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SA Health Job Pack

Job Title	Podiatrist
Job Number	679208
Applications Closing Date	31 December 2019
Region / Division	Southern Adelaide Local Health Network
Health Service	Flinders Medical Centre – Allied Health
Location	Bedford Park
Classification	AHP2
Job Status	Casual
Salary	\$41.58 p/hr - \$48.32 p/hr + 25% casual loading

Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Child Related Employment Screening - **DCSI**
- ☒ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☐ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Rebecca Daebeler
Phone number	8204 4884
Email address	rebecca.daebeler@health.sa.gov.au

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



Southern Adelaide Local Health Network (LHN) JOB AND PERSON SPECIFICATION (NON-MANAGERIAL)

Role Title:	Podiatrist
Classification Code:	AHP2
LHN/ HN/ SAAS/ DHA:	SOUTHERN ADELAIDE LOCAL HEALTH NETWORK
Hospital/ Service/ Cluster	FMC/Acute/Noarlunga Hospital/GP Plus sites
Division:	Allied Health
Department/Section / Unit/ Ward:	Podiatry
Role reports to:	Operationally: Podiatry Manager Professionally: Podiatry Manager
Role Created/ Reviewed Date:	November 2018
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
Immunisation Risk Category:	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

Job Specification

Primary Objective(s) of role:

- The podiatrist is responsible to the Podiatry Manager for the development, coordination, implementation and management of podiatry services for in-patients and outpatients.
- The podiatrist is a clinical and educational training resource within the Podiatry Department to ensure positive outcomes in the management of patients with vascular, neurological or biomechanical complications and assists with podiatry departmental planning and policy making which results in a contribution to patient care and outcomes.
- The podiatrist participates as a member of the health team with involvement in continuing development, quality service improvement, research and teaching and AHP1 and student supervision. The podiatrist is responsible and accountable for patient safety by providing safe and effective care.

Direct Reports:

- May be required to supervise AHP1 staff
- May be required to supervise AHA staff

Key Relationships/ Interactions:

Internal

- Operationally reports to Podiatry Manager
- Professionally reports to Podiatry Manager, Senior Podiatry staff
- Works collaboratively with staff and all members of the health care team;
- Contributes to the day to day operations of the unit.

External

- Patients/carers/parents who are the research subjects;
- Relevant government and non-government organisations as required to meet the needs of the client group.

Challenges associated with Role:

Major challenges currently associated with the role include:

- Ability to be responsive and manage clinical demands

Delegations: (as defined in SALHN instruments of delegations)

Financial	N/A
Human Resources	N/A
Procurement	N/A

Resilience:

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

Performance Development

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.

General Requirements:

- Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures 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 in the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children's Protection Act 1993* (Cth) – 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- Information Privacy Principles.
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008*, and the SA Health (Health Care Act) Human Resources Manual.
- Relevant Australian Standards.
- Duty to maintain confidentiality.
- Smoke Free Workplace.
- To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

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

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

Special Conditions:

- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- Prescribed Positions under the Children's Protection Act (1993) must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the Children's Protection Act 1993 (Cth) or 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth).
- Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the Public Sector Act 2009 for Public Sector employees or the SA Health (Health Care Act) Human Resources Manual for Health Care Act 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.

STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

“Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including WHS requirements.”

“Commitment to achieving and complying with National Safety & Quality Health Service Standards.”

1. Contribute to the high quality clinical care of patients by:

- Facilitating the patients and carers needs by:
- Providing appropriate information to allow best foot health outcomes
- Documenting evidence based assessments and reviewing progress to monitor the effectiveness of treatment in the provision of high risk podiatry involving diabetes, vascular, wound management, renal or other limb threatening conditions/disease processes
- Designing, implementing and evaluating podiatry care plans in conjunction with patients and carers
- Liaising closely with other podiatry staff, other disciplines and community agencies
- Accepting professional responsibility and commitment to the provision of inpatient and outpatient services
- Providing specialist consultancy advice to other podiatry staff members within FMC, other health professionals and community agencies.
- Working cooperatively with other members of the multi-disciplinary team within an inpatient and outpatient environment
- Acting as a resource person to staff in the area of clinical expertise of adult high risk podiatry involving diabetes, renal, vascular, wound management and the provision of appropriate offloading modalities
- Assisting the Podiatry Manager in developing and implementing best practice clinical guidelines in the specialty areas of diabetes, renal, vascular and wound management and the provision of custom made/medical grade footwear and appropriate offloading devices
- Fostering a culture of continuous professional improvement
- Incorporating preventative and early intervention practices
- Working to foster innovative practise
- Providing leadership, direction, consultancy and expertise in clinical practise in the area of the high risk foot involving diabetes, renal, vascular, wound management and the provision of custom made/medical grade footwear and appropriate offloading devices
- Working collaboratively with members of other disciplines within the health service
- Promoting a team work approach
- Acting as a role model for junior staff by demonstrating both clinical competence and exercising professional judgement

