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SA Health Job Pack - Candidate Pool (AHP1/2)

Job Title	Podiatrist Candidate Pool - Casual/Contract/Permanent (AHP1/2)
Eligibility	Open to Everyone
Job Number	841273
Applications Closing Date	17/8/2024
Region / Division	Limestone Coast Local Health Network
Health Service	Country Health Connect
Location	Mount Gambier
Classification	AHP1/AHP2
Job Status	Permanent or Temporary (full-time and part-time) and Casual positions may be available
Salary	AHP1: \$67,466 - \$82,359 p.a. (pro-rata) AHP2: \$86,950 - \$100,729 p.a. (pro-rata)

Contact Details

Full name	Sarah Puust
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Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Human Services (DHS) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- Working with Children Check (WWCC) - **DHS**
- National Disability Insurance Scheme (NDIS) Worker Check- **DHS**
- Unsupervised contact with Vulnerable groups- **NPC**
- Unsupervised contact with Aged Care Sector- **DHS**
- No contact with Vulnerable Groups - General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person 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 [Guidelines for Applicants](#) for further information regarding

- Salary Packaging
- Opportunities for movement within SA Health
- Flexible working arrangements
- Criminal History screening and background checks
- Immunisation requirements
- Rights of review
- Information for applicants

POSITION

OFFICIAL DESCRIPTION



Health
Limestone Coast
Local Health Network

Job Title	Podiatrist	Classification	AHP1	Position Number	Insert no.
LHN	Limestone Coast Local Health Network	Term	Permanent	Position Created	Insert Date
Area	Country Health Connect Limestone Coast	FTE	1.0	Last Updated	02/06/2020
Criminal History Screening Requirements		<input checked="" type="checkbox"/> DHS Working with Children Check <input checked="" type="checkbox"/> NPC Aged/Vulnerable <input checked="" type="checkbox"/> Disability Services Employment Screening			
Immunisation Risk Category:		<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)			

Broad Purpose of the Position

Under the direct supervision of the Clinical Senior Podiatrist (AHP3), the Podiatrist will contribute to the delivery of a comprehensive and integrated range of health services, appropriate to the needs of the local community. To achieve this, the Podiatrist works as a member of a multi-professional team, including health professionals and service providers from other sectors, and utilises a combination of preventative, early intervention, treatment / therapy and evaluation approaches

Qualifications

Must hold a recognised qualification within the Podiatry profession, and be eligible for full membership of the Podiatry Board of Australia.

For those disciplines requiring Registration, all requirements to maintain current registration must be fulfilled. For self regulated professions it is desirable to participate in the professional associations' accredited continuous professional development program.

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 Statement

The Limestone Coast Local Health Network welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. Limestone Coast Local Health Network is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

Resilience

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

Special Conditions

- A current driver's license is essential, as is a willingness to drive on country roads and travel in light air craft as required. Intra state travel will be required; interstate travel may be 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 Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Screening and Licensing Unit, Department for 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 Australia Police confirming the clearance is for the purpose of working in Aged Care.
- Prescribed positions under the Disability Services Act 1993 must obtain a satisfactory Disability Services Employment Screening through the Department of Human Services (DHS) Screening Unit.
- National Police Certificates must be renewed every 3 years thereafter from date of issue.
- Working With Children Checks must be renewed every 5 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.
- Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- The incumbent will be required to comply with the requirements of the LCLHN Procedure for Credentialing Allied Health and Scientific Health Professionals.

Key Relationships

- Receives line management from Clinical Senior Podiatrist
- Works under Clinical Supervision and direction from the Clinical Senior Podiatrist, in accordance with the *Allied Health Clinical Governance Framework for SA Health Regional LHNs*.
- Expected to negotiate own formal clinical supervision arrangement, in accordance with the *SA Health Allied Health Clinical Governance Framework*.
- Draws on multi-professional clinical networks for support in specialty areas of service delivery
- Works within a multi-disciplinary team framework, in collaboration with other health professionals, service providers and the community
- May be required to temporarily fulfill a higher position, appropriate to the incumbent's skills and capacity

