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## SA Health Job Pack

<b>Job Title</b>	Principal Audiologist
<b>Job Number</b>	679181
<b>Applications Closing Date</b>	21 December 2018
<b>Region / Division</b>	Southern Adelaide Local Health Network
<b>Health Service</b>	Flinders Medical Centre - Audiology
<b>Location</b>	Bedford Park
<b>Classification</b>	AHP3
<b>Job Status</b>	Part Time (22.5 hours p/w) Temporary up to 30 June 2019
<b>Total Indicative Remuneration</b>	\$106,424 - \$114,229

## 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](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>	Helen Tedesco
<b>Phone number</b>	8204 3007
<b>Email address</b>	<a href="mailto:helen.tedesco@sa.gov.au">helen.tedesco@sa.gov.au</a>

# 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)

<b>Role Title:</b>	Principal Audiologist
<b>Classification Code:</b>	AHP3
<b>Position Number</b>	M55376
<b>LHN/ HN/ SAAS/ DHA:</b>	SOUTHERN ADELAIDE LOCAL HEALTH NETWORK
<b>Hospital/ Service/ Cluster</b>	Flinders Medical Centre
<b>Division:</b>	Allied Health
<b>Department/Section / Unit/ Ward:</b>	Audiology
<b>Role reports to:</b>	<p><b>Operationally:</b> Director of Clinical Services, Speech Pathology &amp; Audiology</p> <p><b>Professionally:</b> Director of Clinical Services, Speech Pathology &amp; Audiology</p>
<b>Role Created/ Reviewed Date:</b>	April 2017
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category:</b>	<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:

The Audiology Department is part of the merged Department of Speech Pathology and Audiology Flinders Medical Centre. FMC Audiology department provides a range of routine and specialist audiology services which include: the state-wide South Australian public adult cochlear implant program, ototoxic monitoring, Ear, Nose & Throat clinics and specialist diagnostic adult and paediatric hearing assessments.

The Principal Audiologist is accountable to the Director of Clinical Services (Speech Pathology and Audiology) for the provision and oversight of comprehensive audiological services, which result in the assessment and management of patients referred from within Flinders Medical Centre and outside the hospital. The incumbent co-ordinates routine and diagnostic audiological services and oversees clinical protocol and practices by evaluating and reporting on current clinical effectiveness. In line with the strategic directions of FMC and the Allied Health Division, audiology works towards integrated clinical care, teaching and research and continuous service improvement for quality of care and patient safety within the limited human resources available. The incumbent takes responsibility for maintaining professional competence through attendance at conferences and workshops.

Most clinics incorporate clinical teaching, and the incumbent will be required to coordinate and support both short term and block placements for Masters of Audiology students and an annual placement of international students.

**Direct Reports:**

- OPS2 Paramedical Aide, AHP2 Audiologists, AHP3 Clinical Specialist Audiologist

**Key Relationships/ Interactions:**Internal

- Operationally and Professionally reports to Director of Clinical Services, Speech Pathology and Audiology
- Leads Audiology team members, including providing supervision and clinical support
- Works collaboratively with key staff across health units including but not limited to ENT, Outpatient Services/Hub, Oncology, Paediatric, Neonatology and wards
- SALHN Discipline Managers via Clinical Governance Committee and other relevant committees, workgroups and relations
- Flinders Medical Centre Allied Health Director

External

- Women's and Children's Health Network – Children's Audiology Service Manager and Royal Adelaide Hospital Audiology Manager
- Allied and Scientific Health Office – via the Audiology Advisory Group
- External Audiology service providers, ENTs, GPs and other private service providers.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- Managing through change
- Part time workforce

**Delegations:** (as defined in SALHN instruments of delegations)

Financial	n/a
Human Resources	N/A
Procurement	Level 7

**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.
- 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.
- Meet immunisation requirements as outlined in the *Immunisation for Health Care Workers in South Australia Policy Directive*.