2. Contribute to continuous improvement and quality management system at FMC

- Developing and evaluating departmental guidelines, clinical pathways, and procedures in all areas of podiatric practice.
- Developing and evaluating podiatry services by contributing towards development, implementation, coordination and evaluation for podiatry practice for the SALHN region.
- Developing key clinical performance indicators and evaluating practice that is supported by evidence and best practice principles.
- Developing core competencies in the specialty areas of podiatric practice. Assisting in the credentialing of podiatry staff in core skills and competencies within FMC and SALHN.
- Undertaking data input, participating in reviewing and evaluating data produced by information management systems
- Participation in the development of resources and new information
- Participation in the research and evaluation of the podiatry service
- Participating in quality improvement activities within the podiatry service including the identification of performance standards and increased efficiencies
- Participating in Clinical Governance activities and developing a Clinical Governance culture and framework.
- Instigating clinical audits and projects which facilitate improvement in podiatry practice.
- Participating in performance enhancement activities, including annual performance review and development.
- Collecting and analysing quantitative and qualitative data to ensure that service provision is appropriate, integrated and effective
- Contributing towards departmental planning activities.
- Providing advice to the Podiatry Manager regarding to client management issues, professional policies, operational procedures and standards.

- Participating in forward planning to determine departmental goal and develop initiatives both from an intra-disciplinary and an organisational perspective.
- Participating in Divisional and FMC activities to ensure podiatry has a valued role in FMC services.

3. Maintain a high standard of professional competence by:

- Participating in formal supervision
- Attending external courses and conferences relevant to clinical practice
- Developing with lectures, tutorials and practical demonstrations to undergraduate and postgraduate students in medical, nursing and allied health disciplines
- Assisting with undergraduate podiatry student placements
- Maintaining the FMC Podiatry Department as a resource centre of excellence for other podiatrists
- Fostering a continuous learning environment
- Maintaining best practice professional knowledge through evidence based literature reviews
- Developing education and in-service presentations to medical, nursing and allied health staff
- Attending seminars/conferences of relevance
- Attending and being actively involved in all mandatory and other relevant training sessions provided by the organisation within required timeframes

4. Contribute to the Podiatry Department by:

- Providing leadership and mentorship
- Contribute to service development in relevant clinical areas
- Initiating and implementing service improvement activities
- Evaluating service quality including feedback from consumers
- Representing the department at organisational wide forums
- Participating in departmental staff meetings and strategic planning
- Developing, implementing and reviewing clinical procedures, protocols and guidelines
- Supporting and providing clinical training and supervision for students on placement
- Liaising with staff from relevant universities
- Providing role modelling, by demonstrating professional behaviour and sound clinical reasoning skills
- Contributing to a supportive work environment
- Working collaboratively with other staff in service development projects
- Management and maintenance of relevant equipment and supplies in a cost effective manner
- Providing information to the Podiatry Manager to assist with departmental financial / budgetary planning
- Participating in the recruitment and selection of staff
- Implementing, evaluating and reviewing staff performance.
- Identifying staff development needs.

5. Professional Development:

- Conforming to standards/ethics of Podiatry Registration Board
- Attending and contributing to appropriate educational sessions/seminars and meetings
- Actively participating in performance review, development and goal setting
- Maintaining own high levels of professional knowledge and skills
- Training and educating other staff and students
- Supervising undergraduate students.
- Maintaining and developing the FMC Podiatry Department as a resource centre of excellence for other podiatrists
- Facilitating, implementing and evaluating research projects within the department or jointly with other departments to ensure that evidence is being collected on the effectiveness of podiatry practice.

