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SA Health Job Pack

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|---------------------------|---|
| Job Title | Speech Pathologist AHP1 – Casual Pool |
| Eligibility | Open to Everyone |
| Job Number | 712656 |
| Applications Closing Date | 31 December 2020 |
| Region / Division | Southern Adelaide Local Health Network |
| Health Service | Rehabilitation, Aged Care and Palliative Care – Flinders Medical Centre |
| Location | Bedford Park |
| Classification | AHP1 |
| Job Status | Casual |
| Salary: | \$32.98 - \$40.26 p/hr plus 25% casual loading |

Contact Details

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|---------------|--|
| Full name | Amanda Crockett-Naini – Director Speech Pathology - RAP |
| Phone number | 0414 597 316 |
| Email address | amanda.crockett-naini@sa.gov.au |

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 Screening – DHS
- ☒ 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 - see Career Information, or by referring to the nominated contact person below.

Immunisation

Risk Category B (indirect 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 B (indirect 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

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| Position | Speech Pathologist |
| Classification | AHP1 |
| Division | Rehabilitation, Aged Care and Palliative Care |
| Department / Section / Unit / Ward | Speech Pathology |
| Role reports to | Operationally: > Director, Speech Pathology Professionally: > Director, Speech Pathology |
| CHRIS 21 Position Number M62634 | Role Created / Review Date 04/11/2019 |
| Criminal History Clearance Requirements <input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child - Prescribed (Working with Children Check) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC) | Immunisation Risk Category Category B (indirect contact with blood or body substances) |

JOB SPECIFICATION

Primary Objective(s) of role:

Provide Speech Pathology services to Rehabilitation, Aged and Palliative (RAP) patient service areas. The speech pathologist is responsible for the assessment and management of patients which results in improved patient care and outcomes.

Direct Reports: (List positions reporting directly to this position)

- > May be required to supervise Allied Health Assistants depending on roster allocation.

Key Relationships / Interactions:

Internal:

- > RAP Speech Pathology supervisor
- > Other RAP team members

External:

- > Community agencies

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Rotational position undertaking various rosters to support RAP service profile.
- > May be required to work across different sites.

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Delegations: (As defined in SALHN instruments of delegations)

(Levels / limits of authority in relation to finance, human resources, Work Health and Safety and administrative requirements as defined by Departmental delegations and policies.)

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| 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

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and SALHN 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, Procedures and legislative requirements including but not limited to:

- > National Safety and Quality Health Care Service Standards.
- > *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'.
- > *Public Interest Disclosure Act 2018*.
- > 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 *Child Safety (Prohibited Persons) Act 2016* and Child Safety (Prohibited Persons) Regulations 2019 must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- > Working with Children Clearance must be renewed every five (5) years.
- > 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the *Aged Care Act 2007* (Cth) must be renewed every 3 years.
- > 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 2008* 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.

| Key Result Areas | Major Responsibilities |
|-------------------------------------|---|
| Direct/indirect patient/client care | <ul style="list-style-type: none"> > Commitment to delivering high quality and safe care consistent with the SALHN Integrated Governance Framework and Consumer Engagement Framework and Plan. |
| Clinical | <ul style="list-style-type: none"> > Provide appropriate, safe and effective Speech Pathology management (assessment and treatment) of patients referred within the scope of the Rehabilitation Aged and Palliative (RAP) division Speech Pathology services. > Ensure caseload is managed appropriately by treating patients according to priority. > Ensure relevant Speech Pathology information is provided by maintaining records (casenotes and departmental) and statistical system in accordance with departmental guidelines. > Participate in provision of co-ordinated health care by liaising with medical, nursing and other professional staff regarding patient care in meetings, ward rounds, clinics and providing written reports or other communications. > Facilitate patient discharge by maintenance of close links with community and other resources. > Gather and maintain experience across a variety of Speech Pathology specialty areas by participating in Speech Pathology roster rotations within the Speech Pathology Department, the hospital and the community. > Supervise Speech Pathology/allied health assistants and Speech Pathology students on placement. |
| Education and Staff Development | <ul style="list-style-type: none"> > Assist in promotion of professional development by participating in ongoing involvement with quality improvement projects, self-appraisal, performance development, in-service education programmes and research. > Assist in achievement of departmental goals by contributing to all quality improvement activities as appropriate. > Contribute to clinical rosters across all areas of Speech Pathology by becoming involved in updating all clinical aspects and reviewing evidence based outcome activities. > Attend ongoing professional development when resources permit and disseminate information to the Speech Pathology Department or Allied Health Division as appropriate. > Assist in education of patients, staff and the public by preparing and presenting education programmes. > Maintain core competencies and attendance at periodic practical training in key areas. |
| Departmental | <ul style="list-style-type: none"> > Contribute to departmental decision making by attendance at meetings and acting as Chairperson, or Minute Secretary as required > Contribute to projects and research in the department through discussion with supervisors as appropriate. > Ensure statistical data for the department is maintained by regular data entry and maintenance of hard data. |