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Key Result Areas	Generic Requirements	Specific or Local Requirements
1. Technical Skills and Application	<p>1.1 Provide a broad range of clinical services, selecting, adopting and applying methods, procedures and standards which are generally well established and straight forward</p> <p>1.2 Exercise professional judgment within prescribed areas, with support from a Clinical Senior to verify methods and results</p> <p>1.3 Provide straight forward clinical services, including one-on-one, group and health promotion activities</p> <p>1.4 Manage and prioritise personal workload</p>	<ul style="list-style-type: none"> ▪ Provides a broad and high quality clinical Podiatry service to eligible community members across the region (including individual, group and population health initiatives), incorporating comprehensive assessment and treatment, preventative care, education and early intervention strategies ▪ Provides podiatry services as part of a multi-disciplinary team ensuring co-ordination and continuity of clinical services ▪ Ensures a high standard of service provision to clients with complex clinical problems by consulting with the Clinical Coordinator Podiatrist.
2. Personal and Professional Development	<p>2.1 Operate under direct supervision (which will decrease as experience increases), and draw on support from experienced peers of diverse professional backgrounds and /or Managers as required.</p> <p>2.2 Display a commitment to continuous personal and professional development by:</p> <ol style="list-style-type: none"> a. Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge b. Applying reflective practice skills c. Utilising the support of mentors and peers d. Actively participating in the professional development and review (PDR) process <p>2.3 Contribute to the development of knowledge of effective practice through research, evaluation of services and information sharing with peers</p> <p>2.4 With at least 12 months post-graduate experience, may be required to review aspects of the work of peers, provide professional advice to more recently employed allied health professionals, and contribute to the supervision of students / AH assistants.</p>	<ul style="list-style-type: none"> ▪ Receive clinical advice, mentorship and support from AHP3 Clinical Senior Podiatrist or experienced AHP2 / AHP1 Podiatrist in the Limestone Coast LHN in accordance with the <i>SA Health Clinical Supervision Framework</i>. ▪ Develop and maintain inter and intra-professional clinical networks within the Regional LHN and Limestone Coast LHN, South Australia, actively sharing and seeking out knowledge of effective practice ▪ Participate in the Regional LHN Podiatry Network Days and Country Health Connect Limestone Coast LHN Podiatry meetings ▪ Adopt a proactive approach to developing and maintaining contemporary knowledge and skills in Podiatry, also partake in training appropriate to New Graduate Level to develop the skillset of a Rural Generalist Podiatrist ▪ With experience, provide support to peers and contribute to the supervision of work experience students / allied health assistants
3 Client / Customer Service	<p>3.1 Treat all clients with respect, be responsive to their needs, and act on opportunities to improve the quality of customer service in your operational area.</p> <p>3.2 Promote cultural safety by valuing & promoting the cultural</p>	<ul style="list-style-type: none"> ▪ Support consumers through their patient journey, providing effective assessment, timely referrals, accurate information, coordinated care and prompt follow up ▪ Utilise service eligibility and the Podiatry Clinical Prioritisation

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	<p>needs of the community.</p> <p>3.3 Apply client-centred practice and community engagement principles in the provision of services, ensuring clients are meaningfully involved in all aspects of their care</p>	<p>Frameworks to inform work plans and provide a range of Podiatry Services in accordance with community needs</p> <ul style="list-style-type: none"> ▪ Assist in developing and implementing effective care plans with clients. ▪ Contribute to raising awareness of the podiatry services available and encourages appropriate self-care ▪ Contribute to holistic care of clients by developing an understanding of the roles of other health care workers to facilitate appropriate cross-referral and multi-disciplinary teamwork ▪ Ensure understanding of the various programs available for clients to access services e.g. National Disability Insurance Scheme and My Aged Care
<p>4 Administration and Documentation</p>	<p>4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics.</p> <p>4.2 Contribute to the efficient and effective use of materials and resources.</p> <p>4.3 Prepare reports which incorporate recommendations on straight forward operations.</p> <p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems.</p> <p>4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role</p> <p>4.6 May be required to undertake projects or assignments of limited scope and complexity, or contribute to a minor phase of a broader / more complex project.</p>	<ul style="list-style-type: none"> ▪ Use the Safety Learning Systems to report patient clinical risks and incidents and consumer feedback. ▪ Comply with client record documentation and reporting requirements, including documentation using Sunrise and timely data input to the Country Consolidated Client Management Engine (CCCME) in accordance with Document Control Standards and LCLHN requirements. ▪ Contribute to a range of Chronic Disease programs within the Limestone Coast LHN. ▪ Contribute to the effective functioning of the Podiatry Department by assisting in the development and implementation of agreed referral procedures, policies and guidelines for service provision. ▪ Contribute to the Podiatry Departments quality improvement projects under supervision.
<p>5 Teamwork and Communication</p>	<p>5.1 Participate in service planning to improve the effectiveness, efficiency, equitable distribution and evidence-based nature of CHSALHN services.</p> <p>5.2 Promote service integration through the development of active collaborative partnership with relevant agencies and individuals.</p> <p>5.3 Work positively within a team, develop effective working relationships and contribute constructively to achieving team goals</p> <p>5.4 Communicate effectively with a range of people (both verbally and in writing)</p>	<ul style="list-style-type: none"> ▪ Contribute constructively and actively as a member of the multi-disciplinary Allied Health team, based in the LCLHN. ▪ Assist to identify community needs; establish priorities and set goals and objectives for the development of the LCLHN Podiatry Operational and Quality Improvement Plan to ensure an equitable and coordinated Podiatry Service is provided across the LCLHN area. ▪ Attend and actively participate in Podiatry Department team meetings and activities; additionally, professional network meetings ▪ Actively participate in LCLHN Podiatry and statewide Regional