Person Specification

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

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

Personal Abilities/Aptitudes/Skills

- Demonstrated ability to facilitate positive outcomes while working in a team and in a multi-disciplinary setting
 - A high level of communication skills with patients, carers, staff and students and display a high level of interpersonal and written skills and demonstrated conflict resolution skills
 - Demonstrated promotion of the podiatry department and profession in a variety of settings
 - Demonstrated team leader skills and the ability to positively deal with change
 - Demonstrated ability to solve problems, use initiative and effect positive change
 - Ability to be self-motivated and to demonstrate sustained effort with developed and efficient organisational and time management skills
 - Demonstrated ability to perform the physical demands of the job and to utilise sound manual handling practises
 - Demonstrated competent and innovative clinical skills in an acute hospital/outpatient service setting and ability to work independently
 - *“Proven commitment to the principles and practise of:*
 - *EEO, Ethical Conduct, diversity and WHS;*
 - *Quality management and client oriented service;*
 - *Risk management.”*
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Experience

- Demonstrated competency in the clinical management and treatment of the full range of conditions (acute and chronic) with inpatient and outpatient settings
 - Demonstrated advanced clinical competencies in the high risk foot and wound management (involving diabetes, renal, vascular)
 - Broad based clinical experience in a wide range of clinical areas.
 - Experience with student supervision.
 - Demonstrated experience in quality/service improvement.
 - Demonstrated experience working within a range of multi-disciplinary teams within the hospital and/or community setting
 - Demonstrated experience in program evaluation and service development
 - Demonstrated capacity and ability to work safely with independence
 - Demonstrated experience with word processing, spreadsheet and database packages
-

Knowledge

- Understanding of Work Health Safety principles and procedures
- Understanding of Quality Management principles and procedures
- Understanding of Delegated Safety Roles and Responsibilities
- Awareness of National Safety and Quality Health Service Standards
- Demonstrated specialist knowledge of the high risk foot involving diabetes, renal, vascular and wound management and their clinical management
- Demonstrated knowledge of the standards and ethics as outlines by the Podiatry Board guidelines

2. DESIRABLE CHARACTERISTICS

Personal Abilities/Aptitudes/Skills

- Ability to be innovative and resourceful in advancing podiatry service planning and delivery.
 - Ability to manage variable workloads and competing priorities
 - Commitment to excellence and innovation in work practice
 - Flexibility and ability to adapt to changing service provision needs
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Experience

- Proven experience in basic computing skills, including email and word processing
 - Demonstrated experience undertaking research activities
 - Demonstrated experience in policy development and committee procedure
-

Knowledge

- Awareness of the Charter of Health and Community Services rights.
 - General knowledge of the operations of a large Health Unit
 - Knowledge of research techniques
 - Working knowledge of the roles of other multi-disciplinary team members
 - Knowledge of trends and directions in podiatry on a regional, state and national level
 - Knowledge of the principles of clinical supervision and performance management
-

Educational/Vocational Qualifications

- Evidence of further study or training relevant to the position
 - Relevant post graduate qualification in a relevant area
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Other details

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socio economic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

The Southern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the southern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 7,000 skilled staff provides high quality patient care, education, research and health promoting services.

Southern Adelaide LHN provides a range of acute and sub-acute health services for people of all ages, and has two hospitals, Flinders Medical Centre and Noarlunga Hospital.

Southern Adelaide LHN Intermediate Care Services will deliver multi-disciplinary clinical care, addressing complexity through targeted approaches to complex chronic disease management in the community, and supported hospital discharge and avoidance programs. There is a key focus on building partnerships across the care continuum supporting interfaces between acute sites, GPs, Primary Care and Community based services.

Mental Health Services provides a range of integrated services across community and hospital settings, targeted at all age groups, in collaboration with non-Government organisations and General Practice Network South.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The Code of Ethics for the South Australian Public Sector provides an ethical framework for the public sector and applies to all public service employees; it sets out the South Australian Public Sector values as:

- > Service – Proudly serve the community and Government of South Australia.
- > Professionalism – Strive for excellence.
- > Trust – Have confidence in the ability of others.
- > Respect – Value every individual.
- > Collaboration & engagement – Create solutions together.
- > Honesty & integrity – Act truthfully, consistently, and fairly.
- > Courage & tenacity- Never give up.
- > Sustainability – Work to get the best results for current and future generations of South Australians.

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

Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

SALHN Vision

We believe in providing the standard of health care that we desire for our own families and friends.

SALHN core value TRUST

Building positive relationships; with our patients, employees and partners.

Approvals

Job and Person Specification Approval

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

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

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

Name:

Signature:

Date: