <li>• Applying knowledge of CALHN strategic directions, health unit operations, service delivery and workforce issues, and high level professional skills</li> <li>• assisting with monitoring the levels and types of Dietetics services required by the service</li> <li>• prioritising clinical demands and cases, incorporating risk management and resource allocation principles</li> <li>• maintaining and collating relevant work statistics</li> <li>• Works to meet local KPI's and service targets and implement into practice at a departmental level, and unit when relevant</li> <li>• developing and maintaining relevant procedures in conjunction with the Service Manager</li> <li>• recommending procurement requirements including purchase, ordering and maintenance of equipment and supplies for the Dietetics Service within Rehabilitation</li> <li>• Providing advice to management on professional service development, practice and redesign, in response to demand and client needs and profession specific protocols and practices</li> </ul>
<p>Contribute to the provision of a safe, healthy and equitable work environment by:</p>	<ul style="list-style-type: none"> <li>• reporting all staff accidents, incidents and near misses</li> <li>• complying with reasonable instructions or procedures aimed at protecting the health and safety of themselves and others</li> <li>• carrying out responsibilities as detailed in work, health, safety and injury management policies and procedures</li> <li>• maintaining knowledge of and adhering to the principles and standards of equal employment opportunity legislation which ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment</li> <li>• respecting people, understanding cultural difference, is sensitive and values differences and builds a positive relationship with all members of the community</li> <li>• ensuring the risk assessments are undertaken and strategies are put in place to address any risk or hazard</li> <li>• working with management to ensure appropriate workloads are maintained</li> </ul>

## Knowledge, Skills and Experience

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- Appropriate degree or equivalent qualification which gives eligibility for full membership of Dietitians Australia.

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

- Ability to apply advanced professional judgement and clinical skills, with minimal professional supervision, to the clinical management of complex elderly clients
- Ability to implement client centred and evidence based practice in complex clinical situations
- Excellent written and verbal communication skills
- High level interpersonal, negotiating, counselling and problem solving skills with the ability to work effectively in a variety of teams and ability to interact with clients, family and carers
- High levels of reliability, responsibility and organisational skills including the ability to set priorities for self and others, organise activities, delegate appropriately
- Initiative to improve personal and professional skills by seeking and acting on constructive feedback and by actively participating in self-directed and programmed professional development.
- Ability to lead and make positive contributions towards improving service quality in line with organisational goals.
- Ability to demonstrate the use of outcome measures to evaluate efficacy of treatments
- Demonstrated flexibility and ability to adapt to changing service provision needs.

#### **Experience**

- Extensive experience in the assessment and provision of high quality team based care to adult and elderly clients with a variety of neurological or other complex health conditions.
- Extensive experience in working in a multidisciplinary or interdisciplinary setting
- Experience in establishing and maintaining high standards of Dietetics in rehabilitation.
- Experience in managing complex clinical situations with reduced professional supervision.
- Experience in planning, implementing and evaluating service improvements or quality activities.
- Experience in managing complex clinical situations with reduced professional supervision.
- Proven experience in basic computing skills, including email and work processing to facilitate effective use of Electronic Patient Administrative System (i.e. Sunrise EMR)

#### **Knowledge**

- Evidence based knowledge of best practice in the nutrition management of older adult and elderly clients
- Understanding of the wider health system environment in which the service operates
- Understanding of Quality Management principles and procedures
- Awareness of National Safety and Quality Health Service Standards.

### **DESIRABLE CHARACTERISTICS**

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

- Training or postgraduate qualifications in relevant clinical area

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

- Demonstrated commitment to excellence and innovation in work practices for older adults and elderly clients.

- Demonstrated flexibility and ability to adapt to changing service provision needs.

**Experience**

- Proven experience working with older adults and elderly clients with complex health conditions.

**Knowledge**

- Knowledge of research methodologies and clinical evaluation processes (in particular outcome measurement, analysis and reporting).
- Knowledge of local and state-wide services and resources relevant to the target population

<b>Special Conditions:</b>
<ul style="list-style-type: none"> <li>• 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 the a satisfactory current Criminal and Relevant History Screening, as required by the <i>SA Health Criminal and Relevant History Screening Policy Directive</i>.</li> <li>• <i>For appointment in a Prescribed Position</i> under the <i>Child Safety (Prohibited Persons) Act (2016)</i>, 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.</li> <li>• For <i>'Prescribed Positions'</i> under the <i>Child Safety (Prohibited Persons) Act (2016)</i>, the individual's WWCCs must be renewed every 5 years from the date of issue; and for <i>'Approved Aged Care Provider Positions'</i> every 3 years from date of issue as required by the <i>Accountability Principles 2014</i> issued pursuant to the <i>Aged Care Act 1997 (Cth)</i>.</li> <li>• Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.</li> <li>• 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 <i>Public Sector Act 2009</i> for Public Sector employees or the <i>SA Health (Health Care Act) Human Resources Manual</i> for Health Care Act employees.</li> <li>• 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.</li> <li>• May be required to work over a 5 or 7 day roster. Acceptance of staff rotation is a condition of employment.</li> <li>• Some out of hours work may be required.</li> </ul>

<b>General Requirements:</b>
<p>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:</p> <ul style="list-style-type: none"> <li>• <i>Work Health and Safety Act 2012 (SA)</i> and when relevant WHS Defined Officers must meet due diligence requirements.</li> <li>• <i>Return to Work Act 2014 (SA)</i>, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.</li> </ul>



- 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 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.

