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## SA Health Job Pack

Job Title	Principal Clinician, Psychology/Senior Clinical Psychologist
Job Number	669487
Applications Closing Date	23/11/18
Region / Division	Central Adelaide Local Health Network
Health Service	Hampstead Rehabilitation Centre
Location	Northfield
Classification	AHP-2 or AHP-3
Job Status	Part-time 19.75 h/w Temporary up to 31/7/2020
Indicative Total Remuneration*	AHP-2 \$88,075 / \$102,504 - AHP-3 \$104,506 / \$112,311 (pro rata)

## 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](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Contact Details

Full name	Vanessa Rawson
Phone number	8222 1414
Email address	<a href="mailto:Vanessa.Rawson@sa.gov.au">Vanessa.Rawson@sa.gov.au</a>

# 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



## ROLE DESCRIPTION

<b>Role Title:</b>	Clinical / Health Psychologist
<b>Classification Code:</b>	AHP2;
<b>LHN/ HN/ SAAS/ DHW:</b>	Central Adelaide Local Health Network (LHN)
<b>Hospital/ Service/ Cluster</b>	Royal Adelaide Hospital
<b>Division:</b>	Complex Medicine - Rehabilitation
<b>Department/Section / Unit/ Ward:</b>	South Australia Brain Injury Rehabilitation Service (SABIRS) -Brain Injury Rehabilitation Community and Home (BIRCH)
<b>Role reports to:</b>	Principal Clinician, Psychology SABIRS
<b>Role Created/ Reviewed Date:</b>	August 2018
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

## ROLE CONTEXT

### Primary Objective(s) of role:

The Clinical / Health Psychologist may work across SABIRS but primarily is responsible for the provision and management of specialised, high quality Clinical Psychology services delivered within BIRCH, SABIRS by

- Providing effective and efficient clinical services to clients with a brain injury and their families,
- Working with limited supervision,
- Working effectively and cooperatively within an interdisciplinary team,
- Using best practice rehabilitation principles and evidence-based interventions.

The incumbent also assists the Program Manager SABIRS and Principal Clinician, Psychology SABIRS in the management of the BIRCH by representing the discipline in service development as requested.

### Direct Reports:

- Reports to the Program Manager SABIRS for overall service provision.
- Reports to Principal Clinician, Psychology for discipline-specific and professional issues.
- Provides clinical supervision to allied health assistant staff and students as appropriate within discipline-specific regulations / standards.

**Key Relationships/ Interactions:**Internal

The incumbent:

- Reports to the Program Manager SABIRS for overall service provision and to the Principal Clinician, Psychology for discipline-specific and professional issues.
- Maintains close professional relationships with other members of the interdisciplinary team.

External

- Maintains a close liaison and works collaboratively with clinical staff of referring units and departments, government and non-government agencies who provide services to the BIRCH client group.
- Develops and maintains networks with relevant university staff and provides advisory, consultative support to other services such as Country Health SA, Department for Communities and Social Inclusion, Mental Health and Drug and Alcohol Services SA.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- Management of a client group with complex health, cognitive and psychosocial presentations.
- Management of clinical responsibilities within a specialist state-wide rehabilitation service and dynamic health environment.

**Delegations:**

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

**Staff supervised:**                      **Direct**                      0                      **Indirect**                      as required