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	<p>5.5 Work in accordance with SA Health and CHSALHN's vision, mission, strategic priorities and values</p>	<p>Podiatry Network meetings. Participate in local site meetings as required by the Clinical Senior Podiatrist.]</p>	
<p>6 Continuous Improvement</p>	<p>6.1 Contribute to quality improvement programs and other organisational activities required to meet service / accreditation standards.</p> <p>6.2 Contribute to the ongoing monitoring, evaluation and review of services.</p> <p>6.3 Proactively respond to client complaints and feedback.</p> <p>6.4 Contribute to discipline-specific and trans-professional research and service development, through data collection, collation, analysis and the development of recommendations on basic operations.</p> <p>6.5 Complying with the Code of Ethics for Public Sector Employees.</p>	<ul style="list-style-type: none"> ▪ Contribute to the ongoing review, development and evaluation of the effectiveness of Podiatry services in the Limestone Coast LHN. ▪ Contribute to a high standard of service provision through participating in departmental quality improvement activities, Accreditation processes, continuing education and research activities. 	
<p>Approved by Authorised Officer</p>	<p>..... / /</p>	<p>Accepted by Incumbent</p>	<p>..... / /</p>

APPLICANT GUIDELINES

Job Title	Podiatrist	Classification	AHP1
LHN	Limestone Coast Local Health Network	Term	Permanent
Area	Country Health Connect Limestone Coast	FTE	1.0

To apply for the position, you will need to provide:

- (1) A current Curriculum Vitae (CV), outlining your relevant qualifications, work experience and contact details of 3 professional referees
- (2) A cover letter, including:
 - Title of the position and vacancy reference number (from advertisement)
 - Outline of your reasons for applying for the position
 - Brief summary of your ability to fulfil the role:
 - Please address each of the 6 Key Result Areas (KRA) separately, using dot points. Refer to the table below for some suggestions of the type of information you may like to include.
 - You do not need to address the selection criteria individually in your written application. These may be used to assess your suitability for the role during the merit-based selection process.
 - Keep it brief – no more than 2 pages

Please forward your application by the due date, as per the details outlined in the job advertisement.

Key Result Area	Selection Criteria <i>(suggestions of information to include in your application)</i>
1. Technical Skills and Application	<ol style="list-style-type: none"> a) Your professional qualifications, professional association membership and registration status (if relevant) - <i>refer page 1 for minimum qualification requirements</i> b) Professional experience <i>relevant to this role</i>: <ul style="list-style-type: none"> ▪ Outline scope and nature of previous professional roles ▪ Previous involvement in service development (may include outcome measures, research & evaluation) ▪ Project management skills or knowledge of project management principles ▪ Examples of competency in applying primary health care principles c) <i>Examples</i> of other skills, knowledge or experiences that demonstrate your suitability for the role. <ul style="list-style-type: none"> ▪ e.g.: creativity, resourcefulness, flexibility, adaptability, problem solving skills
2. Personal & professional development	<ol style="list-style-type: none"> a) Outline previous initiatives that demonstrate your commitment to reflective practice, and proactive development of self and others. May include reference to training or additional qualifications <i>of relevance to this role</i>. b) Any experience in leadership and management - work or non-work roles
3. Client / Customer Service	<ol style="list-style-type: none"> a) Knowledge of Regional LHN or LCLHN services, priorities and strategic directions b) Previous experience & skills in community engagement, client-centred practice and cultural competency
4. Administration & Documentation	<ol style="list-style-type: none"> a) Highlight <i>relevant</i> skills, experience or training. Include reference to specific systems or software programs <i>if relevant</i>.
5. Teamwork and Communication	<ol style="list-style-type: none"> a) Outline your communication and team work skills, <i>with examples</i> b) <i>Examples</i> of your ability to contribute to an effective team, including working with diverse health professionals, the community and service providers from other sectors
6. Continuous Improvement	<ol style="list-style-type: none"> a) <i>Examples</i> of how you have contributed previously to quality improvement, evaluation and research or demonstrated understanding of how this role would contribute to continuous improvement

