

## Statement of Duties

<b>Position Title:</b> Coordinator Clinical Practice	<b>Position Number:</b> 525259	<b>Effective Date:</b> September 2020
<b>Group:</b> Community, Mental Health and Wellbeing		
<b>Section:</b> Ambulance Tasmania	<b>Location:</b> South	
<b>Award:</b> Ambulance Tasmania Agreement	<b>Position Status:</b> Fixed-Term	
	<b>Position Type:</b> Full Time	
<b>Level:</b> 2	<b>Classification:</b> Ambulance Manager	
<b>Reports To:</b> Director Clinical Services		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

Support the Director Clinical Services with data aggregation, analysis and reporting to inform the management of COVID-19 and other pandemics.

Facilitate and coordinate advice from the Director - Medical Services to the Emergency Operations Centre (EOC) and the service.

Support the Director - Clinical Services in the maintenance of clinical governance processes for Ambulance Tasmania (AT) to ensure that the clinical care provided is safe, effective and in accordance with contemporary standards and practice.

Liaise closely with Director - Medical Services in ensuring integrated systems, processes, leadership and culture to provide safe, effective, accountable and person-centred healthcare underpinned by continuous improvement.

Manage and coordinate the development and implementation of clinical field protocols, guidelines and procedures within an evidence-based framework and ensure that all staff are appropriately trained and clinically supported to be safe and effective practitioners. in collaboration with the Director - Clinical Services

Provide leadership and management in the development of enhancements to clinical practice including, new interventions, clinical research and improved scope of practice.

### Duties:

1. Assist the Director Clinical Services in managing patient and staff safety and quality of care during COVID-19
2. Support the Director Clinical Services in managing the services clinical governance structure and to promote continual improvement in clinical services and patient care, compliance with AT strategies and direction.

3. Liaise closely with Director Medical Services in ensuring integrated systems, processes, leadership and culture to provide safe, effective, accountable and person-centred healthcare underpinned by continuous improvement.
4. Undertake a project management role relating to the development of the paramedic scope of practice based on community needs, clinical practice protocols and procedures and new equipment and technology.
5. Achieve project outputs according to agreed milestones on time, budget and quality and provide reports to the AT Executive with respect to the agreed milestones.
6. Promote a culture of research within the service, support AT staff and outside agencies in the development of research projects.
7. In consultation with the Director Clinical Services and Director - Medical Services determine research priorities, seek and gain funding grants for projects endorsed by AT.
8. Facilitate and coordinate the Clinical Practice Development Group which includes the assessment of new and updated clinical interventions.
9. Work closely with the Director Clinical Services in coordinating the assessment of new equipment to be approved by the Director - Medical Services for use in AT.
10. Provide advice to the Regional Safety and Quality Committees and the Equipment Governance Committee assisting them to meet clinical practice and operational objectives.
11. The occupant is accountable for the implementation and support of a positive workplace culture and is responsible for identifying and addressing inappropriate workplace behaviours. The occupant will be a role model for appropriate behaviours in the workplace.
12. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
13. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

**Scope of Work Performed:**

- Assist the Director Clinical Services in the development, implementation and management of clinical audit systems.
- Manage the development of new clinical protocols, guidelines and procedures within an evidence-based framework.
- Liaise with outside agencies to promote research opportunities that will enhance paramedic practice on cost recovery basis.
- Work collaboratively with Education and Professional Development, Regional Management and Regional Training Units.

- The occupant is accountable for the implementation and support of a positive workplace culture and is responsible for identifying and addressing inappropriate workplace behaviours. The occupant will be a role model for appropriate behaviours in the workplace.
- Maintenance of their own clinical competency as a Paramedic.
- The occupant will operate with autonomy with broad direction from the Director, Clinical Services. Regular reporting and documentation accountability to the Director Clinical Services.
- The occupant will perform the duties allocated consistent with AT's organisational values and will promote, role model and support those values in the workplace.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.
- Health Care Workers within Ambulance Tasmania are expected to comply with the *Ambulance Tasmania Clinical Staff Immunisation Policy*. This position is a designated Category A position.

### **Essential Requirements:**

*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.*

- Holds a Bachelor of Paramedic Science or other qualification approved by the Service, relevant work experience and an additional qualification in management or equivalent.
- Registered with the Paramedicine Board of Australia.
- Current Driver's Licence.
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
  1. Conviction checks in the following areas:
    - a) crimes of violence
    - b) sex related offences
    - c) serious drug offences
    - d) crimes involving dishonesty
    - e) serious traffic offences
  2. Identification check
  3. Disciplinary action in previous employment check.

### **Desirable Requirements:**

- Tertiary qualification in clinical research.
- Experience with data analysis and reporting

### **Selection Criteria:**

1. Extensive knowledge of ambulance operation, technology and patient care protocols with demonstrated understanding of patient safety and quality assurance processes.
2. Ability to identify, develop and drive strategies to promote improvements in clinical practice utilising evidence-based principles to ensure safe and effective clinical care.
3. Demonstrated capability in analysing data from a range of sources.
4. Proven ability to lead multi-disciplinary teams, including an ability to be adaptable and flexible, working in an environment subject to competing pressures and priorities.
5. High level communication and interpersonal skills including written, liaison and facilitation skills with the ability to develop constructive relationships with key stakeholders, including Operations, Education and Professional Development, Technical Services and Finance.
6. Demonstrated ability to initiate and facilitate research and participate in research with third parties and an understanding research approval process including Ethics Approvals and Grants processes.
7. Strong leadership and management capabilities with demonstrated project and people management skills and the ability to translate research programs and strategic direction into practice.
8. Demonstrated understanding of the Ambulance Tasmania Clinical Governance Framework.
9. Demonstrated understanding of workplace safety and principles of workplace diversity, and legal and ethical considerations related to ambulance practice.

### **Working Environment:**

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

*State Service Principles and Code of Conduct:* The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

*Fraud Management:* The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

*Delegations:* This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

*Blood borne viruses and immunisation:* Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

*Records and Confidentiality:* Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

*Smoke-free:* DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.