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SA Health Job Pack

Job Title	Podiatrist
Job Number	679208
Applications Closing Date	31 December 2019
Region / Division	Southern Adelaide Local Health Network
Health Service	Flinders Medical Centre – Allied Health
Location	Bedford Park
Classification	AHP1
Job Status	Casual
Salary	\$32.21 p/hr - \$39.34 p/hr + 25% casual loading

Criminal History Assessment

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

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

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

Contact Details

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

Guide to submitting an application

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

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

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

We request that you attach the following to your application -

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

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

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



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

Role Title:	Podiatrist
Classification Code:	AHP-1
Position Number	M54678
LHN/ HN/ SAAS/ DHA:	SOUTHERN ADELAIDE LOCAL HEALTH NETWORK
Hospital/ Service/ Cluster	FMC/Acute/Noarlunga Hospital/GP Plus sites
Division:	Allied Health
Department/Section / Unit/ Ward:	Podiatry
Role reports to:	Operationally: Podiatry Manager or nominated podiatry supervisor Professionally: Podiatry Manager
Role Created/ Reviewed Date:	November 2018
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
Immunisation Risk Category:	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

Job Specification

Primary Objective(s) of role:

This podiatrist provides a podiatry service to the patients in both inpatient and outpatient areas at Flinders Medical Centre which is provided in the context of a multi-disciplinary team.

The podiatrist is responsible for the clinical assessment, intervention education and planning in wound management and high risk foot management.

The podiatrist works within the departmental protocols, procedures and guidelines and contribute to service improvement activities.

The podiatrist is responsible and accountable for patient safety and quality by providing safe and effective care.

Direct Reports:

- May be required to supervise Allied Health Assistant

Key Relationships/ Interactions:

Internal

- Interact with the Allied Health, Nursing and Medical staff. Within the department interacting with Administrative and Allied Health Assistants

External

- Work with referring agencies, interacting with other metropolitan and country podiatry sites, other relevant outside agencies, patients, families and carers

Challenges associated with Role:

Major challenges currently associated with the role include:

- Managing a busy workload and competing demands requiring the ability to organise and prioritise workload and time
- Ability to assist with diverse activities and key accountabilities requiring the ability to work as a member across teams
- Maintaining professional boundaries when responding appropriately to client and family/carer expectations

Delegations: (as defined in SALHN instruments of delegations)

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

Resilience:

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

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:

- Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:
- *Work Health and Safety Act 2012* (SA) and when relevant WHS Defined Officers must meet due diligence requirements.
- *Return to Work Act 2014* (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- Meet immunisation requirements as outlined in the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children's Protection Act 1993* (Cth) – 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- Information Privacy Principles.
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008*, and the SA Health (Health Care Act) Human Resources Manual.
- Relevant Australian Standards.
- Duty to maintain confidentiality.
- Smoke Free Workplace.
- To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

Handling of Official Information:

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

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

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

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

Special Conditions:

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

STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

Key Result Areas	Major Responsibilities
1. Contribute to the high quality and safe clinical care of patients by:	<ul style="list-style-type: none"> • Being responsible and accountable for patient safety and quality by providing safe and effective care • Demonstrating the ability to assess, diagnose and treat high risk foot patients referred to the department and consequently devise treatment programs and shared plans of care as required • Using best practice guidelines for wound management of the management of the high risk foot • Being involved with providing services to both inpatients and outpatients. • Being involved with vascular unit and other relevant units such as Rehabilitation ward rounds, discharge planning meetings and family meetings • Providing best practice offloading modalities (total contact casting, dispense of pneumatic air cast walkers, manufacture and dispense of accommodative insoles, prescription and dispense of custom made and surgical grade footwear) • Performing minor nail surgical procedures as required and providing appropriate post-operative care • Liaising with medical, surgical, nursing and allied health professionals in order to adopt an interdisciplinary approach to lower limb pathology, promoting independence and mobility, managing chronic disease states and reducing the burden of disease • Maintaining an accurate record of data/statistical collection to be used by the department and Flinders Medical Centre • Maintaining accurate documentation of patient consultation in both medical records and external correspondence • Liaising with consumers, external support facilities and agencies for effective follow up care • Referring patients to other health professionals, both internally/externally, as required • Implementing and evaluating appropriate referral procedures and guidelines for service provision in an inpatient and outpatient environment • Fostering a culture of continuous professional improvement • Incorporating preventative and early intervention practices • Embracing health promotion strategies and opportunities • Providing instruction to podiatry allied health assistants and other support staff as necessary
2. Contribute to service improvement and safety and quality forums by:	<ul style="list-style-type: none"> • Participating in quality audits/projects and in-service training programs. • Participating in service improvement activities • Participating in performance enhancement activities, including an annual performance review and development, peer review processes and regular clinical supervision • Contributing towards departmental planning activities • Collecting and analysing quantitative and qualitative data to ensure that service provision is appropriate, integrated and effective • Participating in team building and wellbeing activities • Maintaining accredited hospital standards • Participating in the SALHN podiatry group strategic projects
3. Compliance with workplace Health and Safety requirements	<ul style="list-style-type: none"> • Participating and engaging in workplace health and safety procedures • Adhere to relevant WHS requirements including infection control and hand hygiene, reporting of incidents and near misses, safe

