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## SA Health Job Pack

Job Title	Occupational Therapist – Intermediate Care Services
Eligibility	Open to Everyone
Job Number	776778
Applications Closing Date	28 January 2022
Region / Division	Northern Adelaide Local Health Network
Health Service	GP Plus
Location	Elizabeth
Classification	AHP2
Job Status	Part-Time Temporary, working 37.5hrs per fortnight up to 30 June 2022
Total Indicative Remuneration	\$93,843 - \$108,556 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 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:

- Working with Children Screening - **DHS**
- Vulnerable Person-Related Employment Screening - **NPC**
- Aged Care Sector Employment Screening – **NPC or DHS**
- 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.

# 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



## ROLE DESCRIPTION

<b>Role Title:</b>	Occupational Therapist Intermediate Care Services
<b>Classification Code:</b>	AHP-2
<b>LHN/ HN/ SAAS/ DHA:</b>	SA Health – Northern Adelaide LHN
<b>Hospital/ Service/ Cluster</b>	GP Plus
<b>Division:</b>	Allied Health
<b>Department/Section / Unit/ Ward:</b>	Intermediate Care Services
<b>Role reports to:</b>	Senior Manager Intermediate Care Services
<b>Role Created/ Reviewed Date:</b>	
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working With Children Check - WWCC (DHS) <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 substance) <input type="checkbox"/> Category B (Indirect contact with blood or body substance) <input type="checkbox"/> Category C (Minimal patient contact)

## ROLE CONTEXT

<b>Primary Objective(s) of role:</b>
<ul style="list-style-type: none"> <li>&gt; The Occupational Therapist (AHP2) is operationally responsible to the Senior Manager, Intermediate Care Services for the development, implementation, coordination and evaluation of quality Allied Health Chronic Disease Intermediate Care Services (within a self-management support framework) for patients of the Northern Adelaide Local Health Network (NALHN).</li> <li>&gt; The Allied Health Chronic Disease Intermediate Care Services bring together Dietetic, Exercise Physiology, Occupational Therapy, Podiatry, Physiotherapy, Social Work and Case Management services working collaboratively with services from the NALHN Clinical Divisions and Aboriginal Health Services to optimise health outcomes and reduce hospital admissions for patients with Diabetes, Cardiac and Respiratory Diseases, and vulnerable people with other chronic diseases</li> <li>&gt; The Occupational Therapist applies clinical experience, increasing clinical knowledge and professional competence to plan, implement and evaluate comprehensive and integrated services to the needs of clients of NALHN. The Occupational Therapist (AHP2) works under limited direct clinical supervision and may provide direction and support to less experience therapists, allied health assistants and students.</li> <li>&gt; Working in conjunction with other Chronic Disease Intermediate Care Services members and other health professionals the Clinician optimises patient functional and health outcomes in this specialty area.</li> </ul>

<b>Key Relationships/ Interactions:</b>
<ul style="list-style-type: none"> <li>&gt; Reports operationally to the Senior Manager, Intermediate Care Services,</li> <li>&gt; Reports professionally to the Senior Manager Occupational Therapy, NALHN</li> <li>&gt; Works collaboratively with other members 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>

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Managing a busy workload and competing demands requiring the ability to organise and prioritise workload and time.
- > Ability to assist with diverse activities and key accountabilities requiring the ability to work as a member of a team across a number of allied health professionals
- > Working around patients/carers/families who may display aggressive, distressed or unpredictable behaviour
- > Maintaining professional boundaries when responding appropriately to client and family/carer expectations.

### Delegations:

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## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Ensure the provision of high quality Occupational Therapy services in the Intermediate Care Service that maximises patient health outcomes.	<ul style="list-style-type: none"><li>&gt; Using increasing professional knowledge and skills to provide assessments interpret findings and plan and implement interventions in conjunction with the patient, carers and other health professionals</li><li>&gt; Managing with reduced supervision, non-routine clinical situations when more complex problem solving, professional decision making and practice skills are required</li><li>&gt; Ensuring documentation is consistent with service policy and practice.</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>
Provide effective coordinated Inter-Disciplinary care.	<ul style="list-style-type: none"><li>&gt; Working collaboratively with members of other disciplines within NALHN.</li><li>&gt; Participating actively in Multi-Disciplinary service teams and projects.</li></ul>
Maintain and develop clinical and professional skills.	<ul style="list-style-type: none"><li>&gt; Participating in Intermediate Care Service and hospital professional development programs.</li><li>&gt; Contributing to Intermediate Care Service administration through staff meetings</li><li>&gt; Contributing to the development of Intermediate Care Service procedures and policies</li><li>&gt; Participating in quality improvement activities, research and performance enhancement.</li></ul>
Participate in the development of a high quality Chronic Disease Intermediate Care Service	<ul style="list-style-type: none"><li>&gt; Participation in Intermediate Care Service meetings.</li><li>&gt; Participation in the development of resources and new information.</li><li>&gt; Participation in research and evaluation of the Occupational Therapy service in the Intermediate Care Service</li><li>&gt; Undertaking data input, and participating in reviewing and evaluating data produced by clinical information management system (CME).</li></ul>

Provision of training and supervision of clinical Occupational Therapy students.	<ul style="list-style-type: none"> <li>&gt; Providing support to undergraduate students and to work experience students.</li> <li>&gt; Providing a role model, by demonstrating professional behaviour, and clinical reasoning.</li> </ul>
Contribute to the delivery and management of efficient work practices and a culture of continued quality improvement.	<ul style="list-style-type: none"> <li>&gt; Participating in, and facilitating the delivery of, collaborative team work and effective continuous learning and professional development.</li> <li>&gt; Actively participating in continuous Quality Improvement activities, including the identification of performance standards and increased efficiencies.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

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

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

- > Demonstrated competency and skill in Occupational Therapy assessment and treatment techniques of clients with chronic and complex conditions
- > Demonstrated commitment to improve personal and professional skills through self-directed learning and evaluation in line with NALHN objectives.
- > Demonstrated ability to communicate effectively both verbally and written.
- > Demonstrated time management skills to effectively manage a caseload.
- > Demonstrated commitment and ability to work effectively in inter-disciplinary teams.
- > Demonstrated ability to undertake the physical demands of the job.

#### **Experience**

- > Demonstrated competency in the clinical management and treatment of a broad range of conditions, in particular chronic conditions such as heart failure, diabetes and chronic respiratory disease.
- > Demonstrated experience in the use of Microsoft Office (including Word and Excel) and database packages.

#### **Knowledge**

- > Understanding of Work Health and Safety principles and procedures.
- > Understanding of the Australian National Safety & Quality Health Service Standards.
- > Demonstrated broad knowledge of Occupational Therapy professional standards.
- > Knowledge of continuous quality improvement principles and methods.
- > Demonstrated knowledge in the development, implementation and evaluation of departmental policies and procedures relevant in a community based setting.
- > Knowledge of chronic conditions including heart failure, diabetes and chronic respiratory disease
- > Knowledge and understanding of chronic disease self-management strategies

### **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.
- > Demonstrated flexibility and ability to adapt to changing service provision needs.

**Experience**

- > Proven experience in basic computing skills, including email and word processing.
- > Experience in using the Flinders University model of chronic disease self-management
- > Experience using motivational interviewing techniques
- > Demonstrated experience in community based Occupational Therapy interventions, including completing home visit assessments and minor home modifications.

**Knowledge**

- > Knowledge of chronic conditions and management approaches during periods of stability and exacerbation

### 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 *Child Safety (Prohibited Person) Act (2016)* must obtain a satisfactory Criminal and Relevant History 'Working With Children Check' (WWCC) employment screening through the Screening and Licensing Unit, Department of Human Services.
- > Criminal and Relevant History Screening must be renewed every 5 years thereafter from date of issue for 'Prescribed Positions' under the *Child Safety (Prohibited Person) Act (2016)*.
- > Criminal and Relevant History Screening must be renewed every 3 years for '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.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > May be required to work within other locations of the Northern Adelaide LHN.
- > Out of hours and weekend work, including public holidays will 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 will 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).*
- > *Child Safety (Prohibited Person) Act (2016).*
- > *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.*

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.

### **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 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.

### **Resilience**

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

## **Organisational Context**

## SA Health

SA Health is committed to protecting and improving the health of all South Australians by providing leadership in health reform, public health services, health and medical research, policy development and planning, with an increased focus on wellbeing, illness prevention, early intervention and quality care.

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health, the Minister for Health & Wellbeing. The State Government has reformed the governance of SA Health, including establishing 10 Local Health Networks (LHNs), each with its own Governing Board.

These reforms have taken a staged approach, with the most significant changes to taking place from 1 July 2019 when the new Governing Boards become fully operational.

SA Health is comprised of the Department for Health and Wellbeing and the following legal entities:

- > Central Adelaide Local Health Network
- > **Northern Adelaide Local Health Network**
- > Southern Adelaide Local Health Network
- > Women's and Children's Health Network
- > Barossa Hills Fleurieu Local Health Network
- > Eyre and Far North Local Health Network
- > Flinders and Upper North Local Health Network
- > Riverland Mallee Coorong Local Health Network
- > South East Local Health Network
- > Yorke and Northern Local Health Network
- > SA Ambulance Service

### Northern Adelaide Local Health Network

The Northern Adelaide Local Health Network (NALHN) provides care to more than 400,000 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. NALHN works to ensure quality and timely delivery of health care, whilst building a highly skilled, engaged and resilient workforce based on a culture of collaboration, respect, integrity and accountability.

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.

NALHN includes:

- > Lyell McEwin Hospital (LMH) - a 336-bed specialist referral public teaching hospital which has links to the University of Adelaide, University of South Australia and Flinders University. LMH provides a full range of high-quality medical, surgical, diagnostic, emergency and support services.
- > Modbury Hospital is a 174-bed, acute care teaching hospital that provides inpatient, outpatient, emergency services, Aged Care, Rehabilitation and Palliative Care. GP Plus Health Care Centres and Super Clinics
- > Aboriginal Health Services
- > Mental Health Services (including two statewide services – Forensics and Older Persons)
- > Sub-acute Services

The total operating budget for 19/20 for NALHN is \$790M with a workforce of 3,857 FTE / 5,240 head count.

## NALHN Governing Board

The Governing Board members bring to NALHN a wealth of knowledge and experience across many areas.

NALHN is confident that with the support of our highly qualified Governing Board, NALHN will be well placed to achieve better health service decisions tailored to local needs and deliver a safe, high quality and financially sustainable LHN into the future.

## 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.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

## 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**

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