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>• Providing best practice, effective, efficient, client-centred, goal directed and innovative Clinical Psychology services that are evidenced-based and evaluated as part of an interdisciplinary team.</li> <li>• Ensuring Clinical Psychology services comply with the legal, ethical and clinical standards of Clinical Psychology and safe work practice.</li> <li>• Managing a specialised complex caseload.</li> <li>• Identifying major trends and incorporating evidence and/or best practice into the operation of the service.</li> <li>• Providing advice and consultancy to management, clinical staff and professional networks including hospitals, units/departments and community agencies on matters of Clinical Psychology, rehabilitation, disability and acquired brain injury.</li> <li>• Representing Clinical Psychology or the broader team on relevant committees and working groups.</li> </ul>
<b>Interdisciplinary Practice</b>	<ul style="list-style-type: none"> <li>• Coordinating therapy strategies with clients, the interdisciplinary team, family and significant others.</li> <li>• Liaising with other members of the professional team and significant others in matters pertaining to individual clients to ensure the psychology input is client-centred, taking into account the client's cultural background and beliefs</li> <li>• Planning and contributing to team discharge planning with client/family and liaising with external agencies as required.</li> </ul>
<b>Training and Development</b>	<ul style="list-style-type: none"> <li>• Contributing to psychology continuing professional development and performance review programmes of BIRS.</li> <li>• Participating in learning and professional development opportunities relevant to brain injury.</li> <li>• Actively participating in personal and professional development through educational programs and accessing workshops, course and conferences and sharing knowledge gain with others.</li> <li>• Effectively learning and developing according to the needs of the role.</li> </ul>
<b>Monitoring and Reporting</b>	<ul style="list-style-type: none"> <li>• Completing all clinical and performance records in an accurate and timely manner.</li> <li>• Contributing to the monitoring, review and evaluating compliance with standards of care, quality and safety performance and client journey outcomes.</li> </ul>
<b>Quality Improvement, Research and Education</b>	<ul style="list-style-type: none"> <li>• Assist with supervising Psychology students as required.</li> <li>• Coordinating and implementing clinical research as required.</li> </ul>
<b>Contributing to the development and innovation by:</b>	<ul style="list-style-type: none"> <li>• Participating and assisting with the review of discipline specific policies and procedures in collaboration with the Senior Clinical Psychologist BIRCH and Principal Clinician, Psychology, SABIRS.</li> <li>• Ensuring best practice is incorporated into psychology</li> </ul>

	<p>management for clients of BIRCH.</p> <ul style="list-style-type: none"> <li>• Representing the discipline at a service level as requested.</li> <li>• Liaising with other clinicians and providing advice around equipment prescription and ongoing rehabilitation and support needs.</li> <li>• Participating in working parties, committees and other relevant meetings.</li> </ul>
<b>Equal Opportunity</b>	<ul style="list-style-type: none"> <li>• Maintaining knowledge of and adhering to the principles and standards of Equal Employment Opportunity Legislation.</li> <li>• Ensuring all employees in the work place are treated fairly and in an equitable manner</li> <li>• Assisting in identifying and eliminating discrimination and, bullying and harassment.</li> </ul>
<b>Safe and Healthy work environment for self and others by:</b>	<ul style="list-style-type: none"> <li>• Carry out responsibilities as detailed in organisational work health, safety and injury management (WHS&amp;IM) policies and procedures.</li> <li>• Implementing and monitoring relevant WHS&amp;IM policies and procedures within their work area.</li> <li>• Identifying work hazards, assessing risks and implementing, monitoring and maintaining hazard control measures in consultation with staff and relevant committees.</li> <li>• Participating in WHS&amp;IM planning.</li> <li>• Providing staff with the necessary information, instruction, training and supervision to effectively and safely carry out their work.</li> <li>• Maintaining relevant WHS&amp;IM documentation.</li> <li>• Consulting 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**

- Must hold an appropriate degree (Masters Degree in Clinical Psychology or Health Psychology) or equivalent qualification recognised by the Psychology Board of Australia (PsyBA).
- Must hold general registration with the PsyBA.

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

- Well-developed professional skills relevant to discipline (psychology) practice.
- Excellent verbal and written communication and interpersonal skills.
- Highly developed teamwork skills with the ability to foster team work and co-operation between and across multiple disciplines and within teams of diverse membership.
- A demonstrated commitment to clinical excellence and on-going personal and professional development.
- 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 subsequent to gaining a Master's degree in Clinical or Health Psychology working as a Psychologist/Clinical Psychologist/Health Psychologist.
- Experience working with clients with complex needs following a brain injury.
- Experience working in a team setting

#### **Knowledge**

- Knowledge of best practice principles in brain injury rehabilitation.
- Knowledge of relevant community services.

### **DESIRABLE CHARACTERISTICS**

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

- Endorsement in the area of Clinical and/or Health Psychology as recognised by the PsyBA.
- Hold approved supervisor status with the PsyBA.
- Member of APS.
- Completed or presently undertaking further education in the area of neurological rehabilitation.

