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SA Health Job Pack

Job Title	Clinical Senior Occupational Therapist – Paediatrics & NDIS
Eligibility	Open to Everyone
Job Number	869439
Applications Closing Date	4 October 2024
Region / Division	Riverland Mallee Coorong Local Health Network
Health Service	Country Health Connect
Location	Berri & Murray Bridge
Classification	AHP3
Job Status	Ongoing Full Time
Salary	\$104,180 - \$111,746 p.a.

Contact Details

Full name	Jemma Westhoff
Position	Senior Manager Occupational Therapy
Phone number	8535 6800
Email address	jemma.westhoff@sa.gov.au

Criminal History Assessment

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

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

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

Immunisation

Risk Category A (direct contact with blood or body substances)

This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category A (direct contact with blood or body substances). [Please click here for further information on these requirements.](#)

Guide to submitting an application

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

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

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

We request that you attach the following to your application -

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

* Refer to [Guidelines for Applicants](#) for further information regarding

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

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Job Title	Clinical Senior Occupational Therapist- Paediatrics & NDIS	Classification	Allied Health Professional (AHP3)	Position Number	P22924
LHN	Riverland Mallee Coorong LHN (RMCLHN)	Term	Permanent	Position Created	22/06/2019
Area	Country Health Connect	FTE	1.0FTE	Last Updated	May 2024
Criminal History Clearance Requirements:					
	<input checked="" type="checkbox"/>	DHS Working With Children Check (WWCC)			
	<input checked="" type="checkbox"/>	NDIS Worker Screening Check			
	<input checked="" type="checkbox"/>	NPC – Unsupervised contact with vulnerable groups			
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)			

Broad Purpose of the Position

The Clinical Senior Occupational Therapist is an experienced clinician who applies significant clinical and leadership expertise to the development, delivery and continuous improvement of quality Occupational Therapy services appropriate to the rural and remote context. Operating within a multi-disciplinary service context, the Clinical Senior Occupational Therapist upholds professional standards and provides complex clinical and consultancy Occupational Therapy services across the region. As a clinical leader, mentor and clinical supervisor the Clinical Senior Occupational Therapist provides clinical support and profession-specific supervision to less experienced Occupational Therapists and plays a leadership role in the clinical education of staff and professional students within the region.

The Clinical Senior Occupational Therapist also plays a leadership role in the Occupational Therapy Network, collaborates with other Clinical Seniors to actively promote and contribute to research and evaluation to inform improvements in clinical practice. The Clinical Senior Occupational Therapist is required to develop, nurture and promote increased expertise and service improvements, to represent RMCLHN on relevant committees, and may be required to contribute to or manage relevant projects.

The Clinical Senior Occupational Therapist is line managed and receives clinical support and supervision from the by the Senior Manager of Occupational Therapy and maintains cooperative working relationships with other Allied Health Professional Clinical Seniors, local team members and key stakeholders in the Region and State.

Qualifications

Must hold a recognised qualification within the Occupational Therapy profession and be eligible for practicing membership of the relevant Professional Association. For those professions requiring Registration, all requirements to obtain and maintain current registration must be fulfilled. For self-regulated professions it is desirable to participate in the professional association accredited continuing professional development program.

Handling of Official Information

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential. SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised. SA Health employees will not misuse information gained in their official capacity.

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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 Statement

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

Special Conditions

- A current driver's license is essential, as is a willingness to drive on country roads and travel in light aircraft as required. Intra state travel will be required; interstate travel may be required.
- Flexibility and some out of hours work may be required.
- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory National Police Certificate (NPC).
- Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.
- Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police or from an accredited CrimTrac Provider confirming the clearance is for the purpose of unsupervised contact with vulnerable groups.
- Prescribed positions under the National Disability Insurance Scheme (NDIS) Act 2013 must obtain a satisfactory NDIS Worker Screening Check through the Department of Human Services (DHS) Screening Unit.
- NPCs must be renewed every 3 years thereafter from date of issue.
- WWCCs and NDIS Worker Screening Checks must be renewed every 5 years thereafter from date of issue.
- Will be required to comply with the requirements of the RMCLHN Procedure for Credentialing Allied Health and Scientific Health Professionals
- Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

Key Relationships

- Receives line supervision from the Senior Manager of Occupational Therapy
- Is clinically accountable to and receives clinical support and direction from the Senior Manager of Occupational Therapy
- In accordance with the Allied Health Clinical Support Framework, ensures Occupational Therapists working within the regions have access to regular Clinical Supervision and support, and provides direct supervision to some Occupational Therapists under formal arrangement
- Works within a multi-disciplinary team framework, in collaboration with other health professionals, service providers and the community
- May be required to temporarily fulfill a higher position, appropriate to the incumbent's skills and capacity

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Key Result Areas	Generic Requirements	Specific or Local Requirements
<p>1. Technical Skills and Application</p>	<p>1.1 Apply specialist professional expertise (including as a Rural Generalist or within a specific discipline specialty) in the provision of complex clinical and / or consultancy services across RMCLHN and / or within the relevant professional networks.</p> <p>1.2 Operate with professional independence, clinical competence and highly developed reflective-practice skills, drawing on professional direction in the application of new or sophisticated techniques.</p> <p>1.3 Apply detailed knowledge of RMCLHN strategic directions, health unit operations, service delivery and workforce issues, and very high level professional skills to achieve responsibilities of a complex and varied nature.</p> <p>1.4 Provide advice to management on professional service development, practice and redesign, in response to demand and client needs.</p>	<ul style="list-style-type: none"> ▪ Responsible to the Senior Manager of Occupational Therapy for the provision of high quality Occupational Therapy services across the region. ▪ Provide leadership and advice to operational management in the development, maintenance and evaluation of Occupational Therapy services to ensure best practice outcomes. ▪ As an experienced member of the multi-disciplinary team, contribute expertise to critical / complex cases and provide expert clinical consultancy, advice and support to colleagues as required. ▪ In collaboration with the Senior Manager of Occupational Therapy and other Managers/ Clinical Seniors, develop and monitor professional protocols and practices, to achieve region-wide quality and consistency where appropriate. ▪ Provide and promote Occupational Therapy assessment and interventions consistent with evidence based practice and health service priorities
<p>2. Personal and Professional Development</p>	<p>2.1 Work under limited direction, accepting professional responsibility for a high standard of complex, specialised or strategically significant work, including providing advice to Management / Executive on the effective allocation of resources in the delivery of services across RMCLHN.</p> <p>2.2 Display a commitment to continuous personal and professional development by:</p> <ol style="list-style-type: none"> a) Attending all mandatory training and actively pursuing other development as required to maintain currency of clinical knowledge (may include post-graduate study) b) Actively developing the professional skills and competencies in others, by contributing to or facilitation education and training activities and acting as a mentor and / or clinical supervisor to less experienced staff. c) Utilising the support of mentors and peers, and fostering strong relationships with Universities, Professional Associations and other key stakeholders. d) Actively participating in the Professional Development and Review (PDR) process, including developing and pursuing a personal / professional development plan in consultation with your line manager; and facilitating this process for staff under your supervision. <p>2.3 Facilitate the development of knowledge of effective practice by encouraging and supporting research, evaluation of services, and information sharing between</p>	<ul style="list-style-type: none"> ▪ Required to develop, nurture and promote increased expertise and service improvements in this area ▪ In collaboration with the Senior Manager of Occupational Therapy, provide clinical and professional leadership and support to Occupational Therapists in the region, by: <ol style="list-style-type: none"> a) providing direct clinical supervision to some less experienced clinicians under formal arrangement in accordance with the Allied Health Clinical Support Framework. b) providing profession-specific clinical input into the Performance Review and Development (PR&D) of clinically supervised staff, Classification and Peer Assessment Panels, Recruitment, Credentialing, and other HR processes as required.

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	<p>professionals across RMCLHN and the state, through relevant Networks and other forums.</p> <p>2.4 May have managerial responsibilities, being responsible for:</p> <p>a) Leadership, guidance and / or line management of a multi-disciplinary or specialist team within RMCLHN and / or a professional network.</p> <p>b) Attainment of Team operational goals & objectives, and the facilitation and application of human resource management principles including performance management and development.</p> <p>2.5 May have Senior Clinical Educator and / or Senior Researcher responsibilities, including:</p> <p>a) the coordination of clinical placements for a profession across RMCLHN or multiple professions;</p> <p>b) contribution to clinical education within RMCLHN or in partnership with Universities;</p> <p>c) conducting research and / or quality evaluation within region or within the professional network</p>	<ul style="list-style-type: none"> ▪ Working in partnership with private providers in the area, and assist the Senior Manager of Occupational Therapy or Advanced Clinical Lead to support compliance with service contracts (if relevant) ▪ As a member of the Occupational Therapy Network, identify the professional development needs of Occupational Therapists, and play a leadership role in addressing expressed needs. ▪ Liaise with Universities to promote rural and remote Occupational Therapy practice, and facilitate successful Clinical Placements in RMCLHN. ▪ Coordinate and contribute to the clinical education and supervision of Occupational Therapy students ▪ Contribute Occupational Therapy expertise to the development and delivery of education and training programs for clients, staff and other service providers ▪ Contribute to clinical research and undertake quality evaluation of effective Occupational Therapy practice
<p>3 Client / Customer Service</p>	<p>3.1 Treat all clients with respect, identifying and pursuing opportunities to work in partnership with stakeholders to improve the quality of services across RMCLHN.</p> <p>3.2 Promote cultural safety by valuing and promoting the cultural needs of local communities and providing advice on service or system-level changes required to meet these needs.</p> <p>3.3 As a clinical / professional leader, contribute to improvement the patient-journey driven distribution of services and ensuring client-centred practice and community engagement principles are embedded into the planning, delivery and evaluation of services.</p>	<ul style="list-style-type: none"> ▪ Consult and engage with consumers, carers and service providers to identify needs, and ensure needs of high risk / minority groups are considered in the development of services ▪ Ensure that Occupational Therapy services are consistent with evidence based practice and primary health care principles, and meet the needs of clients, their families and carers by facilitating and contributing to the development, implementation and evaluation of consumer partnership processes.
<p>4 Administration and Documentation</p>	<p>4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics.</p> <p>4.2 Proactively question existing practices and use of RMCLHN resources, and support clinicians to pursue appropriate alternatives where necessary</p> <p>4.3 Prepare comprehensive, high-level reports and / or presentations to assist management and executive decision making</p>	<ul style="list-style-type: none"> ▪ Utilise the Safety Learning System (SLS) to report patient risks, incidents and client feedback ▪ Ensure collection of client activity data and other relevant information to inform service planning and development ▪ Establish, monitor and evaluate systems for supporting professional standards and practice.

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	<p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems (including Quality Risk & Safety [QRS], Adequate Records Management [ARM] and Client Management Engine [CME]).</p> <p>4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role</p> <p>4.6 May be required to initiate and manage programs and / or projects which may include management of a multi-disciplinary project team.</p> <p>4.7 May to required to write grant submissions and project manage grant administration..</p>	<ul style="list-style-type: none"> ▪ In collaboration with the Senior Manager of Occupational Therapy, and other Senior Occupational Therapists develop appropriate clinical and administrative resources to support effective practice and services 	
<p>5 Teamwork and Communication</p>	<p>5.1 Contribute to RMCLHN-level strategic workforce planning and service development, to ensure services are effective, efficient, equitably distributed (according to need) and based on evidence.</p> <p>5.2 Promote intra-disciplinary collaboration between clinicians across RMCLHN and the development of inter-professional and across-sector partnerships to improve the quality, safety and integration of services.</p> <p>5.3 Apply high level interpersonal skills which engender the trust, cooperation and commitment of others to work together to achieve change.</p> <p>5.4 Communicate and negotiate effectively, both verbally and in writing, at all levels and with external agencies.</p> <p>5.5 Provide clinical leadership in the application of RMCLHN strategic directions, values and priorities within the relevant discipline and / or specialty area(s).</p>	<ul style="list-style-type: none"> ▪ Play a leadership role in the Occupational Therapy Network, and attend regular meetings, usually by teleconference. ▪ Support the Senior Manager of Occupational Therapy in the development of quality Occupational Therapy services and workforce ▪ Develop and maintain strong intra- and inter-professional networks and links with other service providers to ensure sharing of information, effective use of resources, integration of services and collaboration on joint-solutions where practical ▪ Represent RMCLHN Occupational Therapy in relevant forums 	
<p>6 Continuous Improvement</p>	<p>6.1 Play a leadership role in the ongoing evaluation and continuous improvement of RMCLHN services, including an emphasis on workforce development, risk management, clinical supervision and support.</p> <p>6.2 Be flexible, adaptable and innovative in a changing workplace, critically examining safety and quality issues, practices and systems, and developing practical and creative solutions</p> <p>6.3 Where appropriate, contribute to the investigation of client complaints and preparation of Ministerial Briefings related to the scope of the role, with a view to informing systematic improvements to services.</p> <p>6.4 Contribute to service development through discipline-specific, multi-disciplinary and trans-professional research and evaluation, applying high level self-reflective practice skills, assessing and reviewing the standards of work of other professional officers, and producing recommendations to assist Management / Executive decision making.</p> <p>6.5 Complying with the Code of Ethics for Public Sector Employees</p>	<ul style="list-style-type: none"> ▪ Contribute to the identification of trends and opportunities for improvement, and work with the Senior Manager of Occupational Therapy, other Managers, other Clinical Seniors and the Advanced Clinical Leads to design and implement improvements. ▪ Respond to requests for input into client complaints in a timely way and contribute to the development of Ministerial Briefings as required ▪ Contribute to workforce and service development, including by supporting the Senior Manager of Occupational Therapy or the Advanced Clinical Lead in providing advice to the Principal Consultant Allied Health and other Executive as required 	
<p>Approved by Authorised Officer</p>	<p>..... /</p>	<p>Accepted by Incumbent</p>	<p>..... /</p>

APPLICANT GUIDELINES

Job Title	Clinical Senior Occupational Therapist- Paediatrics & NDIS	Classification	AHP3
LHN	RMC Local Health Network	Term	Permanent
Area	Country Health Connect, Murray Bridge	FTE	1.0FTE

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

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

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

Key Result Area	Selection Criteria <i>(suggestions of information to include in your application)</i>
1. Technical Skills and Application	a) Your professional qualifications, professional association membership and registration status (if relevant) – refer to page 1 for minimum qualification requirements b) Extensive professional experience, particularly within rural and remote areas: <ul style="list-style-type: none"> • Outline scope and nature of previous professional practice experiences, including rural / remote experience • Experience in providing advice, clinical supervision and clinical education to less experienced professional staff and students • Previous leadership experience • Project management skills and experience • Examples of how you have applied primary health care principles to the development and reorientation of services c) Examples of other skills, knowledge or experiences that demonstrate your suitability for the role, such as: <ul style="list-style-type: none"> • Creativity, resourcefulness, flexibility, adaptability, problem solving skills
2. Personal & professional development	a) Outline previous initiatives that demonstrate your commitment to reflective practice, and proactive development of self and others (eg: additional post-graduate qualifications). b) Detail your leadership and management style and experience, including examples of problem solving through difficult situations.
3. Client / Customer Service	a) Knowledge of RMCLHN services, priorities and strategic directions b) Previous experience & skills in community engagement, client-centred practice and cultural competency c) Knowledge of requirements relating to client confidentiality and client rights.
4. Administration & Documentation	a) Highlight <i>relevant</i> skills, experience or training. Include reference to specific systems or software programs <i>if relevant</i> .
5. Teamwork and Communication	a) Outline your communication and team work skills, with examples that demonstrate your ability to lead an effective team of diverse membership. b) Previous contribution to service planning and development at local, cluster, regional or state level
6. Continuous Improvement	a) <i>Examples</i> of how you have contributed previously to quality improvement, evaluation and research or demonstrated understanding of how this role would contribute to continuous improvement