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Job Title	Rural Generalist Podiatrist	Classification	AHP2	Position Number	P33362
LHN	Limestone Coast Local Health Network	Term		Position Created	
Area	LCLHN Country Health Connect	FTE	Full or part time hours	Last Updated	March 2022
Criminal History Screening Requirements		<input checked="" type="checkbox"/> DHS Working with Children Check <input checked="" type="checkbox"/> NPC Aged/Vulnerable <input checked="" type="checkbox"/> NDIS Worker Check			
Immunisation Risk Category:		<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)			

Broad Purpose of the Position

The Rural Generalist Podiatrist applies clinical experience, increasingly generalist and / or specialist clinical knowledge and professional competence to plan, implement and evaluate a comprehensive and integrated range of services, appropriate to the needs of the local community. The Rural Generalist Podiatrist works under reduced clinical direction and may contribute to the clinical supervision of less experienced allied health professionals, allied health assistants and students. As a member of a multi-professional team, including health professionals and service providers from other sectors, the Rural Generalist Podiatrist utilises a combination of preventative, early intervention, treatment / therapy and evaluation approaches.

Qualifications

Must hold a recognised qualification within the Podiatry profession and be eligible for practicing membership with the Australian Health Practitioner Regulation Agency (AHPRA) Podiatry Board. All requirements to obtain and maintain current registration must be fulfilled with the AHPRA.

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 Statement

The Limestone Coast Local Health Network welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. Limestone Coast Local Health Network is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

POSITION DESCRIPTION

Resilience

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

Special Conditions

- A current driver's license is essential, as is a willingness to drive on country roads and travel in light air craft as required. Intra state travel will be required; interstate travel may be 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 Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Screening and Licensing Unit, Department for 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 Australia Police confirming the clearance is for the purpose of working in Aged Care.
- Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Working Screening Check through the Department of Human Services (DHS) Screening Unit.
- National Police Certificates must be renewed every 3 years thereafter from date of issue.
- Working With Children Checks must be renewed every 5 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.
- Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

Key Relationships

- Receives line supervision from the Clinical Senior Podiatrist []
- Receives clinical supervision, advice and support from a Clinical Senior Podiatrist under formal arrangement in accordance with the *Regional LHN Allied Health Clinical Support Framework*.
- May contribute to the supervision of less experienced professional officers, para-professional staff and students, under direction from the Clinical Senior Podiatrist
- Works within a multi-disciplinary team framework, in collaboration with other health professionals, service providers and the community []
- Contributes to the Podiatry Profession Network, and other profession specialty or clinical networks as required.
- May be required to temporarily fulfill a higher position, appropriate to the incumbent's skills and capacity

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- The incumbent will be required to comply with the requirements of the LCLHN Procedure for Credentialing Allied Health and Scientific Health Professionals.