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| Contribution to effective operation of unit | <ul style="list-style-type: none"> > Contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers. > Contributing to the promotion and implementation of the objects and principles of the Health Care Act 2008 and Public Sector Act 2009 (inclusive of the Code of Ethics for the South Australian Public Sector). > Adhering to the provisions of relevant legislation including, but not limited to, the Equal Opportunity Act 1984, Work Health and Safety Act 2012 (SA) (WHS), Awards and Enterprise Agreements. > Demonstrating appropriate behaviours which reflect a commitment to the Department of Health values and strategic directions. > Undertaking training as required to attain and maintain required competency of skills and knowledge applicable to the role. |
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1. ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > An appropriate degree or equivalent qualification which gives eligibility for full membership of Speech Pathology Association of Australia

Personal Abilities/Aptitudes/Skills

- > Demonstrated ability to assess adult patients with swallowing and communication problems and determine appropriate management and advice.
- > Demonstrated ability to formulate appropriate goals and implement programs for patients with communication problems of neurological origin.
- > Organizational ability, flexibility, awareness of stress management issues and willingness to participate in appropriate staff development and education activities.
- > Proven commitment to the principles and practise of:
 - EEO, Ethical Conduct, Diversity and Worker Health & Safety.
 - Quality management and the provision of person and family centred care.
 - Risk management.

Experience

- > Proven experience in delivering high quality and safe care consistent with the National Safety and Quality Health Care Service Standards. (Mandatory for all clinical positions.)

Knowledge

- > Awareness of National Safety and Quality Health Service Standards.
- > Understanding of Delegated Safety Roles and Responsibilities.
- > Understanding of Work Health Safety principles and procedures.
- > Understanding of Quality Management principles and procedures.
- > Awareness of person and family centred care principles and consumer engagement principles and procedures.
- > A sound theoretical knowledge of communication and swallowing problems of neurological origin and in relation to the process of aging.

2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

Personal Abilities/Aptitudes/Skills

- > Able to adopt a problem solving approach to service delivery in providing services.

Experience

- > Proven experience in basic computing skills, including email and word processing.
- > Experience in working with adult patients with a communication and/or swallowing problem

Knowledge

- > Awareness of the Charter of Health and Community Services rights.

Educational/Vocational Qualifications

- > Short courses or other like qualifications that add value and continuous improvement to the performance of this role

Other Details

- > None listed.

Organisational Overview

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

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

SA Health Challenges

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

Our Legal Entities

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

Governing Boards

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

| | |
|--------------|--|
| Statewide | > Women's and Children's Health Network |
| Metropolitan | > Central Adelaide Local Health Network > Southern Adelaide Local Health Network > Northern Adelaide Local Health Network |
| Regional | > Barossa Hills Fleurieu Local Health Network > Yorke and Northern Local Health Network > Flinders and Upper North Local Health Network > Riverland Mallee Coorong Local Health Network > Eyre and Far North Local Health Network > South East Local Health Network |