**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 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:**

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 DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including SA Medical Imaging (SAMI), SA 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](http://centraladelaide.health.sa.gov.au)

## Values

### 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.

<b>Values</b>	<b>Behaviours</b>
<i>People first</i>	<ul style="list-style-type: none"> <li>- I am there for my patients and colleagues when they need me most.</li> <li>- I put myself in my patients and colleagues shoes to understand their needs.</li> <li>- I go out of my way to make sure my patients and colleagues achieve the best outcome and have a great experience.</li> <li>- I respect uniqueness in my colleagues, our patients and their families.</li> </ul>
<i>Ideas driven</i>	<ul style="list-style-type: none"> <li>- I look and listen to ensure I fully understand the problem and find a solution.</li> <li>- I look for ways to break-down barriers and silos to hear new perspectives and solve complex problems.</li> <li>- I invest in my own learning and look for opportunities to explore and introduce new ideas.</li> <li>- I am interested in critical research and how it informs creative thinking.</li> </ul>
<i>Future focussed</i>	<ul style="list-style-type: none"> <li>- I embrace leading practices and use them to evolve our ways of working.</li> <li>- I lead and support change to improve patient and organisational outcomes.</li> <li>- I am constantly on the look-out for opportunities to improve.</li> </ul>
<i>Community minded</i>	<ul style="list-style-type: none"> <li>- I put my hand up to lead work that matters.</li> <li>- I am accountable and focused on value.</li> <li>- I value and champion diversity.</li> <li>- I embrace collaboration and constructive partnerships.</li> </ul>

### 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.

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.

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

**Role Acceptance**

**Employee Acceptance**

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

**Name:**

**Signature:**

**Date:**

**Approvals**

**Role Description Delegate Approval**

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date**



### ROLE DESCRIPTION

<b>Role Title:</b>	Senior Occupational Therapist Access and Community Brokerage		
<b>Classification Code:</b>	AHP3	Position Number	
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (CALHN)		
<b>Site/Directorate</b>	Hampstead Rehabilitation Centre		
<b>Division:</b>	Acute & Urgent Care		
<b>Department/Section / Unit/ Ward:</b>	Care of the Older Person and Community Transition (CO-ACT)		
<b>Role reports to:</b>	Access and Community Brokerage Manager		
<b>Role Created/ Reviewed Date:</b>	August 2024		
<b>Criminal History Clearance Requirements:</b>	<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)		
<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

<b>Primary Objective(s) of role:</b>
<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>

<b>Key Relationships/ Interactions:</b>
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### Internal

- 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.

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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:**

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

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

## **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](http://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*

#### 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.

*Ideas driven*

*Future focussed*

*Community minded*

### 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:**







## ROLE DESCRIPTION

<b>Role Title:</b>	Senior Physiotherapist		
<b>Classification Code:</b>	AHP3	Position Number	
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (LHN)		
<b>Site/Directorate</b>	Hampstead Rehabilitation Centre		
<b>Division:</b>	Acute & Urgent Care		
<b>Department/Section / Unit/ Ward:</b>	Care of the Older Person and Community Transition (CO-ACT)		
<b>Role reports to:</b>	Inpatient Allied Health Team Leader		
<b>Role Created/ Reviewed Date:</b>	August 2024		
<b>Criminal History Clearance Requirements:</b>	<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)		
<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

<b>Primary Objective(s) of role:</b>
<p>The Senior Physiotherapist provides physiotherapy services, usually as part of a specialist multidisciplinary team, in a particular clinical area of CALHN which requires advanced physiotherapy skills and knowledge. In addition to a clinical caseload, he/she provides consultancy to others and advises management in the area of expertise; provides clinical supervision to assigned staff and students; and contributes to education activities.</p>
<b>Direct Reports:</b>
Nil
<b>Key Relationships/ Interactions:</b>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>Responsible to the Inpatient Allied Health Team Leader</li> <li>Other members of the CO-ACT Unit</li> <li>Medical, nursing and other allied health members of the specialist multidisciplinary team in his/her relevant clinical specialty</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>Liaises with services within SA Health and external organisations where relevant.</li> </ul>
<b>Challenges associated with Role:</b>

Major challenges currently associated with the role include:

- Broad spectrum of clinical conditions to be competently managed with relative independence
- Discharge planning in complex clinical situations

**Delegations:**

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.
- Participation in the relevant campus's out-of-hours clinical roster according to site arrangements.
- You will be rostered 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.
- Travel between CALHN sites is required.
- May be required to work in areas of the Hospital outside of one's specific clinical specialty during certain circumstances eg periods of reduced staffing.

**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 sensitivity and respect across all SA Health practice and service delivery.
- Applying the principles of the *South Australian Government's Risk Management Policy* to work as appropriate.