## 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).
- > 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.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

## STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

*“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.”*

### **Clinical Service Provision:**

*The Principal Audiologist is responsible to the Director of Clinical Services for the provision and coordination of audiology services in accordance with Divisional and hospital policies and procedures and the guidelines set by Audiology Australia through:*

- Planning, coordinating and managing activities of the Audiology department in line with the strategic plan and goals of SALHN Allied Health
- Provide ongoing evaluation of services in relation to the strategic directions set, including providing leadership on Audiology's position and reporting key outcomes.
- Review of policies, procedures and standards to be modified to accommodate new practices and knowledge in audiology.
- Prioritise allocation of staff and resources to optimise the efficiency and performance of the department.
- Providing audiologists and students assigned to the service with orientation and instruction in all aspects of practice so that they develop skills and demonstrate competence.
- Formulating and reviewing the objectives of the Audiology services consistent with SALHN and Allied Health Strategic Plans.
- Maintaining adequate and meaningful records and statistics; preparation of appropriate reports to management to monitor and maximise resource utilisation and achieve a high standard of excellence in all activities.
- Fostering a primary health approach within all service delivery and planning.
- Adhering to standards of clinical services and competencies and clinical service development within the Australian Council of Health Care Standards (ACHS) guidelines.
- Contribute to the Audiology service by providing direct clinical services up to 50% of the working hours, focusing in particular in areas of clinical expertise.
  - Market the role and successes of the audiological programs within FMC and the region.
- In conjunction with the DCS
  - Formulate goals and objectives for the staff and services, monitoring achievements, quality and appropriateness of the services provided through peer review, audit and quality assurance processes.
  - Formulate short and long term objectives and develop the audiology service in line with the goals and objectives of SALHN.
  - Facilitate initiatives within the AH Division which contribute to hospital demand management such as integration of services, new models of care, partnerships in health care across sectors and integration of services across the continuum of care
  - Application of SALHN Clinical Governance framework to Audiology service provision, including risk identification and development of risk management plan\Lead audiology through changes in systems and structures by envisioning and representing Audiology's position and fostering change management support systems for audiological staff
- Ensure appropriate audiology representation and participation in policy development on major policy and planning committees externally and within SALHN, including the Allied and Scientific Health Office Audiology Advisory Group.
- Take a leadership role in state-wide and national audiological issues that will facilitate achievement of FMC objectives.

*In addition, the Principal Audiologist contributes to the provision of services in collaboration with specialist units (such as: Ear, Nose and Throat, Paediatrics, Oncology) and on a broader basis through:*

- Providing expert knowledge in regard to diagnosis of hearing and related disorders which may include identification of appropriate surgical medical and rehabilitative intervention.
- Overseeing of training programmes and in-services to medical and nursing staff.
- Counselling patients/families, referrers other professionals about the difficulties created by hearing-related disorders and recommendation of management strategies needed.
- Coordinating referral and monitoring pathways and systems to audiology from these specialist units

## Administration/Workforce Development

*The Principal Audiologist contributes to the administration of the Division and the department by implementation and maintenance of policies and procedures to ensure the provision of comprehensive professional audiology services. This is achieved through:*

- Advising the Director of Clinical Services, Speech Pathology and Audiology, of resources required to ensure ongoing development of these services and acquiring these where needed.
- Determining criteria for the selection of staff to work in these services.
- Conducting audiology supervision sessions, staff performance appraisals and recommending further education/training activities so that they may continue to develop their professional competence and skills
- Contribute to the overall management of the department in accordance with hospital policy by observing and where appropriate updating administrative and clinical protocols, maintaining accurate statistics to the standard required by the hospital and division, conducting audiology staff planning sessions, and maintenance and design of clinical assessment and therapy materials
- Contribute to the maintenance of quality service standards of the equipment in conjunction with Biomedical Engineering (BME) and external providers, coordinating or delegating coordination of calibration equipment maintenance, repair and replacement where necessary
- Represent audiology at Department and Allied Health Division meetings in conjunction with the DCS, as required. Ensure timely exchange of information with the Director of Clinical Services as required
- Work with the Allied Health Division, in ensuring the cost-effective management of the audiology service to meet all performance targets.
- Monitor and evaluate the service and make changes where indicated, including developing and compliance monitoring of KPIs