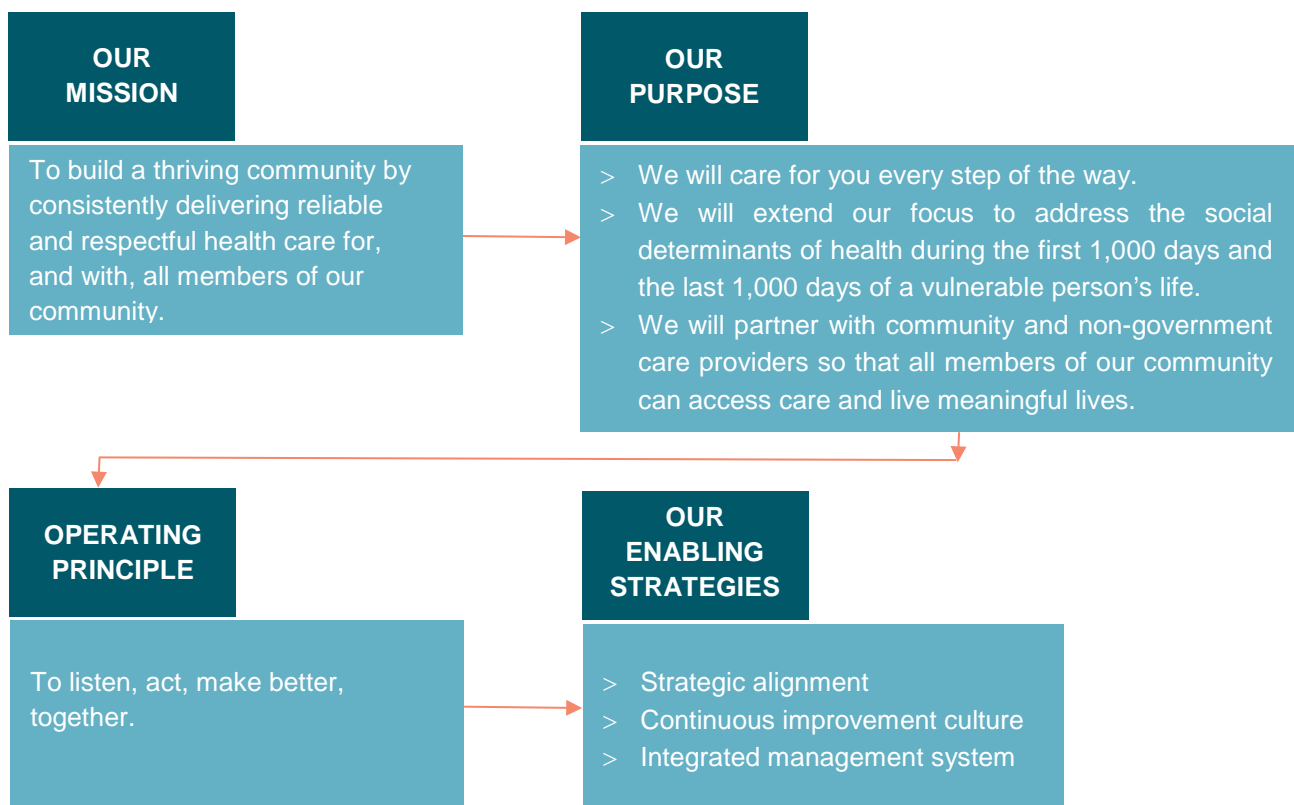
Southern Adelaide Local Health Network (SALHN)

SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of statewide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- > [Flinders Medical Centre](#)
- > [Noarlunga Hospital](#)
- > [GP Plus Health Care Centres and Super Clinics](#)
- > [Mental Health Services](#)
- > Sub-acute services, including [Repat Health Precinct](#)
- > [Jamie Larcombe Centre](#)
- > [Aboriginal Family Clinics](#)



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** – We proudly serve the community and Government of South Australia.
- > **Professionalism** – We strive for excellence.
- > **Trust** – We have confidence in the ability of others.
- > **Respect** – We value every individual.
- > **Collaboration & engagement** – We create solutions together.
- > **Honesty & integrity** – We act truthfully, consistently, and fairly.
- > **Courage & tenacity** – We never give up.
- > **Sustainability** – We 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.

Role Acceptance

I have read and understand the responsibilities associated with the Speech Pathologist in the Rehabilitation, Aged Care and Palliative Care Division and organisational context and the values of SA Health as described within this document.

Name

Signature

Date