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**Key Result Area and Responsibilities**

Key result areas	Major responsibilities
<p>Contribute to the provision of high quality patient centred clinical care within one's specific clinical specialty by:</p>	<ul style="list-style-type: none"> <li>• using high-level professional knowledge and skill to manage referrals, provide physiotherapy assessments, make interpretations of assessment findings, and formulate and implement physiotherapy intervention plans in collaboration with patients, carers and relevant other clinicians</li> <li>• using communication skills of an advanced level of maturity and empathy to engage successfully with patients, their families and care providers</li> <li>• managing complex cases, with minimal professional supervision, either as primary therapist or as consultant to other members of the physiotherapy team or wider Department</li> <li>• recording timely information regarding assessments and interventions in patients' medical records</li> <li>• attending and actively participating in multidisciplinary clinical activities such as ward rounds and meetings</li> <li>• delegating appropriate tasks to physiotherapy assistants and ensuring that delegated tasks are performed safely and effectively</li> <li>• seeking and incorporating relevant evidence and/or accepted best practice in the selection and application of physiotherapy methods and techniques</li> <li>• providing an expert education and consultancy service in the clinical specialty to CALHN staff and staff, particularly physiotherapists, of other health units that receive patients from CALHN health units</li> <li>• contributing to the effectiveness of the specialist multidisciplinary team and the formation and review of their objectives, policies and procedures by participating in relevant business and project activities.</li> </ul>
<p>Contribute to the effectiveness and efficiency of the physiotherapy service by:</p>	<ul style="list-style-type: none"> <li>• using advanced self-organisation, communication and teamwork skills to complete clinical, administrative, representative, and quality improvement activities</li> <li>• acting as a role model for AHP1, AHP2 and support staff including adhering to and promoting departmental, CALHN, SA Health and Public Sector policies and procedures</li> <li>• actively contributing to the Department's continuing professional development and formal performance review programs</li> <li>• providing professional support and oversight of AHP1, AHP2 and support staff as required</li> <li>• actively contributing to the planning, development and implementation of departmental policies and procedures as they pertain to one's specific clinical specialty</li> <li>• initiating, implementing and completing quality improvement activities within one's specific clinical specialty</li> <li>• informing the Discharge Pathway Coordinator of issues arising within the specialist area, including service demand and client needs</li> </ul>

	<ul style="list-style-type: none"> <li>• advising the relevant Discharge Pathway Coordinator on professional service delivery development, practice and redesign, and other opportunities for improvement as they pertain to one's specific clinical specialty</li> <li>• undertaking and/or leading specific project work on issues relevant to one's specific clinical specialty.</li> </ul>
<p>Contribute to physiotherapy or clinical specialty specific knowledge by:</p>	<ul style="list-style-type: none"> <li>• conducting research and supporting other members of one's physiotherapy and specialist multidisciplinary teams in research and evaluation activities.</li> </ul>
<p>Actively contribute to the educational activities of one's physiotherapy and specialist multidisciplinary teams by:</p>	<ul style="list-style-type: none"> <li>• supervising, teaching and lecturing other staff members, visitors, staff of external agencies and students as required.</li> </ul>

## Knowledge, Skills and Experience

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- Degree or equivalent qualification which entitles registration with the Physiotherapy Board of Australia.

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

- Sufficient physical strength, flexibility and endurance for the manual handling requirements of the caseload, including out of hours work where this is required.
- Ability to independently apply a high level of professional judgement relevant to the clinical specialty.
- Advanced ability to implement patient centred and evidence based practice.
- Advanced written and verbal communication skills.
- Ability to work effectively as a clinical leader within physiotherapy and specialist multidisciplinary teams.
- Ability to interact with other people in a tactful, sensitive and ethical manner.
- Advanced ability to set priorities, organise activities, and achieve timely outcomes in a range of clinical and non-clinical situations.
- A calm, stable and approachable manner.
- Reliability.
- Demonstrated flexibility to respond to the needs of the organisation and one's fellow workers.
- For inpatient positions, demonstrated commitment to share the weekend and public holiday load of 7-day service delivery according to organisational expectations.
- Advanced ability to provide timely, accurate, legible and complete clinical records and workload data.
- Initiative to improve personal and professional skills by seeking and acting on constructive feedback and by actively participating in self-directed and programmed professional development.
- Willingness and ability to work safely and effectively in other areas of the Hospital for out of hours work (where this is required) or during extenuating circumstances eg significantly reduced staffing.
- Ability to perform basic life support procedures.

#### **Experience**

- Substantial and recent experience in the clinical specialty to enable input at a senior clinician level.
- Demonstrated involvement in contemporary physiotherapy and clinical specialty specific professional development.
- Experience in managing complex clinical situations with minimal professional supervision.
- Experience in staff or student supervision.
- Experience with initiating and completing service improvement activities.

#### **Knowledge**

- Extensive evidence based clinical knowledge, sufficient to enable safe and effective work with minimal supervision in the relevant clinical specialty.
- Awareness of responsibilities with regard to work health and safety.
- An understanding of the wider health system environment and issues affecting physiotherapy services in public hospitals.
- Knowledge of research methodologies and clinical evaluation processes.



## Organisational Context

### Organisational Overview:

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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.

