

POSITION DESCRIPTION

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| Role: | Advanced Clinician (discipline) |
| Banding: | AHP Step 6-7 |
| Department | Clinical Services |
| Business Unit: | Therapy Services |
| Reporting To: | Clinical Operations Manager |
| Position(s) Under Direct Supervision: | Nil |

PURPOSE

Creating inclusive communities for people of all abilities

VISION

To understand connect, and partner with the community to enable customers to achieve their aspirations.

VALUES

Providing excellent customer service We aspire to being the best and want customers to feel satisfied they are receiving the highest quality support to meet their individual needs.

Looking for better ways We review our performance and look for ways to improve.

Working together We understand that underpinning our success is our ability and willingness to work together.

Being professional & accountable We model professional standards appropriate to our role, whilst demonstrating respect and courtesy in our treatment of others.

1. PURPOSE

To support, coordinate, and develop discipline and interdisciplinary clinical best practice to ensure the delivery of contemporary, quality services and that achievement of customer outcomes.

2. EXPERIENCE & SKILLS

- Minimum 5 years' experience in relevant Allied Health discipline with experience within a similar role and/or sector (Disabilities) is desirable
- Experience in coaching and mentoring allied health staff and working within an interdisciplinary team
- Experience with complex equipment assessment and prescription would be desirable
- A strong understanding of and experience working within the framework of person/family centered practice
- Ability to research, introduce and promote contemporary best practices related to service delivery
- A solutions focused approach informed by critical thinking and highly developed analytical skills
- Effective time management skills with an ability to prioritise competing demands and complete tasks on time
- Sound knowledge of Occupational Safety & Health legislation and the ability to assess and manage organisational risk

3. QUALIFICATIONS & CERTIFICATIONS

- Recognised professional qualification in an Allied Health Discipline, including current registration with AHPRA/SPA or eligibility for membership with professional body as required for clinical practice.
- Eligibility for Medicare Provider Number
- NDIS Workers Screening
- Department of Education Clearance (no older than 3 months)
- Current Proof of influenza vaccine
- Current Proof of COVID-19 vaccinations
- Current WA Driver's licence
- Current WA working with children's check

4. KEY RESULT AREAS

Clinical Practice & Oversight

- Manages own case list and supports therapists to manage their case list, ensuring values in action and clinical standards are met
- Delivers billable services to customers, meeting utilisation KPIs (key performance indicators) as determined by the Team Leader
- Maintains own clinical skills, knowledge, and competencies within discipline area to ensure delivery of contemporary clinical practice
- Provides clinical guidance and leadership to therapists within own discipline across TS supporting them in developing the fundamental skills, knowledge and competencies or directing them to appropriate subject matter experts

(Domain Advisors/Advanced Clinicians); identifying efficient strategies to achieve this across the whole program.

- Develops, monitors and reviews services provided by Rocky Bay therapists within discipline to ensure adherence to clinical standards and the effective delivery of quality services by therapists
- Liaises with the Team Leader if there are performance concerns regarding the clinical practice of a staff member, especially during their probationary period.
- Ensures therapists on probation are meeting the expected clinical standards of the TS program for their step level.
- Develops, implements, and regularly reviews an efficient and effective probationary program that meets the core competencies of the discipline

Clinical Governance

- Maintains knowledge of contemporary best practice and clinical standards, nationally and internationally for discipline
- Ensures compliance with all relevant legislation and regulations to minimise risk and enhance Rocky Bay brand reputation
- Regularly reviews and updates TS policies, procedures, processes, and training material to ensure sustainability, efficiency, and responsiveness to changing workplace needs
- Where required, supports the Team Leader in the allocation of case lists to ensure customer needs are met appropriately

Service Development, Improvement & Evaluation

- Analyses contemporary service delivery models and offers suggestions for program changes to improve effectiveness and coherency
- Reviews and analyses existing clinical services to identify strengths, weaknesses, gaps, and opportunities; identifying opportunities for service innovation, growth, and development
- Works collaboratively with other Advanced Clinicians, Domain Advisors, Team Leaders, and Managers to develop new ways of service provision and achieve organisational results

Training & Development

- Oversees the Learning & Development (L&D) needs of the discipline
- Coordinates, develops and/or conducts orientation/training in fundamental clinical skill development
- Critically appraises L&D opportunities as per Rocky Bay's L&D guidelines and makes recommendations to the Team Leader and/or Manager
- Attends, presents, and participates in appropriate internal and external L&D opportunities
- Works in conjunction with other Advanced Clinicians and Domain Advisors to ensure a consistent whole of program approach

Student Coordination

- Coordinates student placement to ensure quality student experiences with minimal disruption to customers and staff
- Liaises with universities and other relevant educational facilities regarding the placement of students
- Works in collaboration with other Advanced Clinicians and/or Team Leaders to identify capacity to take on students
- Identifies efficient and innovative ways to support the placement of students that enhances the customer experience with minimal program disruption

Customer Service

- Effective relationships are developed with peers and colleagues, including relevant external agencies.
- All communications with stakeholders are appropriate by also being culturally respectful and linguistically diverse.

Administration

- Ensure all relevant administration tasks relating to the role are completed in a timely, proficient, and accurate manner, including any employee self service administration.

Teamwork and Contribution

- Function as a role model by consistently following Rocky Bay values and professional behaviour.
- Contribute to positive team culture by actively engaging with team members.
- Identify ways to improve administrative processes and tasks to improve efficiencies and reduce administrative burden.
- Work constructively and cooperatively with managers, peers, and colleagues.
- Attend and participate in staff/team meetings and workshops as required.
- Engage and participate in opportunities to enhance personal growth, team cohesion and development.

Financial Management

- Maintain operations by supporting growth.
- Ensure accurate records are kept.

Governance

- Ensure compliance with all relevant legislation, standards, and regulations to minimise risk and enhance Rocky Bay brand reputation.
- Ensure compliance with organisational data management requirements so that security and integrity of all customer data is upheld.
- Ensure the delegation of authority matrix is always followed.

Work, Health & Safety & Risk Management

- Create a safe work environment for self and colleagues by reporting any concerns that may compromise Rocky Bay's duty of care.
- Perform duties in accordance with WHS policies, procedures, and guidelines.
- Follow safe and appropriate operation of equipment and vehicles.
- Report any concerns that may compromise Rocky Bay's duty of care.

4. AGILITY STATEMENT

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job and may be subject to change. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time as necessitated by business needs.