## Teaching/Research and Professional Development

***To continually enhance the service through the integration of clinical care with teaching and research and individual professional development, the incumbent will:***

- Participate in the education of students and staff of FMC/FU Speech Pathology and Audiology department, in particular in the Masters of Audiology course and any International Audiology Students.
- Co-ordinate the provision of in-service education rotationally run by Audiologists to medical, nursing and other allied health staff so that they understand the effects of hearing impairment on patients
- Provide audiologists and students assigned to the service with orientation and instruction in all aspects of practice so that they develop skills and competence.
- Coordinate, oversee, and report on student activity using designated IT platforms in line with SA Health requirements.
- Contribute to research activities related to the areas of professional practice and expertise.
- Maintaining and update knowledge & skills in own professional specialty via journal publications.
- Attending conferences and workshops to maintain up to date knowledge and networks
- Contribute to effective staff and student education through academic and clinical programs.

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Acknowledged by Occupant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## Person Specification

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### 1. ESSENTIAL MINIMUM REQUIREMENTS

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#### Educational/Vocational Qualifications

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- Appropriate Degree or equivalent qualification which gives eligibility for Association membership with Audiology Australia.
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#### Personal Abilities/Aptitudes/Skills

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- Ability to organise workloads, set priorities and manage time effectively
  - Proven ability to lead, plan, co-ordinate and manage an audiology specialty
  - Excellent written and oral communication skills which result in effective and appropriate communication with a broad range of people
  - Proven ability to work independently and as part of a multidisciplinary team with a high level of self-motivation and initiative
  - Demonstrated competency in teaching and supervision of students
  - Demonstrated ability to implement evidence-based practice and continually update practice in line with research and technological advances
  - Proven commitment to the principles and practise of:
    - EEO, Ethical Conduct, diversity and WHS;
    - Quality management and client oriented service;
    - Risk management.
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#### Experience

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- At least 5 years post-graduate experience in a broad range of audiological clinical procedures including the management of patients affected by hearing and communication disorders.
  - Demonstrated experience in the leadership of an audiological specialty
  - Service improvement and evaluation
  - Significant experience and expertise in specialized complex clinical areas of audiology and an up to date theoretical knowledge of these fields
  - Demonstrated ability to ensure the achievement of performance targets in relation to activity, quality, research and development in line with organisational goals
  - Ability to review current research and technological developments and implement as appropriate
  - Experience in tertiary teaching
  - Previous experience with inter-departmental collaboration and communication.
  - Proven experience in basic computing skills, including email and word processing
  - Experience in hospital-based audiology practice
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#### Knowledge

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- Knowledge of the role and function of multi-disciplinary teams
- Hospital based audiology programs
- 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



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## 2. DESIRABLE CHARACTERISTICS

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### Personal Abilities/Aptitudes/Skills

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- Project management skills
  - Problem solving skills
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### Experience

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- Proven experience in basic computing skills, including email and word processing
  - Experience in hospital-based audiology practice
  - Experience in having research work published in journals or at conferences.
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### Knowledge

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- Broad knowledge of networks within the state in regard to services for hearing impaired patients
  - Knowledge of primary health care and health promotion approaches
  - Knowledge of public sector health care policy environment
  - Knowledge of acute hospital systems
  - Knowledge of change management systems and approaches
  - Awareness of the Charter of Health and Community Services rights.
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### Educational/Vocational Qualifications

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- Higher qualification in clinical area
  - Formal qualification in management
  - Current Clinical Certificate as awarded by Audiology Australia or eligibility for Clinical Certification
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### Other details

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## 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, 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 three hospitals, Flinders Medical Centre, Noarlunga Hospital and the Repatriation General 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 Adelaide Primary Health Network

## 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:**