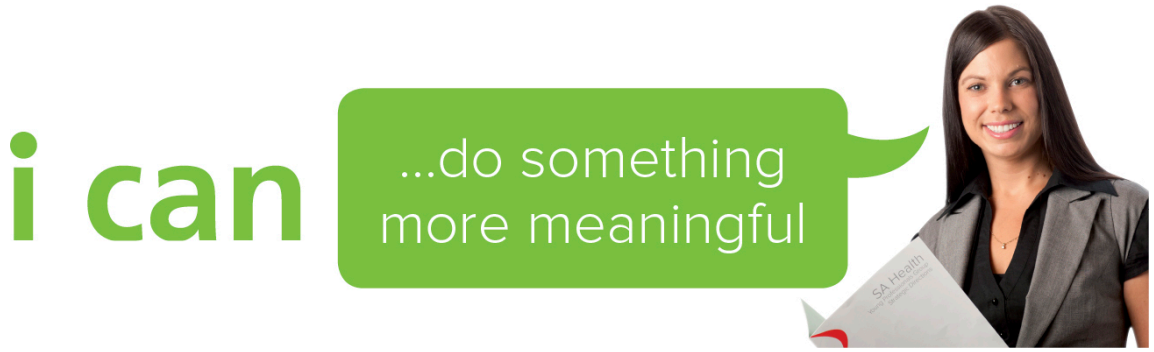


SA Health Job Pack

Job Title	Occupational Therapist – Casual Campaign 2020/21
Eligibility	Open to Everyone
Job Number	714339
Applications Closing Date	Wednesday, 31 March 2021
Region / Division	Southern Adelaide Local Health Network
Health Service	Allied Health Acute
Location	Bedford Park
Classification	AHP1
Job Status	Casual - Irregular/varied hours – 7 day roster
Total Indicative Remuneration	$32.21 p/hr - $39.34 p/hr + 25% casual loading

Contact Details

Full name	Andrew Maglaras
Phone number	(08) 8204 5498
Email address	andrew.maglaras@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 Screening – DHS

☒ Vulnerable Person-Related Employment Screening - **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 B (indirect 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 B (indirect 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 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

Position	Occupational Therapist - Casual
Classification	AHP1
Division	Allied Health Acute
Department / Section / Unit / Ward	Occupational Therapy, Acute Services
Role reports to	> Occupational Therapy Manager
CHRIS 21 Position Number P18527	**Role Created / Review Date** 01/11/2019
Criminal History Clearance Requirements ☐ Aged (NPC) ☒ Child - Prescribed (Working with Children Check) ☒ Vulnerable (NPC) ☐ General Probity (NPC)	**Immunisation Risk Category** Category B (indirect contact with blood or body substances)

JOB SPECIFICATION

Primary Objective(s) of role:

- The Occupational Therapist Casual (AHP1) is accountable to the Manager (Occupational Therapy) for the provision assessment and treatment services for adult inpatients and outpatients of the SALHN, which aims to optimise health outcomes.
- The Occupational Therapist (AHP1) will work within the scope of practice, as defined in the work level definition documented in the South Australian Public Sector Wages Parity Enterprise Agreement: Salaries 2018.
- The Occupational Therapist applies clinical experience, clinical knowledge and professional competence to plan, implement and evaluate comprehensive and integrated services to the needs of SAHLN clients.
- The Occupational Therapist (AHP1) works under direct clinical supervision and may provide support to allied health assistants and students.

Direct Reports: (List positions reporting directly to this position)

- Nil

Key Relationships / Interactions:

Internal:

- The incumbent is responsible to the Manager of Occupational Therapy through the Senior Supervising Occupational Therapy Clinician to whom they directly report.
- The Occupational Therapist works collaboratively with Allied Health multi-disciplinary team and liaises with providers of SALHN.

External:

- Community agencies.

Challenges associated with Role:

Major challenges currently associated with the role include:

- Nil

Delegations: (As defined in SALHN instruments of delegations)

(Levels / limits of authority in relation to finance, human resources, Work Health and Safety and administrative requirements as defined by Departmental delegations and policies.)

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

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and SALHN 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, Procedures and legislative requirements including but not limited to:

- National Safety and Quality Health Care Service Standards.
- *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'.
- *Public Interest Disclosure Act 2018*.
- 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 *Child Safety (Prohibited Persons) Act 2016* and Child Safety (Prohibited Persons) Regulations 2019 must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- Working with Children Clearance must be renewed every five (5) years.
- 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the *Aged Care Act 2007* (Cth) must be renewed every 3 years.
- 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 2008* 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.

