

i can

...do something  
more meaningful



## SA Health Job Pack

Job Title	Occupational Therapist – Casual Pool
Job Number	679147
Applications Closing Date	31 December 2019
Region / Division	Southern Adelaide Local Health Network
Health Service	Flinders Medical Centre – Allied Health
Location	Bedford Park
Classification	AHP1
Job Status	Casual
Salary	\$32.21 - \$39.34 per hour + 25% Casual Loading

## 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

Full name	Andrew Maglaras
Phone number	8204 5498
Email address	andrew.maglaras@sa.gov.au

# Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✎ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✎ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

\* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



## Southern Adelaide Local Health Network (LHN) JOB AND PERSON SPECIFICATION (NON-MANAGERIAL)

<b>Role Title:</b>	OCCUPATIONAL THERAPIST - ROTATIONAL
<b>Classification Code:</b>	AHP1
<b>Position Number:</b>	M54674
<b>LHN/ HN/ SAAS/ DHA:</b>	SOUTHERN ADELAIDE LOCAL HEALTH NETWORK
<b>Hospital/ Service/ Cluster</b>	FLINDERS MEDICAL CENTRE
<b>Division:</b>	ALLIED HEALTH
<b>Department/Section / Unit/ Ward:</b>	OCCUPATIONAL THERAPY
<b>Role reports to:</b>	<b>Operationally:</b> OCCUPATIONAL THERAPY MANAGER <b>Professionally:</b> OCCUPATIONAL THERAPY MANAGER
<b>Role Created/ Reviewed Date:</b>	November 2018
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category:</b>	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input checked="" type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

### Job Specification

#### Primary Objective(s) of role:

The Occupational Therapist - Rotational (AHP1) is accountable to the Manager (Occupational Therapy) for the provision assessment and treatment services for adult inpatients and outpatients of the SALHN, which aims to optimise health outcomes. The incumbent will rotate through a series of clinical services.

The Occupational Therapist (AHP1) will work within the scope of practice, as defined in the work level definition documented in the South Australian Public Sector Wages Parity Enterprise Agreement: Salaries 2018.

The Occupational Therapist applies clinical experience, clinical knowledge and professional competence to plan, implement and evaluate comprehensive and integrated services to the needs of SALHN clients.

The Occupational Therapist (AHP1) works under direct clinical supervision and may provide support to allied health assistants and students.

The Occupational Therapist works collaboratively with the Allied Health multi-disciplinary team and liaises directly with medical, nursing staff of the SALHN and with other community agencies.

#### Direct Reports:

The incumbent is responsible to the Manager of Occupational Therapy through the Senior Supervising Occupational Therapy Clinician to whom they directly report.

The Occupational Therapist works collaboratively with Allied Health multi-disciplinary team and liaises with providers of SALHN and other community agencies

**Key Relationships/ Interactions:**

Internal	N/A
External	N/A

**Challenges associated with Role:**

Major challenges currently associated with the role include: N/A

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

Financial	N/A
Human Resources	N/A
Procurement	N/A

**Resilience:**

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

**Performance Development**

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

**General Requirements:**

- Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:
- *Work Health and Safety Act 2012* (SA) and when relevant WHS Defined Officers must meet due diligence requirements.
- *Return to Work Act 2014* (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- Meet immunisation requirements as outlined in the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children's Protection Act 1993* (Cth) – 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- Information Privacy Principles.
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008*, and the SA Health (Health Care Act) Human Resources Manual.
- Relevant Australian Standards.
- Duty to maintain confidentiality.
- Smoke Free Workplace.
- To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

### Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

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

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

### Special Conditions:

- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- Prescribed Positions under the Children's Protection Act (1993) must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the Children's Protection Act 1993 (Cth) or 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth).
- Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- 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.

## STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

### **Ensure the provision of high quality Occupational Therapy services that maximises patient health outcomes by:**

- Using a competent level of professional knowledge and skill to provide assessment, interpret findings and plan and implement intervention in collaboration with patients, carers and other health professionals
- Seeking guidance and supervision from experienced staff when more complex problem solving, professional decision making and practice skills are required
- Ensuring documentation is consistent with service policy and practice
- Undertaking comprehensive discharge planning in conjunction with other team members
- Maintaining and developing clinical and professional knowledge and skills

### **Provide effective coordinated Inter-Disciplinary care by:**

- Working collaboratively with members of other disciplines within the Southern Adelaide Local Health Network
- Participating actively in multidisciplinary service teams and projects

### **Maintain and develop clinical and professional skills by**

- Participating in clinical rotations
- Participating in departmental and hospital professional development programs
- Contributing to departmental administration through staff meetings
- Contributing to the development of departmental procedures and policies
- Participating in quality improvement activities, research and performance enhancement

### **Participate in the development of a high quality Occupational Therapy department by:**

- Participation in departmental meetings.
- Participation in the development of resources and new information.
- Participation in research and evaluation of the Occupational Therapy service
- Undertaking data input, and participating in reviewing and evaluating data produced by clinical information management system

### **Provision of training and supervision of clinical Occupational therapy students by:**

- Providing support to undergraduate students and to work experience students
- Providing a role model, by demonstrating professional behaviour, and clinical reasoning.

### **Contribute to the delivery and management of efficient work practices and a culture of continued quality improvement, including:**

- 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
- Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including WHS requirements.
- Commitment to achieving and complying with National Safety & Quality Health Service Standards.

---

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

---

## Person Specification

### ESSENTIAL MINIMUM REQUIREMENTS

#### Educational/Vocational Qualifications

Appropriate Degree or equivalent qualification which entitles registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA)

#### Personal Abilities/Aptitudes/Skills

1. Demonstrated competency in Occupational Therapy assessment and treatment techniques.
2. Demonstrated commitment to improve personal and professional skills through self-directed learning and evaluation in line with SALHN objectives
3. Demonstrated ability to communicate effectively both verbally and written
4. Demonstrated time management skills to effectively manage a caseload
5. Demonstrated commitment and ability to work effectively in inter-disciplinary teams
6. Demonstrated ability to undertake the physical demands of the job
7. Proven commitment to the principles and practise of:
  - EEO, Ethical Conduct, diversity and OHS&W;
  - Quality management and client oriented service;
  - Risk management

#### Experience

1. Demonstrated competency in the clinical management of a broad range of conditions.
2. Experience in the use of Microsoft Office (including Word and Excel) and database packages

#### Knowledge

1. Understanding of Work Health Safety principles and procedures
2. Understanding of Quality Management principles and procedures
3. Understanding of Delegated Safety Roles and Responsibilities
4. Awareness of National Safety and Quality Health Service Standards

### 2. DESIRABLE CHARACTERISTICS

#### Personal Abilities/Aptitudes/Skills

1. Demonstrated commitment to excellence and innovation in work practices.
2. Demonstrated flexibility and ability to adapt to changing service provision needs

#### Experience

Proven experience in basic computing skills, including email and word processing

#### Knowledge

Awareness of the Charter of Health and Community Services rights.

#### Educational/Vocational Qualifications

Nil

#### Other details

Nil

## Organisational Context

### Organisational Overview:

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

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

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

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

### SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### Health Network/ Division/ Department:

*The Southern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the southern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 7,000 skilled staff provides high quality patient care, education, research and health promoting services.*

Southern Adelaide LHN provides a range of acute and sub-acute health services for people of all ages, and has two hospitals, Flinders Medical Centre and Noarlunga Hospital.

Southern Adelaide LHN Intermediate Care Services will deliver multi-disciplinary clinical care, addressing complexity through targeted approaches to complex chronic disease management in the community, and supported hospital discharge and avoidance programs. There is a key focus on building partnerships across the care continuum supporting interfaces between acute sites, GPs, Primary Care and Community based services.

Mental Health Services provides a range of integrated services across community and hospital settings, targeted at all age groups, in collaboration with non-Government organisations and General Practice Network South.



## Values

### SA Health Values

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

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

### Code of Ethics

The Code of Ethics for the South Australian Public Sector provides an ethical framework for the public sector and applies to all public service employees; it sets out the South Australian Public Sector values as:

- > Service – Proudly serve the community and Government of South Australia.
- > Professionalism – Strive for excellence.
- > Trust – Have confidence in the ability of others.
- > Respect – Value every individual.
- > Collaboration & engagement – Create solutions together.
- > Honesty & integrity – Act truthfully, consistently, and fairly.
- > Courage & tenacity- Never give up.
- > Sustainability – Work to get the best results for current and future generations of South Australians.

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

### Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

### SALHN Vision

We believe in providing the standard of health care that we desire for our own families and friends.

### SALHN core value TRUST

Building positive relationships; with our patients, employees and partners.

## Approvals

### Job and Person Specification Approval

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

**Name:** Andrew Maglaras

**Role Title:** Occupational Therapy Manager

**Signature:**

**Date:**

## Role Acceptance

### Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

**Name:**

**Signature:**

**Date:**