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SA Health Job Pack

Job Title	Allied Health Team Leader - Hand Therapy
Eligibility	Open to Everyone
Job Number	755608
Applications Closing Date	7 May 2021
Region / Division	Southern Adelaide Local Health Network
Health Service	Allied Health
Location	Bedford Park
Classification	AHP3
Job Status	Part time (33.75 hrs p/wk) , Ongoing
Total Indicative Remuneration	\$110,755 - \$118,560 p.a. (pro rata)

Contact Details

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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**
- ☐ 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 above.

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 <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	Allied Health Team Leader- Hand Therapy SALHN
Classification	AHP3
Division	Allied Health
Department / Section / Unit / Ward	Flinders Medical Centre
Role reports to	Operationally: > Manager Occupational Therapy FMC > Manager Physiotherapy FMC > Head of Unit- Plastic Surgery SALHN Professionally: > Either Manager of Occupational Therapy or Physiotherapy dependent on professional background.
CHRIS 21 Position Number M55584	Role Created / Review Date 24/03/2021
Criminal History Clearance Requirements <input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child - Prescribed (Working with Children Check) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)	Immunisation Risk Category Category A (direct contact with blood or body substances)

JOB SPECIFICATION

Primary Objective(s) of role:

The Allied Health Team Leader - Hand Therapy is accountable to the Manager of Occupational Therapy/Physiotherapy for:

1. Providing clinical leadership within the SALHN Hand Therapy team including management of workloads and skill mix within the team. This involves working with limited professional supervision, demonstrating a high level of clinical independence and competency in clinical and research roles, providing an expert Hand Therapy service to SALHN patients including the provision of specialised oversight for the prioritisation of clinical cases.
2. Conducting quality auditing and clinical protocol development for Hand Therapy.
3. Direct supervision to AHP2 and AHP1 Hand Therapists' (from Occupational Therapy/Physiotherapy backgrounds) and coordination of supervision processes to ASO2 staff working in Hand Therapy.
4. Co-ordination of clinical training and development of Hand Therapy services within SALHN.
Specifically, this includes:
 - Primary responsibility for protocol development and professional competencies and training relating to areas of practice.
 - Participating in service improvement, in-service, education, and trans-disciplinary representation activities (e.g. task groups) related to this area.
 - Resolve problems and influence organisational attitudes and policies to increase the value, contribution, and effectiveness of Hand Therapy in these areas.
 - Represent work groups/agencies both externally and internally as required.
5. The incumbent in this position will have a clinical caseload of selected Hand Therapy patients which will reflect area of expertise. This includes development and generation of innovative or novel responses to complex clinical problems,
6. The incumbent has professional accountability to the Manager of Occupational Therapy and Physiotherapy.

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

AHP 1/2 Physiotherapy and Occupational Therapy staff members working in Hand Therapy.

Key Relationships / Interactions:

Internal:

- > Occupational Therapy Manager FMC Acute
- > Physiotherapy Manager FMC Acute
- > Plastic Surgery Head of Unit SAHLN
- > Physiotherapy Deputy Manager- Ambulatory Care
- > Plastic Surgery Nurse Consultant.
- > Administrative Coordinator FMC.
- > Outpatient support services manager NHS.

External:

- > Nil of note.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Leading a team of Hand Therapists consisting of Occupational Therapists and Physiotherapists in a truly trans-disciplinary manner.
- > Leading a single service across two sites and the associated challenges of coordination.
- > Being 'data capable' to ensure team decisions are made on best available data.

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

As an individual 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.

As a Manager you, or your delegate, are required to action the Performance Review & Development Program inclusive of six (6) monthly reviews, for all employees for whom you are responsible.

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.
- > *Mental Health Act 2009* (SA) and Regulations.

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	Major Responsibilities
Lead the team	<ul style="list-style-type: none"> > Ensure the delivery of high quality and safe care consistent with the SALHN Integrated Governance Framework and Consumer Engagement Framework and Plan. > Ensure that service provision and the activities of the Division / Unit / Ward / Service are person and family centred and professionally and effectively conducted by contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers. > Ensure the effective management of human, financial and physical assets through appropriate planning and allocation of resources to achieve agreed Division / Unit / Ward / Service and strategic plans. > Lead, develop and foster a positive work culture which is based on SA Public Sector and SALHN values and promotes patient / client focussed service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation. > Budget preparation, monitoring and reporting and adherence to resources allocations.
Coordinate Hand Therapy Service Provision across SALHN	<ul style="list-style-type: none"> > Identifying crucial issues, trends, initiatives, and innovations which will impact on the delivery of Hand Therapy services and communicating the same to Managers of Occupational Therapy/ Physiotherapy. > Ensuring that appropriate clinical Hand Therapy roles, knowledge and skills are practiced, monitored, and regularly updated using best practice framework. > Providing specialised input and overseeing the prioritisation of clinical cases presented to the Hand Therapy Service > Ensure an appropriate level of quality improvement services to Hand Therapy, by liaising with individual staff members on a day to day basis, which includes assigning project work as necessary. > Actively participating and contributing in inter-departmental and other policy and decision-making meetings related to Hand Therapy to ensure effective communication and representation of clinical research and development within Hand Therapy and other hospital departments. > Keeping the Managers of Occupational Therapy/ Physiotherapy informed of crucial operational issues in clinical areas, so that decisions regarding Hand Therapy can be made appropriately and with all relevant information. > Communicate with and advise the Manager of Occupational Therapy and Physiotherapy regarding conflict and disciplinary matters to enable appropriate and timely action to be taken.
Ensure Clinical Outcomes are achieved by:	<ul style="list-style-type: none"> > Innovative development, evaluation and development of clinical protocols and clinical competencies > Efficient management of a complex clinical caseload utilising specialist level skills and the development and generation of innovative or novel responses to these problems. This includes advanced splinting skills for upper extremity dysfunction & specialist treatment modalities. > The provision of specialist clinical consultancy for Hand Therapy. > The provision of clinical leadership specifically around the development and implementation of practice roles, protocol development and professional competencies. This role will also assist in the coordination of quality improvement projects in relation to hand therapy.

