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SA Health Job Pack

Job Title	Advanced Clinical Lead Podiatrist
Eligibility	Open to Everyone
Job Number	796072
Applications Closing Date	26/8/2022
Region / Division	Barossa Hills Fleurieu Local Health Network
Health Service	Rural Support Service
Location	location negotiable
Classification	AHP4
Job Status	Permanent Full -Time position
Salary	\$109,321 - \$119,013 p.a.

Contact Details

Full name	Wendy Firman
Phone number	0401 129 428
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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 C (minimal patient contact)

- *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 C (minimal patient contact). [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 DESCRIPTION



Job Title	Advanced Clinical Lead Podiatrist	Classification	AHP4	Position Number	CH0494
LHN	Barossa Hills Fleurieu Local Health Network (BHFLHN)	Term	Permanent	Position Created	02.05.2011
Area	Rural Support Service	FTE	Full Time	Last Updated	09.11.2020
Criminal History Clearance Requirements:		<input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input type="checkbox"/> DHS Disability Services Employment Screening <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups			
Immunisation Risk Category:		<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)			

Broad Purpose of the Position

The Advanced Clinical Lead Podiatrist is a recognised clinical expert in rural Podiatry practice. clinically accountable and responsible to the PCAH for the clinical governance and leadership of Podiatry services across all Local LHNs.

The Advanced Clinical Lead ensures Podiatry best practice standards are maintained in all Local LHNs. This is achieved by working in partnership with key stakeholders on service development initiatives; by facilitating profession-specific clinical input into human resource processes; through ensuring and enabling compliance with the Local LHNs Clinical Support Policy and the Procedure for Credentialing Allied & Scientific Health Professionals; by leading relevant rLHN wide quality improvement initiatives; and by facilitating access to relevant professional training and clinical support activities by podiatrists and professional students. The Advanced Clinical Lead also manages a complex clinical case load commensurate with other responsibilities, and is responsible for the clinical supervision and support of AHP3 Seniors and less experienced Podiatrists across Local LHNs.

The Advanced Clinical Lead also plays a leadership role in responding to National and State Health Reform relevant to the profession and in service quality and workforce development initiatives at the state level, working in partnership with key stakeholders to ensure country people have access to the right service, at the right time, right place and provided by an appropriately skilled and supported team. The incumbent works in collaboration with the other rLHN Advanced Clinical Leads on inter-professional initiatives, acts as the central contact and professional advisor on rLHN Podiatry issues, represents Local LHNs on key forums, and provides expert consultancy services to rLHN Executive, service providers and consumers with complex needs.

Qualifications

Must hold a recognised allied health qualification within the Podiatry profession, and fulfill all requirements to achieve and maintain current registration.

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

POSITION DESCRIPTION

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

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

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.
- *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 (DCSI).
- *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* will also require a NPC general probity clearance.
- Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue.
- Will be required to comply with the requirements of the BHFLHN Procedure for Credentialling Allied Health and Scientific Health Professionals
- May be required to maintain a clinical caseload commensurate with other responsibilities
- Will be required to comply with the requirements of the BHFLHN Procedure for Credentialling Allied Health and Scientific Health Professionals
- Will be required to complete University training on foundation academic skills, and will be awarded Academic Status
- Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

Key Relationships

- Reports to Principal Consultant Allied Health
- Expected to negotiate own formal clinical supervision arrangement, in accordance with the *BHFLHN Allied Health Clinical Support Framework*
- In accordance with the *BHFLHN Allied Health Clinical Support Framework*, expected to negotiate own formal clinical supervision arrangement and ensure all Podiatrists in Local LHNs have an effective clinical supervision arrangement in place. Provides direct supervision to AHP3 Senior Podiatrists across Local LHNs
- Works closely with and Maintains cooperative and productive working relationships with diverse stakeholders, including other RSS Advanced Clinical Leads, colleagues in other regions of SA Health and interstate, Universities, relevant Professional Association/s and Registration Board/s
- Provides representation on relevant rLHN and SA Health committees
- Acts as a Mentor to Student Supervisors (Podiatry in SA Health who are supervising Podiatry students on Placement) including providing support, orientation and training to facilitate effective student supervision
- Maintains cooperative and productive working relationships, including with allied health clinicians, SA Health line managers and Executives, University stakeholders, The Office for Professional Leadership and relevant Professional Association(s).
- May be required to temporarily fulfill a higher position, appropriate to the skills and capacity of the incumbent