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

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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](http://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.

### **Physiotherapy**

Physiotherapy covers the spectrum of CALHN services across the acute, sub-acute and ambulatory continuum to the local community, admitted country patients and via specific State-wide services (Spinal Cord Injury, Brain Injury, Burns, Adult Cystic Fibrosis, Lung Transplant, Adult Haemophilia and metropolitan SA Prison Health). CALHN Physiotherapists and Physiotherapy Assistants provide campus-based and off-site services in patients' homes and community hydrotherapy facilities. Clinical services include assessment of patients' cardiorespiratory, musculoskeletal and neurological status and their functional performance; and therapy programs addressing physical impairments, pain and cognitive/behavioural issues affecting function. Several advanced practice roles exist within the service in the musculoskeletal area. The service is committed to quality improvement, evidence based practice, the ongoing development of staff, clinical research and the teaching and training of physiotherapy 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

#### Behaviours

*People first*

- 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.

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*Future focussed*

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*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:**

**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:**

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**ROLE DESCRIPTION**

<b>Role Title:</b>	Senior Social Worker Access and Community Brokerage		
<b>Classification Code:</b>	AHP3	Position Number	
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (CALHN)		
<b>Site/Directorate</b>	Hampstead Rehabilitation Centre		
<b>Division:</b>	Acute & Urgent Care		
<b>Department/Section / Unit/ Ward:</b>	Care of the Older Person and Community Transition (CO-ACT)		
<b>Role reports to:</b>	Access and Community Brokerage Manager		
<b>Role Created/ Reviewed Date:</b>	July 2024		
<b>Criminal History Clearance Requirements:</b>	<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)		
<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**

<b>Primary Objective(s) of role:</b>
<p>The Senior Social Worker Access and Community Brokerage, in collaboration with their multidisciplinary team, is accountable for the planning and provision of high-quality social work services and participates in discipline and clinical service education, quality improvement and planning activities. These lead to best practice service delivery resulting in improved clinical outcomes for the patients of the Central Adelaide Local Health Network (CALHN), including the Rehabilitation Centre (HRC) and community and ambulatory services or programs.</p> <p>The Senior Social Worker Access and Community Brokerage demonstrates a specialising level of professional knowledge and skill with complex caseloads, and is responsible with their team, for the daily management, coordination, and supervision of social work services, ensuring evidence-based, effective and patient-centred clinical service provision in line with current best practice.</p> <p>The Senior Social Worker Access and Community Brokerage informs and advocates on a wide range of issues as they pertain to their particular patient group.</p> <p>As a clinical leader, mentor and clinical supervisor, the Senior Social Worker Access and Community Brokerage provides clinical support and profession-specific supervision to less experienced social workers and assistants and plays a leadership role in the clinical education of other staff and professional students within CALHN.</p> <p>The Senior Social Worker Access and Community Brokerage plays a leadership role in the CO-ACT unit, collaborates with other clinical seniors to actively promote and contribute to research and evaluation to inform improvements in clinical practice.</p>

The Senior Social Worker Access and Community Brokerage, as part of the multidisciplinary clinical leadership team working within a particular service, also plays a leadership role in their assigned clinical service under the professional management of that service's manager. As part of this responsibility, they are required to contribute to initiatives that support patient flow and service efficiencies.

They will also develop, nurture and promote increased expertise and service improvements in their specific area of service delivery, represent CALHN on relevant committees, and may be required to contribute to or manage relevant projects.

### Key Relationships/ Interactions:

#### Internal

- Is accountable to the Access and Community Brokerage Manager.
- Leads and supervises a team of social workers, allied health assistants and students in their allocated unit, ward, service or program.
- Works with other members of the social work discipline within the service and across CALHN.
- Works collaboratively with a range of staff within the service or program and across the region including allied health, medical, nursing, and administrative staff, and multi-disciplinary staff from external agencies.
- Participates in /leads meetings and committees/sub-committees as required.
- May represent the Senior Manager(s) or Director Social Work, the Social Work service, or Allied Health Directorates in relevant forums.

#### External

- Referring bodies
- Providers of follow-up services to patients discharged from CALHN Social Work.
- 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:

- Managing a broad spectrum of complex clinical and psychosocial presentations with relative independence.
- Discharge planning in complex clinical situations
- Working autonomously without direct professional supervision
- Working in a multi-disciplinary or inter-disciplinary team in a fast-paced service and constantly changing, dynamic health environment.
- May be required to work across multiple sites, services or programs, particularly to meet specific organisational priorities.

