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## SA Health Job Pack

Job Title	Senior Occupational Therapist - Geriatrics in the Home
Job Number	679585
Applications Closing Date	25 January 2019
Region / Division	Northern Adelaide Local Health Network
Health Service	Modbury Hospital
Location	Modbury
Classification	AHP3
Job Status	Permanent Part-Time – 18.75 hours per week
Indicative Total Remuneration*	\$106,477- \$114,282 p.a. (pro-rata)

## 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

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# 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>	Senior Occupational Therapist
<b>Classification Code:</b>	AHP-3
<b>LHN/ HN/ SAAS/ DHA:</b>	SA Health – Northern Adelaide LHN
<b>Hospital/ Service/ Cluster</b>	Modbury Hospital
<b>Division:</b>	Aged Care, Rehabilitation & Palliative Care
<b>Department/Section / Unit/ Ward:</b>	Geriatrics
<b>Role reports to:</b>	Nurse Unit Manager – Community GEM
<b>Role Created/ Reviewed Date:</b>	
<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 Senior Clinician Occupational Therapist is responsible to the Nurse Unit Manager Community Geriatrics for the development, implementation, coordination and evaluation of quality Occupational Therapy services for patients of the Northern Adelaide Local Health Network (NALHN).

The Senior Clinician Occupational Therapy participates as member of the community geriatrics team. Optimal care and outcomes are ensured by providing a comprehensive range of Occupational Therapy services to patients receiving therapy at home.

The Senior Clinician Occupational Therapy works in collaboration with other members of the interdisciplinary team, to effectively plan and provide therapeutic interventions based on patient goals. This may involve consultation and liaison with the team, other professional disciplines and external organisations.

The Senior Clinician Occupational Therapy is accountable for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

The Senior Clinician Occupational Therapy assists in the provision and management of a service particularly in the areas of:

- > Supporting occupational therapy staff, students and relevant Allied Health Assistants.
- > Improving occupational therapy, policy, procedures, guidelines and practices
- > Facilitating the development and application of relevant research.

<b>Key Relationships/ Interactions:</b>
<ul style="list-style-type: none"> <li>&gt; Reports to the Nurse Unit Manager Community Geriatrics with regard to operational and clinical service issues.</li> <li>&gt; Works collaboratively with other members of their discipline and of multi-disciplinary teams.</li> <li>&gt; Liaises with other health professionals, service providers and the community.</li> <li>&gt; Responsible for the training and supervision of other health professionals and students as required.</li> </ul>
<b>Challenges associated with Role:</b>
<p>Major challenges currently associated with the role include:</p> <ul style="list-style-type: none"> <li>&gt; Managing a busy workload and competing demands requiring the ability to organise and prioritise workload and time.</li> <li>&gt; Ability to assist with diverse activities and key accountabilities requiring the ability to work as a member of a team across a number of allied health professionals</li> <li>&gt; Working around patients/carers/families who may display aggressive, distressed or unpredictable behaviour</li> <li>&gt; Maintaining professional boundaries when responding appropriately to client and family/carer expectations</li> </ul>

## Key Result Area and Responsibilities

<b>Key Result Areas</b>	<b>Major Responsibilities</b>
Responsible, in consultation with the Nurse Unit Manager - Geriatrics for the development and provision of high quality Occupational Therapy services that are patient centred and maximise functional / health outcomes.	<ul style="list-style-type: none"> <li>&gt; Providing leadership, consultancy and advice to management and other health professionals on service delivery, development and practice within Occupational Therapy services.</li> <li>&gt; Developing, reviewing and evaluating clinical protocols, policies, procedures and resources within a best practice framework within a service stream.</li> <li>&gt; Actively participating in and / or co-ordinating multi-disciplinary service team projects, quality activities, research and evaluation programs within the site and / or region.</li> <li>&gt; Coordinating continuous quality improvement, research and / or service development activities to improve services and ensure quality patient outcomes.</li> <li>&gt; Collection and entry of required data sets, and participating in the review and evaluation of this as required.</li> <li>&gt; Management and maintenance of equipment and supplies in a cost effective manner.</li> <li>&gt; Acting as a resource in their area of expertise.</li> </ul>
Provide highly skilled clinical Occupational Therapy services to maximise functional health outcomes of inpatients and outpatients.	<ul style="list-style-type: none"> <li>&gt; Assessing and implementing intervention / treatment programs that reflect best practice guidelines.</li> <li>&gt; Ensuring documentation is consistent with service policy and practice.</li> <li>&gt; Providing information to patients, families, carers and community services.</li> <li>&gt; Undertaking comprehensive discharge planning in conjunction with other team members.</li> <li>&gt; Maintaining and developing clinical and professional knowledge and skills.</li> </ul>
Contribute to the effective management of human resources within Occupational Therapy services.	<ul style="list-style-type: none"> <li>&gt; Participating in the recruitment and selection of staff.</li> <li>&gt; Implementing staff orientation programs, development plans and training programs.</li> <li>&gt; Providing professional clinical supervision and contributing to the education activities of other health professionals.</li> </ul>

	> Conducting performance management of designated staff, including career planning and development.
Contribute to the educational and research culture of Occupational Therapy services.	> Undertaking clinical training and educational activities including the development of training resources. > Liaising with educational providers regarding educational outcomes of clinical placements. > Providing training and supervision to students on placement. > Acting as a mentor and clinical supervisor. > Participating in appropriate interdisciplinary projects, quality activities, research and evaluation programs. > Conducting education sessions for a range of staff within the hospital.
Contribute to the delivery and management of efficient work practices and a culture of continued quality improvement.	> Participating in, and facilitating the delivery of, collaborative team work and effective continuous learning and professional development. > Actively participating in continuous Quality Improvement activities, including the identification of performance standards and increased efficiencies.

## Knowledge, Skills and Experience

### ESSENTIAL MINIMUM REQUIREMENTS

#### Educational/Vocational Qualifications

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

#### Personal Abilities/Aptitudes/Skills:

- > An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the Work Health and Safety Act 2012 (SA), utilising AS/NZS ISO 31000:2009 Risk Management- Principles and Guidelines, or to an equivalent set of standards.
- > Demonstrated high level competency and extensive knowledge in Occupational Therapy Geriatric assessment and treatment techniques with a broad range of Occupational Therapy clinical skills.
- > Demonstrated high level interpersonal skills including negotiation, consultation and conflict resolution skills.
- > Demonstrated ability to establish and maintain effective networks and partnerships with a broad range of culturally diverse clients and stakeholders, including patients and their families, community services / agencies and other service providers, within a multi-disciplinary setting.
- > Demonstrated high level verbal and written communication skills including the ability to prepare concise, accurate and timely clinical reports and data.
- > Demonstrated skills and abilities in leadership; supervision of staff; flexibility; working independently and within an inter-disciplinary team; managing variable workloads and competing priorities; and adapting to changing service provision needs.
- > Demonstrated ability to perform the physical demands of the position and to utilise sound manual handling practices.
- > Demonstrated commitment to improve personal and professional skills through self-directed learning and evaluation in line with LHN objectives.

#### Experience

- > Extensive experience in clinical management, including program evaluation and service development, combined with a broad base of experience in Occupational Therapist practice.
- > Demonstrated experience in the effective development, implementation and evaluation of departmental policies and procedures
- > Demonstrated experience in the use of Microsoft Office (including Word, Excel and database packages).

## Knowledge

- > Understanding of Work Health and Safety principles and procedures.
- > Understanding of the Australian National Safety & Quality Health Service Standards.
- > Knowledge of continuous Quality Improvement principles and methods.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- > Postgraduate qualification in a field relevant to Occupational Therapy.

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

- > Demonstrated commitment to excellence and innovation in work practices.

### **Experience**

- > Proven experience in basic computing skills, including email and word processing.
- > Experience in undertaking research activities within an Allied Health context.
- > Previous experience working as a member of an interdisciplinary team

### **Knowledge**

- > Demonstrated understanding and compliance with LHN Delegation of Authority.

### **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 Criminal and Relevant History Screening.
- > Prescribed Positions under the Children's Protection Act (1993) must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the Children's Protection Act 1993 or 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 2014 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.
- > May be required to work within other locations of the Northern Adelaide LHN.
- > Out of hours and weekend work, including public holidays may be required
- > Participation in an on-call roster may be required Roster arrangements may be reviewed/varied, in order to meet organisational requirement.
- > Reasonable overtime may be required
- > Support values consistent with the aims of SA Health and the LHN, including honesty, respect and integrity.

### General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, 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 by the Immunisation Guidelines for Health Care Workers in South Australia 2014.*
- > *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- > *Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'.*
- > *Disability Discrimination.*
- > *Independent Commissioner Against Corruption Act 2012 (SA)*
- > *Information Privacy Principles Instruction*
- > *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.*
- > *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.*

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

### 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.

### 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.

**Cultural Commitment:**

NALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, NALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce

**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.

**Resilience**

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

## 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 Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

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

**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 implementation of the National Health Reform in 2011 saw the establishment of five Local Health Networks across SA intended to promote, maintain and restore the health of the communities they serve.

The Northern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the northern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 3,800 skilled staff provide high quality patient care, education, research and health promoting services.

The Northern Adelaide Local Health Network (NALHN) provides a range of acute and sub acute health services for people of all ages and covers 16 Statistical Local Areas and four Local Government Areas (one of which crosses the Central Adelaide Local Health Network) and includes the following:

- Lyell McEwin Hospital
- Modbury Hospital
- Sub-Acute
- GP Plus Health Care Centres and Super Clinics
- Aboriginal Health Care Services
- Mental Health Services (including two statewide services – Forensics and Older Persons)

NALHN offers a range of primary health care services across the northern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Clinical leadership of care systems is central to the current national and state wide health reforms. NALHN care delivery is configured within clinical divisions that are patient-focused, clinically led groupings of services. Clinical Divisions are responsible for managing service delivery activities across NALHN campuses and units, bringing together empowered experts to directly make relevant decisions.

## 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.

## 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 understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document

**Name:**

**Signature:**

**Date:**

### Version control and change history

Version	Date from	Date to	Amendment
V1	1/8/2018		Original version.