Key Result Areas	Generic Requirements	Specific or Local Requirements
1. Technical Skills	1.1 Apply specialist professional expertise (including as a <i>Rural Generalist</i> or within a specific discipline specialty) in the provision of complex clinical and / or	<ul style="list-style-type: none"> • Coordinate Clinical Placements across BHFLHN sites for students undertaking Social Work studies

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<p>and Application</p>	<p>consultancy services across BHFLHN and / or within the relevant professional networks.</p> <p>1.2 Operate with professional independence, clinical competence and highly developed reflective-practice skills, drawing on professional direction in the application of new or sophisticated techniques.</p> <p>1.3 Apply detailed knowledge of BHFLHN strategic directions, health unit operations, service delivery and workforce issues, and very high level professional skills to achieve responsibilities of a complex and varied nature.</p> <p>1.4 Provide advice to management on professional service development, practice and redesign, in response to demand and client needs.</p>	<ul style="list-style-type: none"> • Maintain and apply expert skills in Podiatry practice • Engage with and lead the implementation within the Podiatry profession of National and State Health Reform initiatives • Provide clinical leadership and facilitate service planning to ensure clinical best practice underpins the development of Podiatry services across RLHNS • Provide expert clinical and strategic advice to RLHNS Executive on clinical matters affecting Podiatry service planning decisions, policy and workforce • Provide expert consultancy services to Podiatrists, service providers and consumers with complex needs.
<p>2. Personal and Professional Development</p>	<p>1. Work under limited direction, accepting professional responsibility for a high standard of complex, specialised or strategically significant work, including providing advice to Management / Executive on the effective allocation of resources in the delivery of services across BHFLHN.</p> <p>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 development as required to maintain currency of clinical knowledge b. Actively developing the professional skills and competencies in others, by contributing to or facilitation education and training activities and acting as a mentor and / or clinical supervisor to less experienced staff. c. Utilising the support of mentors and peers, and fostering strong relationships with Universities, Professional Associations and other key stakeholders. 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; and facilitating this process for staff under your supervision. <p>3. Facilitate the development of knowledge of effective practice by encouraging and supporting research, evaluation of services, and information sharing between professionals across BHFLHN, through relevant Networks and other forums.</p> <ol style="list-style-type: none"> a. Manage overall workforce and professional service strategies, priorities, work standards and the allocation of resources within a work unit, professional network or across Local LHNs b. Initiate and manage complex projects, significant programs and major investigations of crucial importance to achieving RSS corporate goals <p>4. As an <i>Advanced Clinical Educator / Researcher</i>, may be required to:</p>	<ul style="list-style-type: none"> • Provide clinical leadership and support to rLHNS clinicians involved in the delivery of Podiatry services • Ensure compliance by Podiatrists with the <i>rLHNS Clinical Support Policy</i> through implementation of the <i>rLHNS Allied Health Clinical Support Framework</i>: <ul style="list-style-type: none"> → Ensure all Podiatrists have a formal clinical supervision arrangement in place; monitor and address any gaps in access or effectiveness → Provide clinical supervision and mentorship to AHP3 Senior Podiatrists, usually via remote model (phone / video-conference), and contribute to clinical supervision of less experienced staff as required → Support AHP3 Senior Podiatrists to develop and apply clinical supervision skills → Develop and pursue own formal clinical supervision / mentorship arrangement(s), and other activities required to maintain registration / accreditation. • In collaboration with Team Leaders, support the Podiatry workforce by: <ul style="list-style-type: none"> → Providing and facilitating profession-specific clinical input into Performance Review and Development (PR&D), Recruitment, Credentialling, Peer Assessment Panel, Classification Panel and other professional and HR processes as required. → Building and maintaining relationships with private /