### Delegations:

**Delegated Level** Nil in accordance with CALHN's Delegation of Authority Document

**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.
- The incumbent will be rostered to work ordinary hours over five or seven days of the week including out of hours/weekend work depending on unit/service/site allocation.  
Roster arrangements may be reviewed/varied, in order to meet organisational requirements.
- Will provide placements for Social Work students where they are offered opportunities to observe and participate in all aspects of social work in a tertiary and community healthcare settings.
- The incumbent may be required to undertake after hours on-call response via a roster system for which an allowance is paid in accordance with relevant provisions of the Enterprise Agreement.
- Must have current South Australian driver's license and willingness to drive a government plated vehicle when employed in a community setting.
- Will be required to work off site, travel between locations including the client's own environment within the metropolitan region depending on unit/service/site allocation

### 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](http://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>Responsible for the provision of high-quality patient centred clinical care within a specific clinical specialty by:</p>	<ul style="list-style-type: none"> <li>• Applying high-level professional knowledge and skill to manage referrals, provide social work assessments, make interpretations of assessment findings, and formulate and implement social work intervention plans in collaboration with patients, carers and relevant other clinicians.</li> <li>• Applying advanced problem solving, professional decision making and practice skills to managing complex cases and situations, with minimal professional supervision, either as primary social worker or as consultant to other members of the social work team or wider service.</li> <li>• Recording timely information regarding assessments and interventions in patients' medical records</li> <li>• Attending and actively participating in multidisciplinary clinical activities such as ward rounds, team huddles and clinical meetings</li> <li>• Delegating appropriate tasks to allied health assistants and ensuring that delegated tasks are performed safely and effectively</li> <li>• Providing an expert education and consultancy service in the clinical specialty to CALHN staff and staff, particularly social workers, of other health units that receive patients from CALHN health units</li> <li>• Seeking and incorporating relevant evidence and/or accepted best practice in the selection and application of social work methods and techniques.</li> <li>• Using communication skills of an advanced level of maturity and empathy to engage successfully with patients, their families and care providers</li> <li>• Contributing to the effectiveness of the specialist multidisciplinary team and the formation and review of their objectives, policies and procedures by participating in relevant business and project activities.</li> </ul>
<p>Apply clinical leadership to contribute to the effectiveness and efficiency of the social work service and interdisciplinary team services by:</p>	<ul style="list-style-type: none"> <li>• Using advanced self-organisation, communication and teamwork skills to complete clinical, administrative, representative, and quality improvement activities, helping to deliver a consistent and reliable standard of service.</li> <li>• Working under limited direction, accepting professional responsibility for a high standard of complex, specialised or strategically significant work, including providing advice to Management on the effective allocation of resources in the delivery of clinical education and services across SA Health.</li> <li>• Actively contributing to the planning, development and implementation of departmental policies and procedures as they pertain to one's specific clinical specialty, applying knowledge of SA Health and CALHN strategic directions, health unit operations, service delivery and workforce issues.</li> <li>• Leading and supporting the discipline and service leadership to deliver team-based clinical and strategic planning activities to enhance the overall service provided to clients in response to demand and client needs</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensuring that social work services are consistent with evidence-based practice and meet the needs of clients, their families and carers by facilitating and contributing to the development, implementation and evaluation of consumer partnership processes.</li> <li>• Prioritising clinical demands and cases, incorporating risk management and resource allocation principles.</li> <li>• Providing professional support and practice oversight of AHP2, Allied Health Assistants, and support staff including orientation, training, and supervision.</li> <li>• Representing the team on internal and external committees and working parties.</li> <li>• Informing the Access and Community Brokerage Manager, issues arising within the specialist area, including service demand and client needs.</li> </ul>
<p>Lead and support professional development and quality assurance activities to develop services by:</p>	<ul style="list-style-type: none"> <li>• Maintaining a strong customer focus and commitment to continuous improvement.</li> <li>• Providing advice and a consultative service regarding social work to other team members, disciplines and agencies.</li> <li>• Actively contributing to the Department's continuing professional development and formal performance review programs</li> <li>• Initiating, implementing and completing quality improvement and project activities within one's specific clinical specialty</li> <li>• Providing professional practice supervision, mentoring and support to AHP2 social workers, Allied Health assistants and students to ensure high level of service delivery and health care in accordance to relevant policies, practices and procedures where relevant</li> <li>• Supervising, teaching and lecturing other staff members, visitors, staff of external agencies and students as required.</li> <li>• Identifying and pursuing professional development needs, supporting the development of others and contributing to learning in the work area.</li> <li>• Contributing to and supporting the collection of relevant data to evaluate service effectiveness.</li> <li>• Providing advice to management, both of social work and the Functional Service/Clinical Stream on professional service delivery development, practice and redesign in response to evidence, demand and client needs within the area of specialisation and, where relevant, the organisation and the region.</li> <li>• Determining operational policy and procedures for the area of specialisation within the framework of the organisations requirements.</li> <li>• Conducting research and supporting other members of social work, and specialist multidisciplinary team in research, quality improvement and evaluation activities linked to the National Safety &amp; Quality Health Service Standards and the organisation's strategic direction.</li> <li>• Displaying a commitment to continuous personal / professional development by:</li> </ul>

	<ul style="list-style-type: none"> <li>- Attending all mandatory training and actively pursuing other development as required to maintain currency of academic, clinical and clinical education knowledge (may include post-graduate study)</li> <li>- Participating in the SA Health Clinical Supervision Framework – as supervisor and supervisee</li> <li>- Actively participating in the Professional Review and Development (PR&amp;D) process, including developing and pursuing a personal / professional development plan in consultation with your line manager.</li> </ul>
<p>Contribute to the provision of a safe, healthy and equitable work environment by:</p>	<ul style="list-style-type: none"> <li>• Reporting all staff accidents, incidents and near misses.</li> <li>• Complying with reasonable instructions or procedures aimed at protecting the health and safety of themselves and others.</li> <li>• Carrying out responsibilities as detailed in work, health, safety and injury management policies and procedures.</li> <li>• Maintaining knowledge of and adhering to the principles and standards of equal employment opportunity legislation which ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment.</li> <li>• Respecting people, understanding cultural difference, is sensitive and values differences and builds a positive relationship with all members of the community.</li> <li>• Ensuring the risk assessments are undertaken and strategies are put in place to address any risk or hazard.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- Appropriate degree or equivalent qualification in Social Work which entitles full membership of the Australian Association of Social Workers.