Key Result Areas and Responsibilities

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	> Commitment to delivering high quality and safe care consistent with the SALHN Integrated Governance Framework and Consumer Engagement Framework and Plan.
Ensure the provision of high quality Occupational Therapy services that maximises patient health outcomes by:	> Using a competent level of professional knowledge and skill to provide assessment, interpret findings and plan and implement intervention in collaboration with patients, carers and other health professionals. > Seeking guidance and supervision from experienced staff when more complex problem solving, professional decision making and practice skills are required. > Ensuring documentation is consistent with service policy and practice. > Undertaking comprehensive discharge planning in conjunction with other team members. > Maintaining and developing clinical and professional knowledge and skills.
Provide effective coordinated Inter-Disciplinary care by:	> Working collaboratively with members of other disciplines within the Southern Adelaide Local Health Network. > Participating actively in multidisciplinary service teams and projects.
Maintain and develop clinical and professional skills by:	> Participating in clinical rotations. > Participating in departmental and hospital professional development programs. > Contributing to departmental administration through staff meetings. > Contributing to the development of departmental procedures and policies. > Participating in quality improvement activities, research and performance enhancement.
Participate in the development of a high quality Occupational Therapy department by:	> Participation in departmental meetings. > Participation in the development of resources and new information. > Participation in research and evaluation of the Occupational Therapy service. > Undertaking data input, and participating in reviewing and evaluating data produced by clinical information management system.
Provision of training and supervision of clinical Occupational therapy students by:	> Providing support to undergraduate students and to work experience students > Providing a role model, by demonstrating professional behaviour, and clinical reasoning.
Contribute to the delivery and management of efficient work practices and a culture of continued quality improvement, including:	> Participating in, and facilitating the delivery of, collaborative team work and effective continuous learning and professional development > Actively participating in continuous Quality Improvement activities, including the identification of performance standards and increased efficiencies > 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.
Contribution to effective operation of unit	> Contributing to the development of an integrated team approach and

	culture which is highly responsive to the needs of our consumers. > Contributing to the promotion and implementation of the objects and principles of the Health Care Act 2008 and Public Sector Act 2009 (inclusive of the Code of Ethics for the South Australian Public Sector). > Adhering to the provisions of relevant legislation including, but not limited to, the Equal Opportunity Act 1984, Work Health and Safety Act 2012 (SA) (WHS), Awards and Enterprise Agreements. > Demonstrating appropriate behaviours which reflect a commitment to the Department of Health values and strategic directions. > Undertaking training as required to attain and maintain required competency of skills and knowledge applicable to the role.

1. ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Appropriate Degree or equivalent qualification which entitles registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Personal Abilities/Aptitudes/Skills

- Demonstrated competency in Occupational Therapy assessment and treatment techniques.
- Demonstrated commitment to improve personal and professional skills through self-directed learning and evaluation in line with SALHN objectives.
- Demonstrated ability to communicate effectively both verbally and written.
- Demonstrated time management skills to effectively manage a caseload.
- Demonstrated commitment and ability to work effectively in inter-disciplinary teams.
- Demonstrated ability to undertake the physical demands of the job.
- Proven commitment to the principles and practise of:
  - EEO, Ethical Conduct, Diversity and Worker Health & Safety.
  - Quality management and the provision of person and family centred care.
  - Risk management.

Experience

- Demonstrated competency in the clinical management of a broad range of conditions.
- Experience in the use of Microsoft Office (including Word and Excel) and database packages.
- Proven experience in delivering high quality and safe care consistent with the National Safety and Quality Health Care Service Standards. (Mandatory for all clinical positions.)

Knowledge

- Awareness of National Safety and Quality Health Service Standards.
- Understanding of Delegated Safety Roles and Responsibilities.
- Understanding of Work Health Safety principles and procedures.
- Understanding of Quality Management principles and procedures.
- Awareness of person and family centred care principles and consumer engagement principles and procedures.

2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

Personal Abilities/Aptitudes/Skills

- Demonstrated commitment to excellence and innovation in work practices.
- Demonstrated flexibility and ability to adapt to changing service provision needs.

Experience

- Proven experience in basic computing skills, including email and word processing.

Knowledge

- Awareness of the Charter of Health and Community Services rights.

Educational/Vocational Qualifications

- Nil

Other Details

- Nil

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.

SA Health Challenges

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

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.