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	<ol style="list-style-type: none"> a. Initiate, coordinate, promote and participate in research projects relevant to the profession / AHP evidence based practice and / or service improvement involving a number of professional disciplines b. Coordinate discipline specific and / or Inter-professional Learning (IPL) Clinical Placements and / or continuing professional development of AHPs. 	<p>NGO / other relevant providers</p> <p>→ Monitoring workforce trends, facilitating backfill for vacant roles & providing recruitment / retention advice</p> <ul style="list-style-type: none"> • Assess and monitor the training needs of staff, and coordinate continuing professional development to ensure rLHNs staff have the knowledge and skills required to deliver quality Podiatry services, and meet credentialing requirements • Utilize a range of strategies to maintain a contemporary knowledge and understanding of emerging practice, policy and legislation of relevance to Podiatry. • Foster close working relationships with Universities <ul style="list-style-type: none"> → contribute to clinical education / teaching → facilitate Clinical Placements of Podiatry students → support and encourage staff to participate in research and quality evaluation of services • Apply highly developed prioritisation, time management & negotiation skills to maximise the effectiveness of the role
<p>3. Client / Customer Service</p>	<ol style="list-style-type: none"> 5. Treat all clients with respect, identifying and pursuing opportunities to work in partnership with stakeholders to improve the quality of BHFLHN services. 6. Promote cultural safety by valuing and promoting the cultural needs of local communities and providing advice on service or system-level changes required at the BHFLHN level to meet these needs. 7. As a clinical / professional leader, contribute to improvement the patient-journey driven distribution of services and ensuring client-centred practice and community engagement principles are embedded into the planning, delivery and evaluation of services. 	<ul style="list-style-type: none"> • Advocate for key stakeholders (including clinicians, managers, other providers and consumers) to be consulted in the development of Podiatry workforce and service models, particularly to ensure the needs of high risk / vulnerable groups are considered. • Carry a clinical load and/or provide expert advice on the appropriate management of complex / challenging cases, as negotiated with the host site and the PCAH
<p>4. Administration and Documentation</p>	<ol style="list-style-type: none"> 1. Comply with organisational requirements for the accurate and timely completion of documentation and statistics. 2. Proactively question existing practices and use of BHFLHN resources, and support clinicians to pursue appropriate alternatives where necessary 3. Prepare comprehensive, high-level reports and / or presentations to assist management and executive decision making 4. Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems. 5. Competently utilise the Microsoft Office suite of software, Email and Internet in 	<ul style="list-style-type: none"> • Support clinical leaders and managers to develop and utilise appropriate clinical and administrative resources, and facilitate sharing of resources across rLHNs • Apply high level professional writing skills to the preparation of reports and briefings as required, in collaboration with the Principal Consultant Allied Health