<p>Coordinate education activities and promote clinical research and development by:</p>	<ul style="list-style-type: none"> > Effective initiation, preparation, and presentation of lectures to other FMC departments, under and postgraduates as required and/or supervising other staff presentations. > Organisation and active participation in Occupational Therapy/Physiotherapy Department Inservice Education programmes in consultation with the Managers of Occupational Therapy/ Physiotherapy as part of staff performance development in order to improve and maintain the knowledge and skills of staff working in this area. > Effective supervision and instruction of staff including under and postgraduate students within the Hand Therapy areas in relation to clinical research and development. > Accepting students for specialised fieldwork education as negotiated with Occupational Therapy/ Physiotherapy to fulfill each department's commitment. > Initiating and participating in continuing education in order to improve clinical research and development of Hand Therapy skills and knowledge, by attending and presenting at relevant educational activities such as conferences, workshops, and seminars
<p>Coordinate quality and research activities that may be complex in nature by:</p>	<ul style="list-style-type: none"> > Developing and participating in clinical research and development activities with SALHN Hand Therapists. > Ensure the provision of a high quality of service by auditing and evaluating interventions, developing protocols and participating in department planning. > Efficient management of team involvement in Hand Therapy to facilitate the performance development of individual staff. > Supervising the accurate maintenance of resource files including clinical protocol development and data collection related to Hand Therapy clinical development projects. > Ensuring resources are easily accessed and current, by reviewing resources regularly, as part of department objectives, and update resources with new information as it becomes available. > Maintaining confidentiality about the information of patients and staff in order to ensure privileged information on staff and patient rights are not divulged by following SALHN regulations on confidentiality and ensuring staff comply with Medico-Legal requirements > Actively seeking out new clinical opportunities in Hand Therapy and strongly encouraging staff participation in these activities. > Maintaining good interpersonal communication by tabling and discussing relevant information to improve skills and knowledge of Hand Therapy clinical research and development.

1. ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Appropriate Degree or equivalent qualification which entitles registration as an Occupational Therapist with Occupational Therapy Australia **OR**
- > Appropriate Degree or equivalent qualification which entitles registration with the Physiotherapy Board of Australia.

Personal Abilities/Aptitudes/Skills

- > Ability to initiate and lead change that results in improve outcomes and facilitates continuous quality improvement.
- > Committed to promoting best practice and developing the role of Hand Therapy
- > Demonstrated advanced organisational skills with the ability to prioritise workload and meet deadlines.
- > Excellent interpersonal skills including negotiation, dealing with conflict and verbal and written communication.
- > Demonstrated successful leadership and supervisory experience.
- > Demonstrated ability to promote consumer involvement and participation
- > Energetic, enthusiastic, and creative.
- > 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

- > Proven experience in delivering high quality and safe care consistent with the National Safety and Quality Health Care Service Standards.
- > Broad experience Occupational Therapy or Physiotherapy, as well as demonstrated advanced level of skill in Hand Therapy.
- > Experience in the fabrication of complex orthoses.
- > Experience with wound management associated with post-surgical care in hands.
- > Demonstrated experience with project management including clinical research/ service improvement.
- > Demonstrated experience in a role with administrative and managerial responsibilities.
- > Experience in the supervision of AHP1 and AHP2 staff and undergraduate student clinical placements.
- > Experience in quality improvement programs.
- > Proven experience in basic computing skills, including email, word processing and excel.

Knowledge

- > Understanding of Delegated Safety Roles and Responsibilities.
- > Understanding of National Safety and Quality Health Service Standards
- > 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.
- > Specialist knowledge of Hand Therapy assessment and intervention with acute patients with hand and upper limb injuries, trauma, peripheral nerve injuries, oedema management, advanced splinting skills for upper limb dysfunction, and specialist scar management.
- > Knowledge of research principles and practice, including development and maintenance of databases, basic statistical analysis, reporting and writing for publication.
- > Knowledge of equal employment principles and capacity to implement equal employment opportunity policies.