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

- Well-developed clinical rehabilitation skills in acquired brain injury.
- Ability to prioritise a varying caseload.
- Ability to lead and facilitate team work.
- A strong commitment to client- directed services delivery.
- Participation in relevant professional organisations.

#### **Experience**

- Experience working in a specialist acquired brain injury rehabilitation setting.

#### 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 Criminal and Relevant History Screening.
- *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007* (Cth).
- 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.
- Some out of hours work may be required.
- The incumbent is required to be in possession of a current unencumbered SA Drivers Licence and be willing to drive (which may include country travel) a government plated vehicle when employed in a community setting.
- The incumbent will be required to work off site, travel between locations and work within the client's own environment within the metropolitan region.
- The incumbent may be required to undertake a health assessment prior to commencement.
- The incumbent may be required to work on weekends as part of a 7 day roster.
- Research experience in a related field.
- Experience in working in an inter-disciplinary setting.

#### 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's Protection Act 1993 (Cth) – '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.

### **Resilience:**

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

## Organisational Context

### Organisational Overview:

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

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

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to 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., Country Health SA Local Health Network Inc. and SA Ambulance Service Inc.

### SA Health Challenges:

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

### Health Network/ Division/ Department:

#### **South Australian Brain Injury Rehabilitation Services (SA BIRS)**

The South Australian Brain Injury Rehabilitation Services is a state wide service providing rehabilitation services for people suffering traumatic or acquired brain injury. Clients of the service have complex physical, cognitive, perceptual, communication, social and behavioural issues frequently compounded by mental and health and substance abuses. In addition SA BIRS provides consultative and specialist support to other therapists and services relating to acquired and traumatic brain injury. Its programs include;

#### **Brain Injury Rehabilitation Community & Home (BIRCH)**

BIRCH is a specialised interdisciplinary team that provides rehabilitation for adults with an acquired brain injury in a community setting. Clients of SABIRS have complex physical, emotional, cognitive, perceptual, communication, social and/or behavioural issues frequently compounded by medical, mental health and substance abuse difficulties. The BIRCH service specialises in providing skilled management of this highly complex group. In addition, BIRCH provides consultative and specialist support to other therapists and services relating to Acquired Brain Injury Rehabilitation.

#### **Brain Injury Rehabilitation Unit (BIRU)**

The Brain Injury Rehabilitation Unit is a designated post-acute 28 bed inpatient rehabilitation ward for clients with a traumatic or acquired brain injury with complex physical, emotional, cognitive, perceptual, communication social and/or behavioural needs. BIRU provides skilled management to this highly complex group through an interdisciplinary approach. BIRU is located at Hampstead Rehabilitation Centre.

#### **Concussion Clinic**

Concussion Clinic provides advice and support to clients who are experiencing ongoing symptoms following a concussion or mild traumatic brain injury. A trans-disciplinary team provides assessment and

gives education/advice/support. One or two additional follow-up therapy sessions may be provided to further assist with applying cognitive strategies, structuring and pacing activities and monitoring progress. If additional support is required, referrals to other agencies may be arranged.

### **Spasticity Clinic**

Spasticity Clinic is a specialised interdisciplinary team providing services to clients with severe neurological motor control issues limiting daily function.

## **Values**

### **SA Health Values**

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

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

### **Code of Ethics**

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

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

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

## 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 understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document

**Name:**

**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	10/07/2018	Minor formatting with order of information amended.
V4	11/07/2018		Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.



## ROLE DESCRIPTION

<b>Role Title:</b>	Principal Clinician, Psychology
<b>Classification Code:</b>	AHP3 Position Number: M41445
<b>LHN/ HN/ SAAS/ DHW:</b>	Central Adelaide Local Health Network (LHN)
<b>Hospital/ Service/ Cluster</b>	Royal Adelaide Hospital
<b>Division:</b>	Complex - Medicine - Rehabilitation
<b>Department/Section/Unit/Ward:</b>	South Australian Brain Injury Rehabilitation Services
<b>Role reports to:</b>	Program Manager SABIRS
<b>Role Created/ Reviewed Date:</b>	August 2018
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

## ROLE CONTEXT

### Primary Objective(s) of role:

The Principal Clinician, Psychology is responsible for the effective clinical and professional leadership, coordination and management of discipline specific staff, services and issues across all programs of SABIRS to maximise the rehabilitation outcomes for clients with an acquired brain injury. The incumbent is recognised as a specialist clinician in the area of acquired brain injury, who works clinically autonomously and reports to the Program Manager, SABIRS.

### The Principal Clinician, Psychology

- Is responsible for the professional practices of clinical psychologists and students.
- Provides clinical support and supervision to all discipline staff, assistants and students.
- Provides specialist clinical and discipline specific advice to staff and the Program Manager.
- Is responsible for the development of discipline specific procedures.
- Undertakes and promotes research.
- Represents the discipline including service wide committees and externally.
- Is involved in developing and implementing service wide initiatives.
- Acts as a clinical consultant both within and external to the services.
- Maintains a specialised caseload.

### Direct Reports:

The Principal Clinician, Psychology, SABIRS, reports to the Program Manager, SABIRS.

The following staff report directly to the Principal Clinician, Psychology

- Senior Clinical Psychologist Brain Injury Rehabilitation Unit (AHP3)
- Senior Clinical Psychologist Brain Injury Rehabilitation Community and Home Northern Team (AHP3)
- Senior Clinical Psychologist Brain Injury Rehabilitation Community and Home Southern Team (AHP3)
- Psychology students

**Key Relationships/ Interactions:****Internal**

- Provides leadership within the interdisciplinary team of SABIRS.
- Work in collaboration with the Program Manager of SABIRS and Senior Management on service wide issues.
- Has responsibility for the professional practices of Clinical Psychology staff, assistants and physical education staff and students through the Senior Clinical Psychologists of BIRU, and BIRCH.

**External**

- Close working relationships with Director of Clinical/ Health Psychology CALHN and other relevant CALHN staff.
- Develops discipline consultancy networks across the state for acquired brain injury services.
- Maintains a network with the staff of relevant universities to support the training programs for the profession and discipline research initiatives.
- Provides Clinical Psychology consultancy services in the areas of acquired brain injury rehabilitation across the state for both individual client care and service development for acquired brain injury clients.
- Close working relationships with the Disability sector.
- Close working relationships with other interstate acquired brain injury rehabilitation services.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- Management of clinical leadership responsibilities within a specialist state wide rehabilitation service and dynamic health environment.
- Management of staff in a variety of clinical programs and physical locations including in the community and client's own homes.
- Management of a client group with complex health, cognitive, behavioural and psychosocial presentations.

**Delegations:**

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

Staff supervised:            **5 Direct**                      **0 Indirect**

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<b>Strategic Priorities</b>	<ul style="list-style-type: none"> <li>Assists the Program Manager of SABIRS in identifying the strategic priorities for the program and more specifically the discipline within the broad objectives of SABIRS, health and rehabilitation within SA.</li> <li>Contributes to the ongoing development of integrated service delivery models for clients of SABIRS through partnering with other service providers and the development of new service streams within SABIRS.</li> </ul>
<b>Contributes to the service development and innovation by:</b>	<ul style="list-style-type: none"> <li>Seeking opportunities across the service for innovation, change and improvement consistent with organisational guidelines.</li> <li>Maintaining active involvement in service wide committees, working parties, research and other projects as appropriate.</li> <li>Representing the service on inter-agency working parties and committees.</li> <li>Providing leadership across the Brain Injury Rehabilitation Services to ensure efficient, effective client-centred and goal-directed interdisciplinary rehabilitation.</li> </ul>
<b>Leadership and supervision for the discipline by:</b>	<ul style="list-style-type: none"> <li>Overseeing the development and review of discipline specific procedures.</li> <li>Ensuring all discipline staff across SABIRS has appropriate direction and supervision.</li> <li>Ensuring all discipline staff are performance managed and performance reviews are conducted every 6 months and reported to the Program Manager, SABIRS.</li> <li>Provide direction and guidance to incorporate evidence and innovation into clinical practice.</li> <li>Identifying, developing and supporting the participation of the discipline staff in quality activities, clinical projects and research.</li> <li>Managing the recruitment, appointment and retention of discipline staff.</li> </ul>
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>Ensuring the provision of high quality and innovative psychology and rehabilitation services that are evidence-based and client-centred.</li> <li>Ensuring the effectiveness and efficiency of the service to achieve service excellence and improvement.</li> <li>Providing clinical support and supervision to discipline staff across all SABIRS programs.</li> <li>Providing specialist clinical advice in a consultative role.</li> <li>Autonomously managing a complex caseload.</li> </ul>
<b>Interdisciplinary Practice and Education</b>	<ul style="list-style-type: none"> <li>Providing leadership to the discipline in best practice interdisciplinary management and development of the service.</li> <li>Providing leadership to the discipline in interdisciplinary education and service delivery.</li> </ul>
<b>Training and Development</b>	<ul style="list-style-type: none"> <li>Identifying the educational needs of discipline staff through performance and service reviews.</li> <li>Facilitating the personal and professional development of the</li> </ul>