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

- Ability to apply high-level professional judgement and clinical reasoning and skill, independently when required, to the clinical management of patients with of the CALHN acute and/or sub-acute/ambulatory services, who present with significant levels of complexity.
- Ability to implement patient centred and evidence-based practice in complex clinical situations.
- Ability to work effectively as a clinical leader within social work and a variety of specialist multidisciplinary teams.
- Strong collaboration and communication skills with an ability to generate trust.
- Ability to foster a culture that values critical thinking and problem solving, and encourages constructive feedback, engagement, respectful behaviour, inclusion and diversity at all levels
- Advanced written and verbal communication skills which ensure effective communication with staff, patients, families, carers and community agencies.
- Ability to interact with other people in a tactful, sensitive and ethical manner.
- Demonstrated ability to set priorities, organise activities, and achieve timely outcomes in a range of clinical and non-clinical situations.
- A calm, stable and approachable manner.
- Reliability
- Initiative to improve personal and professional skills by seeking and acting on constructive feedback and by actively participating in self-directed and programmed professional development.
- Demonstrated commitment to improve personal and professional skills by seeking and acting on constructive feedback and by actively participating in reflective practice, critical evaluation of own work, self-directed and programmed professional development.
- Willingness and ability to work safely and effectively across all CALHN services when required.

#### **Experience**

- Substantial and recent experience in an area of social work clinical specialty to enable input at a senior clinician level managing complex clinical situations in a high paced environment and with minimal professional supervision.
- Demonstrated involvement in contemporary social work and clinical specialty specific professional development.
- Experience in providing clinical practice supervision to staff or students.
- Experience with planning, implementing and evaluating service improvements, quality activities or research, using data to support findings and initiatives.
- Experience in basic computing skills, including email and word processing to facilitate effective use of Electronic Patient Administrative System (EPAS)
- 

#### **Knowledge**

- Evidence based clinical knowledge, sufficient to enable safe and effective work with minimal supervision in the relevant clinical specialty.
- An understanding of the wider health system environment and issues affecting hospital/health social work services.
- Knowledge of research methodologies and clinical evaluation processes.

- The incumbent must be familiar with and adhere to relevant state government legislation such as Equal Opportunity Act 1984, Occupational Health Safety and Welfare Act 1986, and Workers Rehabilitation and Compensation Act 1986.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- Additional coursework in area of appropriate clinical skills.
- Training or postgraduate qualifications in relevant clinical or non-clinical area.
- Demonstrated involvement in relevant professional development including external resources.

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

- Ability to use data management, analysis and reporting programs.
- Demonstrated expertise in responding to/ managing complex and sensitive issues involving vulnerable adults.

### **Experience**

- Experience in clinical teaching
- Experience in research

## 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.

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**Division/ Department:**

**Social Work:**

Social Work services in CALHN are a professional and academic discipline within the LHN with a range of broad and diverse roles. The services are integrated across acute, subacute, mental health and community settings, forming strong and supportive team.

Social Workers in CALHN work with individuals, families, groups and communities. Work focuses on improving an individual's wellbeing and identifying and addressing issues that may impact on this or looking at larger, systemic issues that relate to disadvantaged or vulnerable groups and communities.

Social Workers work across campuses and services in CALHN and undertake roles in case management, discharge planning, counselling, advocacy, community engagement, education and research.



## Values and behaviours

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#### Values

*People first*

#### 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.

*Ideas driven*

- 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.

*Future focussed*

- 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.
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- 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:**



## ROLE DESCRIPTION

<b>Role Title:</b>	Senior Speech Pathologist		
<b>Classification Code:</b>	AHP3	Position Number	
<b>LHN/ HN/ SAAS/ DHW:</b>	Central Adelaide Local Health Network (CALHN)		
<b>Hospital/ Service/ Cluster:</b>	Hampstead Rehabilitation Centre		
<b>Division:</b>	Acute & Urgent Care		
<b>Department/Section / Unit/ Ward:</b>	Statewide Care of the Older Person and Community Transition (CO-ACT)		
<b>Role reports to:</b>	Inpatient Allied Health Team Leader		
<b>Role Created/ Reviewed Date:</b>	August 2024		
<b>Criminal and Relevant History Screening:</b>	<input type="checkbox"/> Aged (NPC or DHS) <input type="checkbox"/> Working With Children's Check (DHS) <input checked="" type="checkbox"/> National Police Check (NPC)		
<b>Immunisation Risk Category Requirements:</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 Senior Speech Pathologist is an experienced and highly competent clinician who delivers quality services to patients, leading to improved functional outcomes and discharge planning for consumers of the Statewide Care of the Older Person and Community Transition program – CO-ACT.