Key Result Areas	Generic Requirements	Specific or Local Requirements
1. Technical Skills and Application	<p>1.1 Apply professional expertise, developing generalist / specialist knowledge, clinical competence and experience to provide professional services to client groups in circumstances requiring increasingly complex practice skills.</p> <p>1.2 Exercise professional judgment in the selection and adaptation of established methods, procedures and techniques within the profession.</p> <p>1.3 May provide a broad range of clinical and consultative services across a range of service settings, including one-on-one, group based and health promotion activities.</p> <p>1.4 Manage and prioritise personal work load and support others in developing workload management plans, including in the allocation of team resources</p>	<ul style="list-style-type: none"> ▪ Contribute Podiatry expertise to the development and delivery of comprehensive, integrated & multi-disciplinary services in the Limestone Coast LHN assessing patients' abilities, problems and needs using a variety of formal and informal assessments. ▪ In collaboration with the Clinical Senior Podiatrist and associated medical and allied health staff, provide input into the development of service models and clinical protocols for Country Health Connect, and to inform planning across the Regional LHN. ▪ Apply clinical skills to a broad scope of practice, which may include but not limited to: diabetic management, podopaediatrics, palliative care, biomechanics, nail surgery, wound management, skin and nail pathology, orthotic prescription, education and health promotion. ▪ Manage a complex case load, and support other team members in managing the demands of the service. ▪ Plan and implement intervention programs providing podiatry services to home, outreach and tele-rehabilitation patients including using a broad range of technologies including iPads, videoconferencing equipment and therapeutic apps. ▪ Devise therapy programs and supervise allied health assistants in their implementation of these programs. ▪ May be required, in consultation with the Clinical Senior Podiatrist, to work across teams. This may require developing and meeting competencies in this program, including work shadowing with an experienced clinician, course attendance and where relevant, achieving competency-based standards.
2. Personal and Professional Development	<p>2.1 Work under reduced clinical supervision, and proactively draw on the support of experienced peers of diverse professional backgrounds, Clinical Seniors, Advanced Clinical Leads and / or managers when required.</p> <p>2.2 Display a commitment to continuous personal and professional development by:</p> <p>a. Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge.</p>	<ul style="list-style-type: none"> ▪ In collaboration with the Clinical Senior Podiatrist, Advanced Clinical Lead Podiatrist and the Regional Manager Allied Health & Rehabilitation, develop a formal Clinical Supervision arrangement with a suitably skilled and experienced Podiatrist as required with the <i>Allied Health Clinical Governance Framework for SA Health Regional LHNs</i>. Fulfill all obligations under this agreement and review it annually. ▪ Develop and maintain inter and intra-professional clinical networks within the Limestone Coast LHN, Regional LHN and South Australia, actively sharing and seeking out knowledge of effective practice.

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	<p>b. Applying well-developed reflective practice skills to your own work, and supporting peers / students / supervised staff to develop reflective practice skills.</p> <p>c. Utilising the support of mentors and peers.</p> <p>d. Actively participating in the Professional Development and Review (PDR) process, including developing and pursuing a personal / professional development plan in consultation with your line manager / clinical supervisor.</p> <p>e. May provide professional leadership in the relevant network, including facilitating access to training for professional staff.</p> <p>2.3 May be required to contribute to clinical / professional supervision, support and oversight of AHP1 level staff, allied health assistants and profession-specific professional students or multi-disciplinary student teams.</p> <p>2.4 Develop, share and support your peers to gain knowledge of effective practice through research, evaluation of services and information sharing (eg: via professional networks and presenting papers for conferences and / or publishing).</p>	<ul style="list-style-type: none"> ▪ Actively participate in the Regional LHN Podiatry Network. ▪ Provide clinical support to less experienced professional staff in the Limestone Coast LHN and allied health assistants as delegated. ▪ Contribute to the supervision of Podiatry students on clinical placement. ▪ Receive clinical supervision, direction, advice, mentorship and support from the Clinical Senior Podiatrist. ▪ Adopt a proactive approach to developing and maintaining contemporary knowledge and skills in Podiatry including through the use of technology to source timely advice from Specialists. ▪ Undertake training and skill development to perform and maintain clinical competencies required for rostered clinical areas. ▪ Collaborate with other team members and community agencies. ▪ Participate in interdisciplinary clinical and planning activities to enhance the overall service provided to clients/patients. ▪ Contribute to the development of protocols and processes for the prioritisation of Podiatry and Country Health Connect team resources.
<p>3 Client / Customer Service</p>	<p>3.1 Treat all clients with respect, be responsive to their needs, and act on opportunities to improve the quality of customer service in your operational area.</p> <p>3.2 Promote cultural safety by valuing and promoting the cultural needs of the community.</p> <p>3.3 Contribute to improvements in the patient-journey driven distribution of services and apply client-centred practice and community engagement principles in development and delivery of services; ensuring clients are meaningfully involved in all aspects of their care.</p>	<ul style="list-style-type: none"> ▪ Develop and apply increasing understanding of the needs of rural, culturally diverse and Aboriginal communities. ▪ Consult and engage with local consumers, carers and service providers to identify needs, design services in accordance with clients' needs/goals, and monitor the effectiveness of the Podiatrist's clinical practice. ▪ Provide Podiatry and multidisciplinary/key worker services to clients when required in the inpatient, subacute and community settings according to eligibility criteria and Access Framework processes. ▪ Ensure clients / customers receive appropriate podiatry services by applying cultural sensitivity, social justice and community participation principles. ▪ Support clients/carers/families across the Patient Journey, providing effective assessment and triage, timely referrals, accurate information, coordinated care and prompt follow up. ▪ Link patients and carers with relevant community resources and services. ▪ Provide education and training to staff and other service providers as required. ▪ Communicate with patients' family, carers and other service providers.