	discipline staff through educational programs and access to workshops, courses and conferences.
<b>Monitoring and Reporting</b>	<ul style="list-style-type: none"> <li>• Contributing to monitoring, reviewing and evaluating compliance with standards of care, quality and safety performance and clients' journey outcomes.</li> <li>• Undertaking investigations, compiling statistics from which to develop clinical information, discipline advice, reports or recommendations.</li> <li>• Providing advice on discipline resource needs and other relevant issues.</li> <li>• Consulting on clinical outcomes and performance data.</li> </ul>
<b>Quality Improvement and Research and Teaching</b>	<ul style="list-style-type: none"> <li>• Facilitating a quality improvement, research and teaching culture within SABIRS.</li> <li>• Liaising with universities regarding research and teaching collaborations.</li> <li>• Supporting SABIRS staff to undertake teaching opportunities within the discipline in collaboration with universities and other bodies.</li> <li>• Supporting SABIRS staff to identify topics, develop methodology and participate in research related to ABI.</li> <li>• Applying for grants/ bursaries to support research within SABIRS.</li> <li>• Representing SABIRS on research committees as required.</li> <li>• Undertaking research relevant to the service.</li> </ul>
<b>Equal Opportunity</b>	<ul style="list-style-type: none"> <li>• Ensures employees are recruited, selected, trained, transferred and promoted solely on the basis of merit without regard to age, marital status, physical disability, intellectual impairment, pregnancy, race, sex or sexuality;</li> <li>• Ensures all employees in the workplace are treated in a fair and equitable manner; and</li> <li>• Identifies and eliminates discrimination, bullying and harassment in the workplace.</li> </ul>
<b>Work Health Safety and Injury Management</b>	<ul style="list-style-type: none"> <li>• Carrying out responsibilities as detailed in organisational work health, safety and injury management (WHS&amp;IM) policies and procedures.</li> <li>• Implementing and monitoring relevant WHS&amp;IM policies and procedures within their work area.</li> <li>• Identifying work hazards, assessing risks and implementing, monitoring and maintaining hazard control measures in consultation with staff and relevant committees.</li> <li>• Participating in WHS&amp;IM planning.</li> <li>• Providing staff with access to the necessary information, instruction, training and supervision to effectively and safely carry out their work.</li> <li>• Maintaining relevant WHS&amp;IM documentation.</li> <li>• Consulting 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:**

- Must hold a Master's Degree in Clinical or Health Psychology or an equivalent qualification recognised by the Psychology Board of Australia (PsyBA).
- Must hold general registration with the PsyBA and be endorsed in Clinical and/or Health Psychology areas of practice.
- Must hold approved supervisor status with the Psychological Board of Australia at all levels of supervision.

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

- Advanced level professional skills relevant to discipline practice.
- High level clinical psychology intervention skills and rehabilitation skills in acquired brain injury / neurological conditions.
- Ability to lead and facilitate teamwork within the Clinical Psychology discipline.
- Demonstrated ability to use creative problem solving in clinical service delivery.
- Advanced ability to organise, set priorities, work under pressure and manage time effectively.
- Excellent verbal and written communication skills.
- Effective negotiation and conflict resolution skills.
- Demonstrated commitment to ensuring best practice within the discipline through updating knowledge, clinical practice, policies and procedures and service improvements.
- Ability to objectively analyse issues and formulate appropriate solutions.
- Committed to ongoing personal and professional development.
- 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**

- Demonstrated experience working effectively in an interdisciplinary setting.
- Extensive experience working with clients with an acquired brain injury and their families.
- Experience in the supervision of staff and / or students (including identifying staff learning needs and enhancing staff performance).
- Experience with initiating and completing discipline and service improvement activities.
- Experience in the evaluation of clinical practice.
- Demonstrated leadership and role modelling, planning and management in the brain injury field.
- Knowledge of human service principles and current service developments in the Disability, Health, Community Support and Aged Care Fields.
- Knowledge of best practice principles in human service management.