- > Committed to the aims and procedures of SALHN, the Plastic Surgery and Occupational Therapy/Physiotherapy Departments.
- > Sound understanding of Clinical Governance.

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

Personal Abilities/Aptitudes/Skills

- > Strong interest in, and history of personal & professional development.

Experience

- > Previous experience in leading teams (preferably multi-disciplinary or trans-disciplinary).
- > Demonstrated use of initiative in the development of the Occupational Therapy/Physiotherapy roles and practice
- > Demonstrated use of initiative in the development of the Occupational Therapy/Physiotherapy profession and or clinical research and development.
- > Experience in research data management.
- > Publications in refereed journals
- > Presentations to conferences, workshops, lectures

Knowledge

- > Awareness of the Charter of Health and Community Services rights.
- > New and innovative practice in Hand Therapy as it relates to best practice in Australia and overseas

Educational/Vocational Qualifications

- > Postgraduate study in Hand Therapy.
- > Accredited Hand Therapist as awarded by the Australian Hand Therapy Association or Certified Hand Therapist (USA).

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, 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

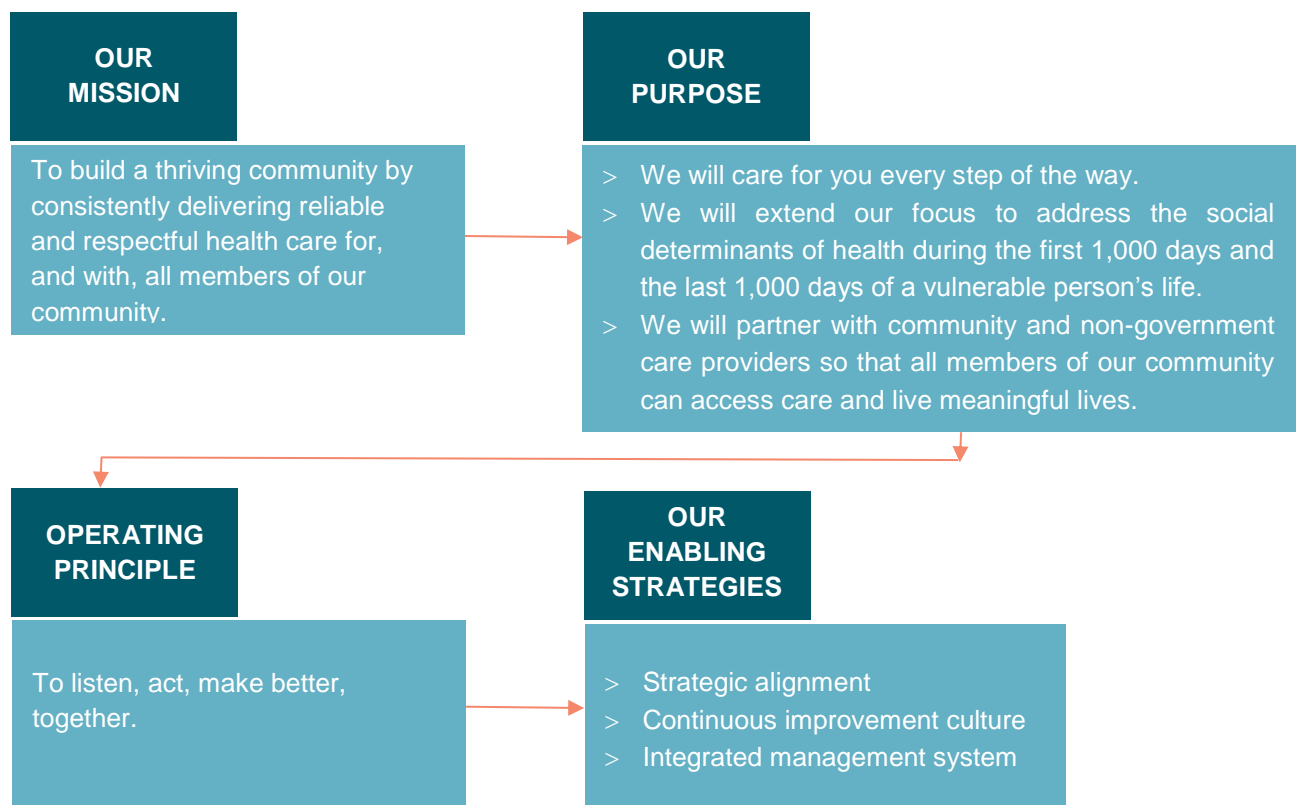
Southern Adelaide Local Health Network (SALHN)

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.

Role Acceptance

I have read and understand the responsibilities associated with the Allied Health Team Leader, Hand Therapy in SALHN Allied Health Acute, and organisational context and the values of SA Health as described within this document.

Name

Signature

Date