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<p>4 Administration and Documentation</p>	<p>4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics.</p> <p>4.2 Contribute to the efficient and effective use of materials and resources.</p> <p>4.3 Prepare reports and / or recommendations to assist management decision making.</p> <p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems.</p> <p>4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role.</p> <p>4.6 May be required to coordinate discrete projects and / or contribute to areas of policy that are considered to be complex, requiring discipline knowledge and experience, and which are undertaken under limited direction.</p>	<ul style="list-style-type: none"> ▪ Ensure accurate and timely completion of the documentation and reporting requirements of the Regional LHN including Rural Support Service delegated reporting as required. ▪ Contribute to the review, development and adaptation of clinical and administrative resources to support Country Health Connect services. ▪ Maintain and collate relevant work statistics including Country Consolidated Client Management Engine (CCCME) and other program client data and reporting requirements. ▪ Develop and maintain relevant procedures for home-based management in conjunction with the Clinical Senior Podiatrist. ▪ Recommend budget requirements including purchase, ordering and maintenance of resources and equipment for the Podiatry service to Country Health Connect clients. ▪ Revise / adapt / develop appropriate clinical and administrative resources to support clinical practice and service delivery for Country Health Connect programs/services.
<p>5 Teamwork and Communication</p>	<p>5.1 Utilise professional knowledge and skills in contributing to research and / or service development activities at the local level and / or within your profession across Regional LHNs; to support the effective, efficient, equitable distribution (according to need) and evidence-based nature of Regional LHN services.</p> <p>5.2 Promote service integration through the development of active collaborative partnership with relevant agencies and individuals.</p> <p>5.3 Work positively within a team, foster teamwork and support others to develop effective working relationships and achieve team goals.</p> <p>5.4 Communicate and negotiate effectively (both verbally and in writing) with a diverse range of people including clients, the community, team members, management and other stakeholders.</p> <p>5.5 Work in accordance with SA Health and LCLHN's vision, mission, strategic priorities and values.</p>	<ul style="list-style-type: none"> ▪ Work within a departmental roster and member of the multi-disciplinary team/s with Limestone Coast Country Health Connect based in Mount Gambier. ▪ Develop and maintain inter- and intra-professional clinical networks within, Regional LHN and beyond, actively sharing and seeking out knowledge of effective practice in Podiatry. ▪ Contribute to positive patient outcomes through proactive future planning, with a particular focus on transition points and timely handover, and adherence to standardised communication and documentation protocols. ▪ Attend team meetings, client-related meetings and regional committees as required. ▪ Provide support and training in conjunction with other team members and the Volunteer Coordinator to Country Health Connect volunteers providing services to clients/patients.
<p>6 Continuous Improvement</p>	<p>6.1 Contribute to quality improvement programs and other organisational activities required to meet service / accreditation</p>	<ul style="list-style-type: none"> ▪ Contribute to the ongoing review and development of the effectiveness of services in Country Health Connect.

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	<p>standards, and support supervised staff / students to comply with requirements.</p> <p>6.2 Proactively seek opportunities to improve professional tasks and services, by monitoring service access, emerging trends and community needs, and contributing to ongoing evaluation of services.</p> <p>6.3 Seek client feedback on services and respond proactively to client complaints and feedback. As required, contribute to investigations of client complaints, with a view to informing systematic improvements in services.</p> <p>6.4 Contribute to discipline-specific and multi-professional research, service development, and advances of techniques used, through research (under direction), data analysis, evaluation of services and development of recommendations to assist Management decision making.</p> <p>6.5 Complying with the Code of Ethics for Public Sector Employees.</p>	<ul style="list-style-type: none"> ▪ Monitor the effectiveness of Podiatry services through episodic review, timely reassessments and evaluation against established Key Performance Indicators (KPIs). Support the Clinical Senior Podiatrist in developing reports, submissions and proposals as required. ▪ Support the Clinical Senior Podiatrist in developing reports, submissions and proposals as required. ▪ Undertake Podiatry projects, clinical audits and quality improvement activities. ▪ Assist in the development of strategies, procedures, and protocols for use of technology in the provision of Podiatry interventions. ▪ Participate in and contribute to planning and policy development for Podiatry services. ▪ Maintain knowledge and have access to training and support of clinical areas within rural generalist programs and services to ensure smooth transition to service delivery in times of contingency.
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LCLHN Values

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

Integrity	<ul style="list-style-type: none"> > We know integrity involves not only doing what is right when everyone knows, but also when no one is watching > We recognise the importance of our work and display a high standard of professionalism > We do what we say and say what we mean
Honesty	<ul style="list-style-type: none"> > We engage in open, clear and honest communication > We are transparent and truthful in our actions > We acknowledge our strengths, limitations and mistakes and learn from these for improvement
Courage	<ul style="list-style-type: none"> > We have the courage to speak up and respectfully challenge others > We are committed to be a high performing team and support a culture that fosters continued progress and growth > We show resilience in the face of adversity
Care	<ul style="list-style-type: none"> > We provide compassionate, appropriate and safe care in a supportive and nurturing environment > We partner with consumers, family members and carers to help them make decisions and support them along the care continuum > We create a culture of care where staff are supported and positively engaged in their work
Respect	<ul style="list-style-type: none"> > We seek to understand and value others by putting ourselves in their shoes > We listen attentively, communicate openly and act without judgement > We recognise and welcome diversity within our community and our staff

Code of Ethics

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.

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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.

Aboriginal Health

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.

Approved by Authorised Officer / /	Accepted by Incumbent / /
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APPLICANT GUIDELINES

Job Title	Allied Health Professional	Classification	AHP2
LHN	Limestone Coast Local Health Network	Term	Permanent / contract to date
Area	Work Site	FTE	Full / part time hours

To apply for the position, you will need to provide:

- (1) A current Curriculum Vitae (CV), outlining your relevant qualifications, work experience and contact details of 3 professional referees
- (2) A cover letter, including:
 - Title of the position and vacancy reference number (from advertisement)
 - Outline of your reasons for applying for the position
 - Brief summary of your ability to fulfil the role:
 - Please address each of the 6 Key Result Areas (KRA) separately, using dot points. Refer to the table below for some suggestions of type of information you may like to include.
 - You do not need to address the selection criteria individually in your written application. They may be used to assess your suitability for the role during the merit-based selection process.
 - Keep it brief – no more than 2 pages

Please forward your application by the due date, as per the details outlined in the job advertisement.

Key Result Area	Selection Criteria
1. Technical Skills and Application	a) Your professional qualifications, professional association membership and registration status (if relevant) – <i>refer to page 1 for minimum qualification requirements</i> b) Broad professional experience <i>relevant to this role</i> : <ul style="list-style-type: none"> ▪ Outline scope and nature of previous professional roles, including experience working in rural and remote contexts. ▪ Previous involvement in service development, including research & evaluation. ▪ Change management & project management skills / experience. ▪ Competency in applying primary health care principles. c) Examples of other skills, knowledge or experiences that demonstrate your suitability for the role. <ul style="list-style-type: none"> ▪ creativity, adaptability, resourcefulness, prioritization & problem solving skills.
2. Personal & Professional Development	a) Outline previous initiatives that demonstrate your commitment to reflective practice, and proactive development of self and others. E.g.: <i>relevant additional professional development or qualifications.</i> b) Information about your leadership / management style and experience.
3. Client / Customer Service	a) Knowledge of and commitment to CHSALHN services, priorities & strategic directions. b) Examples that demonstrate skills in community engagement, client-centred practice and cultural competency.
4. Administration & Documentation	a) Information about relevant skills, experience and training – including those related to data management, competent use of technology etc.
5. Teamwork and Communication	a) Examples of how you have contributed previously to service planning and development. b) Outline your communication, team work and problem solving skills, with examples.
6. Continuous Improvement	a) Examples of how you have contributed previously to quality improvement, evaluation, outcome measures and research.