Governing Boards

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

Statewide	> Women's and Children's Health Network
Metropolitan	> Central Adelaide Local Health Network > Southern Adelaide Local Health Network > Northern Adelaide Local Health Network
Regional	> Barossa Hills Fleurieu Local Health Network > Yorke and Northern Local Health Network > Flinders and Upper North Local Health Network > Riverland Mallee Coorong Local Health Network > Eyre and Far North Local Health Network > South East Local Health Network

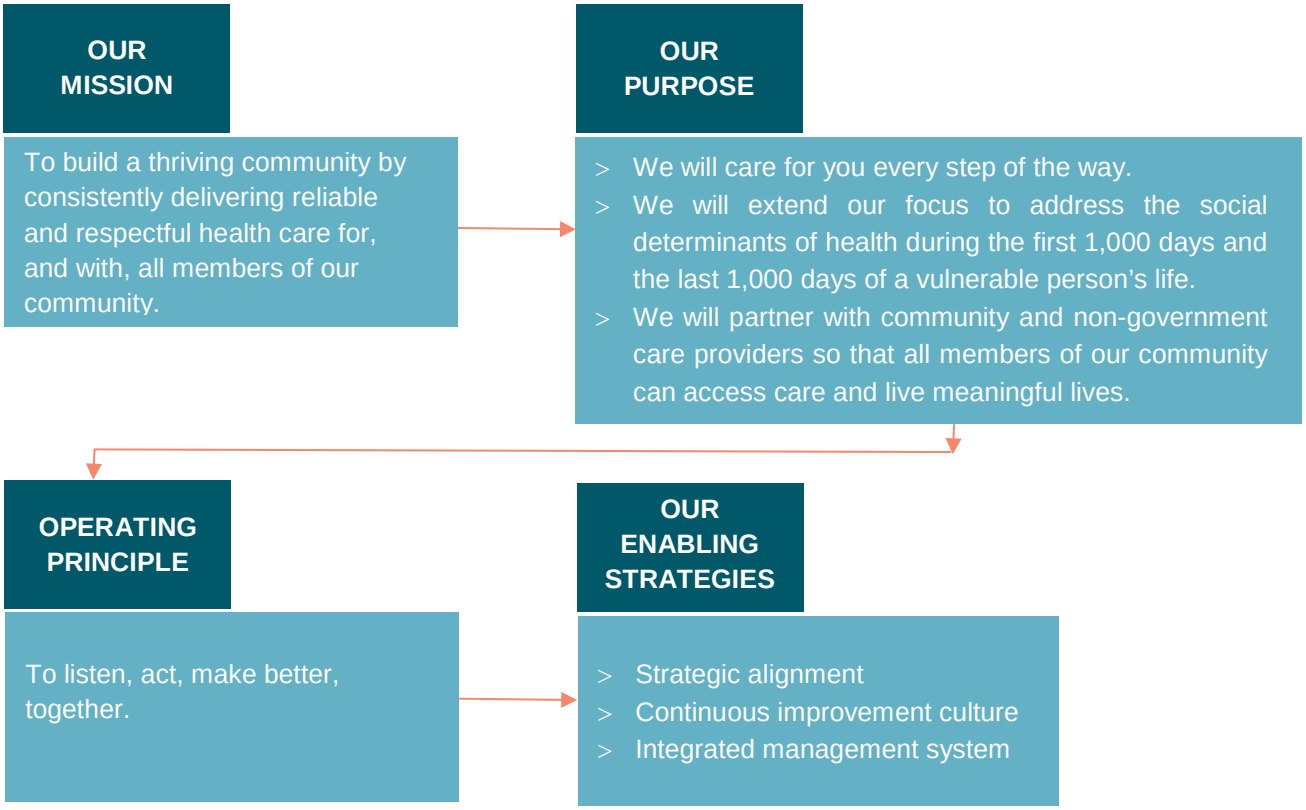
Southern Adelaide Local Health Network (SALHN)

SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of statewide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- Flinders Medical Centre
- Noarlunga Hospital
- GP Plus Health Care Centres and Super Clinics
- Mental Health Services
- Sub-acute services, including Repat Health Precinct
- Jamie Larcombe Centre
- Aboriginal Family Clinics



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** – We proudly serve the community and Government of South Australia.
- **Professionalism** – We strive for excellence.
- **Trust** – We have confidence in the ability of others.
- **Respect** – We value every individual.
- **Collaboration & engagement** – We create solutions together.
- **Honesty & integrity** – We act truthfully, consistently, and fairly.
- **Courage & tenacity** – We never give up.
- **Sustainability** – We 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.

Acknowledgement

Role Acceptance

I have read and understand the responsibilities associated with the Occupational Therapist – AHP1 in the Allied Health Acute Division and organisational context and the values of SA Health as described within this document.

Name

Signature

Date