The Senior Speech Pathologist is accountable for the planning, development, coordination, implementation, and evaluation of speech pathology services provided to consumers with complex diagnoses with associated swallowing, communication and cognitive disorders.

The Senior Speech Pathologist represents Speech Pathology 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.

### Key Relationships/ Interactions:

#### Internal

- Reports to and receives professional advice and guidance from the CO-ACT Allied Health Senior Manager.
- Works closely with allied health assistants, medical, nursing and other allied health members of the interdisciplinary team.
- Maintains professional links to Director, Audiology and Speech Pathology, for purposes of mandatory professional requirements eg credentialing.

#### External

- Where internal professional supervision is unavailable, receives professional supervision from an allocated external speech pathology professional supervisor – in line with SA Health requirements.
- Provides of follow-up services to patients discharged from the service.
- Maintains working relationships with external service providers, residential care facilities and community non-government organisations to support client transitions to the community.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- Working as a sole speech pathologist within the service.
- Broad spectrum of clinical conditions to be assessed and treated.
- Management of a consumer group with complex health, cognition and psychosocial presentations.
- Management and discharge planning in complex clinical situations balancing goals of care, quality of life and risk eg Eating and Drinking with Acknowledged Risk (EDAR).

**Delegations:**

- Nil in accordance with CALHN's Delegation of Authority Document

**Key Result Area and Responsibilities**

Key Result Areas	Major Responsibilities
<p>Contribute to the provision of high-quality patient centred clinical care by:</p>	<ul style="list-style-type: none"> <li>• Conducting speech pathology assessments, interpreting assessment findings, and applying these along with other available information, to the implementation of patient goal-based intervention in collaboration with patients, carers and the multi-disciplinary team.</li> <li>• Using highly developed communication skills to engage effectively with patients and their families or care providers, to gather relevant information, understand their goals of care and provide explanation of assessment findings, management options, education and training.</li> <li>• Participating in collaborative patient and team goal setting which directs patient-centred care addressing medical, functional, quality-of-life goals.</li> <li>• Actively participating in multidisciplinary clinical activities such as triage and intake meetings, ward rounds, case conferences, providing appropriate clinical handover to the team and to external service providers.</li> <li>• Recording timely and accurate assessments, interventions and recommendations in the patient's electronic medical record.</li> <li>• Delegating appropriate tasks to allied health assistants and ensuring delegated tasks are performed safely and effectively.</li> </ul>
<p>Contribute to the safety effectiveness and efficiency of the Speech Pathology service and broader clinical service by:</p>	<ul style="list-style-type: none"> <li>• Contributing and adhering to speech pathology profession, CO-ACT, CALHN and public sector policies, procedures and clinical instructions.</li> <li>• Continuously monitoring work practices and standards of the speech pathology profession to maintain them to a high level.</li> <li>• Incorporating evidence-based principles and/or accepted best practice in the selection and application of speech pathology methods and techniques.</li> <li>• Completing and maintaining recommended SA Health speech pathology competencies e.g. Dysphagia Competencies.</li> <li>• Monitoring and evaluating intervention outcomes and the effectiveness of therapy and recommendations.</li> <li>• Using well-developed self-organisation, communication and team skills to help deliver a consistent and reliable standard of service.</li> </ul>

Key Result Areas	Major Responsibilities
	<ul style="list-style-type: none"> <li>• Managing and prioritising personal workload and contributing to the prioritisation of clinical demands and cases, incorporating risk management and resource allocation principles.</li> <li>• Collaborating with other staff and external service providers.</li> <li>• Actively contributing information, feedback and ideas that assist service planning and review.</li> <li>• Representing allied health, speech pathology and team on committees and working parties.</li> </ul>
<p>Contribute to quality improvement initiatives of the profession and CO-ACT service by:</p>	<ul style="list-style-type: none"> <li>• Maintaining a strong evidence-based, consumer focus.</li> <li>• Ensuring a commitment to continuous improvement – identifying, reporting and actively working on opportunities for quality improvement.</li> <li>• Participating in quality improvement and research activities linked to the service' and organisation's strategic direction, particularly those enhancing clinical care.</li> <li>• Maintaining collection of required data to evaluate service effectiveness.</li> <li>• Participating in and facilitating education and staff development programs.</li> </ul>
<p>Contribute to the achievement of professional expertise through the maintenance of ongoing professional development / continuing education by:</p>	<ul style="list-style-type: none"> <li>• Actively contributing to the continuing professional development of the team.</li> <li>• Attending and participating in meetings and training workshops within the broader health environment.</li> <li>• Contributing to the supervision of speech pathology students on clinical placements.</li> <li>• Displaying a commitment to continuous personal and professional development and pursuing professional development opportunities. <ul style="list-style-type: none"> <li>– 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).</li> <li>– Participating in the SA Health Professional Supervision Framework with an experienced discipline senior clinician.</li> <li>– Applying well-developed reflective practice skills and supporting staff and students to develop reflective practice skills.</li> <li>– Utilising the support of mentors and peers.</li> </ul> </li> <li>• Actively participating in the Professional Development and Review process.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- Degree in Speech Pathology or equivalent giving eligibility for membership of Speech Pathology Australia.