	<p>operation of workplace equipment and manual handling, and maintenance of patient/client confidentiality</p> <ul style="list-style-type: none"> • Assist in manufacturing, repairing and maintaining clinical and patient equipment and associated records •
4. Maintain a high standard of professional competence by:	<ul style="list-style-type: none"> • Participating in formal supervision • Attending external courses and conferences relevant to clinical practice • Assisting with lectures, tutorials and practical demonstrations to undergraduate and postgraduate students in medical, nursing and allied health disciplines • Assisting with undergraduate podiatry student placements • Maintaining the FMC Podiatry Department as a resource centre of excellence for other podiatrists • Facilitating, implementing and evaluating research projects within the department or jointly with other departments to ensure that evidence is being collected on the effectiveness of podiatry practice • Fostering a continuous learning environment • Maintaining best practice professional knowledge through evidence based literature reviews • Developing education and in-service presentations to medical, nursing and allied health staff • Attending seminars/conferences of relevance • Attending and being actively involved in all mandatory and other relevant training sessions provided by the organisation within required timeframes •
5. 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.	
6. Commitment to achieving and complying with National Safety & Quality Health Service Standards.	

Acknowledged by Occupant: _____ Date: ____/____/____

Person Specification

1. ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Appropriate Degree or equivalent qualification which entitles registration with the Podiatry Board of Australia.
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Personal Abilities/Aptitudes/Skills

- Communicate effectively with a broad range of people in a verbal and written manner
 - High level interpersonal skills and the ability to communicate with patients, professional and administrative staff and staff in other agencies
 - Work under pressure and meet deadlines and prioritise work appropriately.
 - Be self motivated and demonstrate initiative
 - Demonstrate well developed negotiating, decision making and problem solving skills
 - Write clear and concise reports involving a high level of accuracy and detail
 - Ability to function with professional independence
 - Ability to work within a multi-disciplinary team
 - Manage confidential and sensitive information
 - A strong commitment to ongoing professional development
 - Undertake and participate in service improvement activities
 - Proven commitment to the principles and practise of:
 - EEO, Ethical Conduct, diversity and WHS;
 - Quality management and client oriented service;
 - Risk management
-

Experience

- Competent word processing and software skills
 - Experience in accessing community services and resources
-

Knowledge

- Knowledge of current Podiatry practices and procedures
 - Knowledge of trends and directions in podiatry on a state and national level
 - General knowledge of the operations of the Public Health System
 - Understanding of Work Health Safety principles and procedures
 - Understanding of Quality Management principles and procedures
 - Understanding of Delegated Safety Roles and Responsibilities
 - Awareness of National Safety and Quality Health Service Standards
-

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

Personal Abilities/Aptitudes/Skills

- Ability to be innovative, imaginative and resourceful in advancing podiatry service planning and delivery
-

Experience

- Experience working in an acute health-care setting
 - Proven experience in basic computing skills, including email and word processing
-

Knowledge

- Working knowledge of Work health and Safety practices
 - Knowledge of sound manual handling principles and techniques
 - Awareness of the Charter of Health and Community Services rights.
 - General knowledge of the operations of a large Health Unit
 - Knowledge of research techniques
 - Working knowledge of the roles of other multi-disciplinary team members
-

Educational/Vocational Qualifications

- Evidence of further study or training relevant to the position
-

Other details

Organisational Overview:

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

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

Our Legal Entities:

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

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

SA Health Challenges:

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

Health Network/ Division/ Department:

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

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

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

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

Values

SA Health Values

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

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

Code of Ethics

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

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

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

Domestic and Family Violence

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

SALHN Vision

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

SALHN core value TRUST

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

Approvals

Job and Person Specification Approval

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

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

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

Name:

Signature:

Date: