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## SA Health Job Pack

<b>Job Title</b>	Training Coordinator, Borderline Personality Disorders Centre of Excellence
<b>Job Number</b>	677106
<b>Applications Closing Date</b>	7/12/2018
<b>Region / Division</b>	Country Health SA Local Health Network
<b>Health Service</b>	Mental Health Service, Borderline Personality Disorder Centre for Excellence
<b>Location</b>	Adelaide CBD
<b>Classification</b>	ASO7
<b>Job Status</b>	Temporary Full-time working up to 28/6/2019
<b>Indicative Total Remuneration*</b>	\$108,560 - \$117,591

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

## Contact Details

<b>Full name</b>	Judy O'Sullivan
<b>Phone number</b>	8226 8173
<b>Email address</b>	Judy.O'Sullivan@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



## ROLE DESCRIPTION

<b>Role Title:</b>	Training Coordinator
<b>Classification Code:</b>	AS07
<b>LHN/ HN/ SAAS/ DHA:</b>	Country Health SA Local Health Network (CHSALHN)
<b>Hospital/ Service/ Cluster</b>	Mental Health Service
<b>Division:</b>	
<b>Department/Section / Unit/ Ward:</b>	
<b>Role reports to:</b>	Principal Project Manager, Borderline Personality Disorder Centre of Excellence (BPDCE)/ Advanced Clinician Coordinator,BPD, BPDCE
<b>Role Created/ Reviewed Date:</b>	April 2018
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

## ROLE CONTEXT

### Primary Objective(s) of role:

The Training Coordinator will analyse learning needs for clinicians working with people living with Borderline Personality Disorder across the system of care and develop and deliver evidence based clinical education matched to these needs.

### Direct Reports:

May be required to supervise up to three staff.

### Key Relationships/ Interactions:

#### Internal

- > Works as part of the BPDCE team which includes the Principal Project Manager, Clinical Lead, Research Project Officer, Administration Project Officer, Advanced Clinician Coordinator and Specialist BPD Clinicians.
- > Works with mental health clinicians and maintains connections to frontline health professionals across SA Health.

#### External

- > Works in conjunction with training organisations nationally and within South Australia, particularly the contracted training organisation for the BPDCE.
- > Maintains relationships with non-government organisations and other government organisations.
- > Works with other service providers, mental health workers and associated professional networks
- > Maintains relationships with relevant professional registration bodies.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Analysis of the learning needs of clinicians in the mental health and primary care sectors in relation to Borderline Personality Disorder
- > Development and delivery of training in evidence based care for people living with Borderline Personality Disorder
- > Work in conjunction with government and non government agencies, BPD experts, professional bodies, carers and consumers to develop and maintain a learning and continuous improvement culture within the BPDCE and the broader service community

**Delegations:**

- > Financial delegation – Group E Level 6
- > HR delegation – Level 6

**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 and 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 (WHS).
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > Child protection legislation (inclusive of mandatory notification responsibilities).
- > Disability Discrimination.
- > Code of Fair Information Practice.
- > 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 consumer information other than in connection with the performance by them of their duties and/or as authorised.

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

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

**White Ribbon:**

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

**Cultural Statement:**

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

**Special Conditions:**

- > A current driver's licence is essential as is a willingness to drive on country roads, Government vehicles and travel in light aircraft as required. Frequent intra-regional and intra state travel 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 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 of Human Services (DHS).
- > 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 confirming the clearance is for the purpose of working in Aged Care.
- > Prescribed Positions will also require a NPC general probity clearance.
- > Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue.
- > 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.
- > Position duties may change, as determined by Mental Health Executive and the Directorate planning processes.
- > CHSALHN MHS embraces strength based approaches and the principles of positive psychology and aims to be a flourishing mental health service that impacts meaningfully and positively on the communities it serves. To this end, CHSALHN MHS promotes the principles of PERMA+, promoted by South Australian Health and Medical Research Institute (SAHMRI) Wellbeing and Resilience Centre based on Dr Martin Seligman - Adelaide Thinker in Residence, for our staff, consumers and partners.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<b>Provide high quality continuing education services to improve clinical knowledge, commitment and practice with people living with BPD across the range of mental health and primary care services in both government and non government sectors.</b>	<ul style="list-style-type: none"> <li>&gt; Undertake assessment and analysis of the education, training and development needs of mental health clinicians, frontline health and emergency services, primary care and non-government organisations serving people living with BPD;</li> <li>&gt; Develop evidence based educational programs matched to identified needs, strategic priorities, and contemporary professional education principles and practices;</li> <li>&gt; Collaborate with relevant stakeholders to identify resources that support teaching and learning.</li> <li>&gt; Establish and manage a preferred provider panel of training expertise specific to BPD.</li> <li>&gt; Involve consumers and carers in delivery of training.</li> <li>&gt; Develop, use and maintain communication mechanisms to ensure mental health staff and other training participants have current information on developments and advancement in evidence based practice;</li> <li>&gt; Provide educational support for change processes, risk management practices and service improvement activities;</li> <li>&gt; Develop and implement teaching sessions to designated populations;</li> <li>&gt; Regularly review education / training programs to ensure outcome standards and key performance indicators are achieved;</li> <li>&gt; Contribute to a team environment that promotes positivity, learning and development, safety and welfare of employees, acknowledges differences and encourages creativity, innovation and honesty</li> </ul>
Productive work relationships with stakeholders are maintained by:	<ul style="list-style-type: none"> <li>&gt; Develop and maintain productive working relationships with all educators and staff responsible for training;</li> <li>&gt; Provide leadership in the development, implementation and evaluation of training in the BPDCE;</li> <li>&gt; Liaise and consult with carers and consumers regarding training content.</li> </ul>
Contribute to the promulgation of Country Health SA LHN strategic objectives to a wide audience	<ul style="list-style-type: none"> <li>&gt; Participate on relevant committees and planning bodies within SA Health/CHSALHN portfolios, the public sector, state and national forums as required.</li> <li>&gt; Develop and support the implementation of effective communication strategies that progress the Statewide BPDCE training program.</li> </ul>