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	<p>fulfilling the requirements of the role</p> <p>6. May be required to initiate and manage programs and / or projects which may include management of a multi-professional project team.</p>		
5. Teamwork and Communication	<p>1. Contribute to BHFLHN-level strategic workforce planning and service development, to ensure services are effective, efficient, equitably distributed (according to need) and based on evidence.</p> <p>2. Promote intra-disciplinary collaboration between clinicians across BHFLHN and the development of inter-professional and across-sector partnerships to improve the quality, safety and integration of services.</p> <p>3. Apply high level interpersonal skills which engender the trust, cooperation and commitment of others to work together to achieve change.</p> <p>4. Communicate and negotiate effectively, both verbally and in writing, at all levels within BHFLHN and with external agencies.</p> <p>5. Provide clinical leadership in the application of BHFLHN strategic directions, values and priorities within the relevant discipline and / or specialty area(s).</p>	<ul style="list-style-type: none"> • In partnership with University stakeholders, Student Supervisors in BHF and colleagues in other LHNS Facilitate the rLHNS Podiatrists Network and lead it in the pursuit of RLHNS-wide quality initiatives • Represent Podiatry and / or allied health on relevant rLHNS and SA Health committees • Facilitate and provide clinical leadership in the planning and development of Podiatry services across rLHNS • Develop and maintain strong clinical networks with key stakeholders to ensure sharing of information, effective use of resources, integration of services and a smooth Patient Journey for country people requiring Podiatry services 	
6. Continuous Improvement	<p>6. Play a leadership role in the ongoing evaluation and continuous improvement of BHFLHN services, including an emphasis on workforce development, risk management, clinical supervision and support.</p> <p>7. Be flexible, adaptable and innovative in a changing workplace, critically examining safety and quality issues, practices and systems, and developing practical and creative solutions</p> <p>8. Where appropriate, contribute to the investigation of client complaints and preparation of Ministerial Briefings related to the scope of the role, with a view to informing systematic improvements to services at a BHFLHN level.</p> <p>9. Contribute to service development through profession-specific, multi-professional and trans-professional research and evaluation, applying high level self-reflective practice skills, assessing and reviewing the standards of work of other professional officers, and producing recommendations to assist Management / Executive decision making.</p> <p>10. Complying with the Code of Ethics for Public Sector Employees.</p>	<ul style="list-style-type: none"> • Monitor Podiatry service and workforce issues across RLHNS to identify clinical risks, emerging trends and opportunities for improvement • Lead improvements in the quality and safety of Podiatry services, including facilitating relevant whole-of-RLHNS activities required to achieve Accreditation and compliance with National Standards, Legislation and Organisational Policies. • Support and provide advice to the Principal Allied Health Advisor regarding the ongoing review and improvement of Podiatry services across RLHNS • Contribute to the development of and support compliance with Contracts with private / NGO / other providers (including Access Appointments) in areas relevant to Podiatry 	
Approved by Authorised Officer / /	Accepted by Incumbent / /

APPLICANT GUIDELINES



Job Title	Advanced Clinical Lead Podiatrist	Classification	AHP4
LHN	Barossa Hills Fleurieu Local Health Network	Term	Permanent
Area	Rural Support Service	FTE	Full Time

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 choose 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 <i>(suggestions of information to include in your application)</i>
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) Extensive professional experience, across a broad range of clinical practice areas: <ul style="list-style-type: none"> ▪ Outline scope and nature of previous experience in professional practice in rural / remote contexts ▪ Experience in providing advice, clinical supervision and clinical education ▪ Previous leadership experience in service development, research & evaluation ▪ Project management skills and experience ▪ Examples of how you have applied primary health care principles to the development and reorientation of services c) Examples of other skills, knowledge or experiences that demonstrate your suitability for the role, such as: <ul style="list-style-type: none"> ▪ Creativity, resourcefulness, flexibility, adaptability, 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 (eg: additional post-graduate qualifications). b) Detail your leadership and management style and experience, including examples of problem solving through difficult situations.
3. Client / Customer Service	a) Detailed knowledge of and commitment to SA Health / BHFLHN values, strategic directions & priorities. b) Experience & skills in research and evaluation (eg: community engagement, needs analysis, literature review, professional/academic writing)
4. Administration & Documentation	a) Highlight relevant skills, experience and training – including those related to data management, competent use of technology, post-graduate/professional development qualifications.
5. Teamwork and Communication	a) Outline your communication and team work skills, with examples that demonstrate your ability to lead an effective team of diverse membership. b) Previous contribution to service planning and development at local, cluster, regional or state level
6. Continuous Improvement	a) Examples of how you have contributed previously to quality improvement, evaluation and/or research of relevance to your profession and professional leadership.