

Statement of Duties

Position Title: Senior Allied Health Professional	Position Number: Generic	Effective Date: March 2020
Group: Department of Health (DoH) – Hospitals North/North West/South		
Section: Various	Location: North, North West, South	
Award: Allied Health Professionals Public Sector Unions Wages Agreement	Position Status: Permanent/Fixed-Term/Casual	
	Position Type: Full Time/Part Time/Casual	
Level: 3	Classification: Allied Health Professional	
Reports To: Relevant Department Manager		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Provide an efficient and effective allied health service to the patients and clients of the DoH and Tasmanian Health Service (THS) at a senior and/or specialist level within the allocated work area(s).

Duties:

1. Perform novel, complex or critical allied health professional work, including assessing, planning, delivering and evaluating treatment programs for the allied health needs of patients.
2. Work as an effective senior member of a multidisciplinary team to achieve patient focused outcomes.
3. Liaise with other allied health professionals and members of the treatment team regarding on-going care of patients.
4. Provide clinical leadership, support and supervision to less experienced allied health professional staff and students, as well as administrative, assistant and technical staff.
5. Contribute to the planning, development and evaluation of departmental quality and safety programs and initiatives. This may include:
 - Planning, developing and evaluating policies, procedures and guidelines.
 - Initiating, coordinating and reporting on quality improvement projects.
 - Developing and reviewing risk management plans.
 - Actively participating in strategic planning activities.
6. 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.
7. 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 jobs at this classification level.

Scope of Work Performed:

Employees at this level have a high level of knowledge and skills and wide experience in their professional field. General professional guidance and direction is provided in terms of a clear statement of overall objectives, with limited direction as to work priorities.

The Senior Allied Health Professional works under the limited direction of the relevant Department Manager and is responsible for:

- Working in accordance with Agency policies and legal requirements, and guidelines of the relevant professional organisation.
- Performing a variety of tasks of a novel, complex or critical nature, either individually, or as a leader or member of a team.
- Complying at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

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.

- Satisfactory completion of an appropriate course of study at a recognised tertiary institution and registered with the relevant Board or, in the case of unregulated professions, eligible for membership of the relevant professional association.
- 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
 2. Identification check
 3. Disciplinary action in previous employment check.

Desirable Requirement

- Current Driver's License

Selection Criteria:

1. Extensive experience, and professional knowledge in a relevant allied health discipline across the acute, community and/or residential settings at a senior level.
2. Highly developed interpersonal skills, including effective oral and written communication skills, collegial support, conflict resolution and negotiation.

3. Demonstrated ability to provide professional leadership and support to professional and non professional staff, with demonstrated ability to lead, and work, as part of a multi-disciplinary team.
4. Demonstrated ability to exercise professional judgement and initiative, and work with minimal supervision in a complex work environment.
5. Initiative and adaptability, including ability in time management and work prioritising and monitoring.
6. Commitment to, and ability to lead continuous quality improvement programs, service development programs, customer service and quality in the workplace.
7. Demonstrated knowledge of, and commitment to Work, Health and Safety legislation and principles, and their application in the work environment.

Working Environment:

Some intrastate or interstate travel may be required.

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.