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

- Demonstrated skills in speech pathology informal and formal assessment, goal setting and management for a broad range of issues.
- Ability to apply sound professional judgement, implement consumer-centred and evidence-based care.
- Ability to work effectively within a multi-disciplinary team and contribute to the development and attainment of team and consumer goals.
- Ability to foster a culture that values critical thinking and problem solving, and encourages constructive feedback, engagement, respectful behaviour, inclusion and diversity.
- Ability to provide timely, accurate, legible and complete clinical records and work activity data.
- Ability to set priorities, organise activities and achieve timely outcomes across a range of clinical and non-clinical activities.
- Reliability, initiative, flexibility and creativity to respond to the needs of the organisation, service, patients and colleagues.
- Demonstrated ability to work with and support consumers and carers with diverse value systems, cultural differences and special needs in a tactful, sensitive and ethical manner.
- Demonstrated abilities in written and oral communication skills.

#### **Experience:**

- A minimum of three years' relevant (as per points below) clinical experience following qualification.
- Broad experience in an acute hospital, rehabilitation facility, ambulatory service, or aged care setting that provides services to consumers in a multidisciplinary environment.
- Experience in the assessment and management of dysphagia, including understanding of consumer goals and trajectory of care (eg active, palliative, end-of-life), quality of life, and balancing risk eg Eating and Drinking with Acknowledged Risk (EDAR).
- Experience in assessment and management of cognitive/communication disorder.
- Experience in developing co-operative working relationships with staff across different professions both internal and external to the organisation.

#### **Knowledge:**

- Evidence based clinical knowledge, sufficient to enable safe and effective provision of speech pathology services with reduced supervision in any of the areas required by the service.
- Knowledge and understanding of ethical decision making around patient right to self-determination and duty of care.
- Awareness of work health and safety responsibilities.
- An understanding of the wider health environment in which CO-ACT and CALHN Speech Pathology operates.

## **DESIRABLE CHARACTERISTICS**

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

- Relevant post graduate study/courses.

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

- Ability and willingness to develop clinical leadership qualities within the multidisciplinary team.
- Demonstrated flexibility and ability to adapt to changing service provision needs.

### **Experience:**

- Experience in a tertiary hospital or specialist rehabilitation facility providing services to adults.
- Experience applying quality improvement principles.
- Experience in using Sunrise EMR for clinical documentation.

### **Knowledge:**

- Knowledge of current health and aged care reforms

### 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.
- You will be rostered to work ordinary hours over five, six or seven days of the week and/or work reasonable overtime, including out of hours/weekend work depending on site/service requirements. 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)* maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act, 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 and 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.

**Resilience:**

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



## 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 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:

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)
- Statewide Rehabilitation Services, Repat Health Precinct (RHP)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit, Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH)

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including SA Medical Imaging (SAMI), SA 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](http://centraladelaide.health.sa.gov.au)

## Values

### 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	Behaviours
<i>People first</i>	<ul style="list-style-type: none"><li>- I am there for my patients and colleagues when they need me most.</li><li>- I put myself in my patients and colleagues shoes to understand their needs.</li><li>- I go out of my way to make sure my patients and colleagues achieve the best outcome and have a great experience.</li><li>- I respect uniqueness in my colleagues, our patients and their families.</li></ul>
<i>Ideas driven</i>	<ul style="list-style-type: none"><li>- I look and listen to ensure I fully understand the problem and find a solution.</li><li>- I look for ways to break-down barriers and silos to hear new perspectives and solve complex problems.</li><li>- I invest in my own learning and look for opportunities to explore and introduce new ideas.</li><li>- I am interested in critical research and how it informs creative thinking.</li></ul>
<i>Future focussed</i>	<ul style="list-style-type: none"><li>- I embrace leading practices and use them to evolve our ways of working.</li><li>- I lead and support change to improve patient and organisational outcomes.</li><li>- I am constantly on the look-out for opportunities to improve.</li></ul>
<i>Community minded</i>	<ul style="list-style-type: none"><li>- I put my hand up to lead work that matters.</li><li>- I am accountable and focused on value.</li><li>- I value and champion diversity.</li><li>- I embrace collaboration and constructive partnerships.</li></ul>

### 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.

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.

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

## Role Acceptance

### Employee Acceptance

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

**Name:**

**Signature:**

**Date:**

## Approvals

### Role Description Delegate Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**

### Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/18	Minor formatting with order of information amended.
V4	11/07/18	26/03/19	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/19	04/06/19	Added categories for immunisation requirements on front page.
V6	05/06/19	25/06/19	Updated changes to the Criminal Relevant History and Screening.
V7	26/09/19	09/06/20	Updated legal entities to include new regional LHN's.
V8	10/06/2020	03/05/2021	Update Risk Management Statement
V9	04/05/21		Inclusion of integrity statement under Code of Ethics on Page 6
V10	08/12/2023		