## **ESSENTIAL MINIMUM REQUIREMENTS**

### **Educational/Vocational Qualifications**

- > Relevant tertiary qualifications or equivalent

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

- > Innovation, creativity and flexibility that can be applied to an education setting.
- > Ability to prepare and undertake presentations of a high standard in a range of educational settings to both community and professional groups.
- > Ability to develop, coordinate and deliver education programs and conduct appropriate evaluations of the programs.
- > Effective leadership skills including highly developed skills in communication, problem solving, conflict resolution and negotiation.
- > Proven ability to perform effectively under pressure and prioritise workloads.

### **Experience**

- > Demonstrated experience and skills in education or staff development.
- > Demonstrated clinical experience in Mental Health Assessment, Risk Assessment and collaborative, consumer-centred care planning
- > Demonstrated experience in delivery of evidence based interventions with consumers living with BPD or with emerging BPD traits

### **Knowledge**

- > Understanding of diverse methods and techniques in delivering education
- > Understanding of strategies for knowledge translation
- > Understanding of the philosophy and principles of trauma informed care and Motivational Interviewing theory and practice.
- > Knowledge and understanding of legislative responsibilities regarding Workplace Health and Safety, Workers Compensation and Rehabilitation and Equal Opportunity.
- > Knowledge of Continuous Quality Improvement.
- > An in-depth and up to date demonstrable understanding of the operations of the public health system in South Australia and Australia and in particular of the drivers of mental health reform.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- > Relevant qualifications in Education/Teaching/Workplace Training.
- >

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

- > Highly developed information presentation skills.
- > Ability to use information technology for information retrieval and education delivery.
- > Ability to analyse complex data.

### **Experience**

- > Recent experience working in a healthcare organisation.
- > Experience with information systems especially the Community Based Information System (CBIS) or Country Consolidated Client Management Engine (CCCME)

### **Knowledge**

- > Knowledge of Dialectical Behaviour Therapy, Cognitive Analytic Therapy, Mentalization Based Treatment, Schema Focused Therapy or other evidence based treatments for BPD
- > Knowledge of the SA Public Health System





## Organisational Context

### Organisational Overview:

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

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

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and 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 Australians have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### Health Network/ Division/ Department:

CHSALHN oversees the rural public health system in South Australia. We provide community, rehabilitation and acute services to approximately a third of SA's population and is the largest service provider in country SA. The Vision of CHSALHN is to transform health care and actively deliver health benefits so that rural and remote South Australians live healthy lives. Within this broader context, the mission of CHSALHN is to:

1. Support rural and remote South Australians to be healthy;
2. Commit to partnering with individuals, communities and staff to deliver high quality, high value health care that enhances the lived experience of rural and remote South Australians and their cares and families; and
3. Commit to enhancing the satisfaction, and promoting the talent, of its workforce.

CHSALHN MHS's mission is "To be a flourishing mental health service that impacts meaningfully and positively on the communities it serves". Within this context, there are 5 key goals that support the achievement of the Directorate's vision of "Transforming health care and actively delivering health benefit." These are to achieve:

1. Effective, appropriate and sustainable mental health services;
2. Access to empowering and appropriate mental health services;
3. An appropriate, skilled and well supported mental health workforce;
4. Collaborative and research based mental health service planning and policy development; and
5. Strong leadership through governance, transparency and accountability.

## Values

### SA Health Values

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

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

### Code of Ethics

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

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

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

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

## Approvals

### Role Description Approval

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

**Name:**

**Role Title:**

**Signature:**

**Date:**

## Role Acceptance

### Incumbent Acceptance

I have read and 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:**