#### **Knowledge**

- Evidence based knowledge of best practice in management of clients with an acquired brain injury
- 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 qualification in management or an area of clinical intervention.
- Post graduate qualifications in research.

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

- High level clinical skills in acquired brain injury / neurological rehabilitation.
- Demonstrated skills in change management and /or innovative practice.
- Well-developed skills in conflict resolution and negotiation.
- Ability to undertake research in areas of rehabilitation and/or disability.
- Commitment to the enhancement of the quality of life of SA Brain Injury Rehabilitation Services (SABIRS) clients through direct care and service development.

### **Experience**

- Experience in strategic planning and supporting change.
- Extensive experience in supervision and staff management.
- Experience in facilitating research in the areas of rehabilitation and / or disability.

### **Knowledge**

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

### 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 Criminal and Relevant History Screening.
- *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007* (Cth).
- 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 is required to be in possession of a current unencumbered SA drivers Licence, be willing to drive (which may include Country travel) and be willing to drive a government plated vehicle.
- The incumbent is required to work off site, travel between locations and work within the client's own home environment within the metropolitan region.
- The incumbent may be required to undertake a health assessment prior to commencement.
- The incumbent may be required to work on weekends as part of a 7 day roster.

### 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's Protection Act 1993 (Cth) – '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.

**Resilience:**

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

## Organisational Context

### Organisational Overview:

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

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

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to 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., Country Health SA Local Health Network Inc. and SA Ambulance Service Inc.

### SA Health Challenges:

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

### Health Network/ Division/ Department:

#### South Australian Brain Injury Rehabilitation Services (SA BIRS)

The South Australian Brain Injury Rehabilitation Services is a state wide service providing rehabilitation services for people suffering traumatic or acquired brain injury. Clients of the service have complex physical, cognitive, perceptual, communication, social and behavioural issues frequently compounded by mental and health and substance abuses. In addition SA BIRS provides consultative and specialist support to other therapists and services relating to acquired and traumatic brain injury. Its programs include;

**Brain Injury Rehabilitation Unit (BIRU):** The Brain Injury Rehabilitation Unit is a designated post-acute 28 bed inpatient rehabilitation ward for clients with a traumatic or acquired brain injury with complex physical, cognitive, communication or behavioural needs. BIRU provides skilled management to this highly complex group through an interdisciplinary approach. BIRU is located at Hampstead Rehabilitation Centre

**Brain Injury Rehabilitation Community & Home (BIRCH):** BIRCH is a specialised interdisciplinary team that provides rehabilitation for adults with an acquired brain injury in a community setting. Clients of SABIRS have complex physical, perceptual, social and behavioural issues frequently compounded by mental health and substance abuse. The BIRCH service specialises in providing skilled management of this highly complex group. In addition, BIRCH provides consultative and specialist support to other therapists and services relating to Acquired Brain Injury Rehabilitation.

**Concussion Clinic:** Concussion Clinic provides advice and support to clients who are experiencing ongoing symptoms following a concussion or mild traumatic brain injury. A trans-disciplinary team provides assessment and gives education/advice/support. One or two additional follow-up therapy sessions may be provided to further assist with applying cognitive strategies, structuring and pacing activities and monitoring progress. If additional support is required, referrals to other agencies may be arranged.

**Spasticity Clinic:** Spasticity Clinic is a specialised interdisciplinary team providing services to clients with severe neurological motor control issues limiting daily function.

## Values

### SA Health Values

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

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

### Code of Ethics

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

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

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

## 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 understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document

**Name:**

**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	10/07/2018	Minor formatting with order of information amended.
V4	11/07/2018		Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.