

Statement of Duties

Position Title: Allied Health Professional – Graduate (Acute Care Team)	Position Number: 525833	Effective Date: May 2021
Group: Community, Mental Health and Wellbeing - Statewide Mental Health Services (SMHS)		
Section: Mental Health Services South	Location: South	
Award: Nurses and Midwives (Tasmanian State Service)	Position Status: Permanent	
	Position Type: Full Time	
Level: 1-2	Classification: Allied Health Professional	
Reports To: Manager / Nursing Director – Acute Care Stream Community Mental Health Services		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

As part of a multidisciplinary team delivering person centred, recovery orientated and trauma informed care, in accordance with National Standards for Mental Health Services, Agency policies and procedures, legal requirements and relevant professional competencies, the Allied Health Professional – Graduate (Acute Care Team) working under the supervision of senior staff will:

- Undertake the delivery of quality care to consumers, families, and carers of the Acute Care Team (ACT) service, based on best practice principles including Recovery Oriented Practice, the Triangle of Care Framework and Trauma Informed Care, within a collaborative and multidisciplinary framework.
- Work in collaboration with other staff within Community Mental Health Services, Inpatient Mental Health Services, Alcohol and Drug Services and a range of community service providers, to deliver improved outcomes and experiences for people who are experiencing acute mental health concerns.
- Provide responsive community-based mental health care to consumers, which includes triage, comprehensive mental health assessments, assertive short-term care coordination, safety planning, and ongoing psychotherapeutic work using a range of modalities and techniques, transfer of care and discharge planning, in collaboration with consumers, families and carers, within a multidisciplinary team.
- Actively participate in service development, quality improvement and professional development initiatives.

I. Clinical Skills

- a) Under the supervision of the senior allied health staff, observe and participate in the provision of responsive community-based mental health care to consumers, which includes triage, comprehensive mental health assessments, assertive short-term care coordination, safety planning, and ongoing psychotherapeutic work using a range of modalities and techniques, transfer of care and discharge planning, in collaboration with consumers, families and carers, within a multidisciplinary team.

- b) Under the supervision of the senior allied health staff, observe and participate in the provision of brief targeted interventions, support and psychoeducation, as appropriate, to consumers and their families and carers, and other service providers, in the identification of the consumers strengths and needs, formulation of goals and the development and implementation of care.
- c) In collaboration with senior staff, facilitate access to a range of appropriate community and inpatient services, as required, to ensure people receive the right support in the right place and at the right time, including participating in comprehensive handovers and quality and safe transfer/discharge processes.
- d) Complete all required clinical documentation, including initial assessments, risk assessment, transfer of care, relevant clinical correspondence, and clinical data collection, within specified timeframes, predominantly via electronic record systems.

2. Teamwork and Communication

- a) Interacts effectively and professionally with consumers, their families and carers and other health team members to facilitate the provision of optimum consumer care.
- b) Maintains professional communication and boundaries with colleagues, consumers and their families and carers that is inclusive, compassionate, and respectful.
- c) Seeks assistance and supervision from team members to support skill, knowledge development and the provision of consumer safety.
- d) Promotes the values of the allied health profession and contributes to positive workplace culture in the team.

3. Excellence in Practice

- a) Contributes to continually improving the quality of consumers mental health care, through participation in quality improvement activities and/or research.
- b) Contributes to innovation in mental health service provision through evidence-based practice and identifying areas for practice change or improvement.

4. Learning Culture and Practice Development

- a) Participates and contributes to a learning environment through continuing education, professional development and participation in discipline specific supervision and networking.
- b) Seeks to develop their own attributes and professional values as a newly qualified allied health professional and reflects on, and identifies opportunities for, professional growth.
- c) With guidance and support, develop strategies to build resilience and wellbeing in maintaining a lifelong framework for work-life balance.
- d) Seeks and utilises feedback from senior allied health colleagues to recognise strengths in practice and identify further areas for ongoing development.

5. 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.

6. 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:

The Allied Health Professional – Graduate (Acute Care Team) will work under the direct supervision and guidance of senior allied health staff, with overall responsibility to the Nursing Director, and will:

- Work within their designated profession's scope of practice and guidelines as a new to practice allied health professional, including practicing within the designated allied health professional framework, codes of ethics and guidelines, to embed clinical and professional competencies, in a supported and development-focussed context of mental health clinical practice.
- Support the delivery of quality and compassionate person-centred care that ensures the wellbeing, safety, values, and clinical care needs of the consumers are met.
- Maintain responsibility and accountability for the development of clinical knowledge, further education and working within the scope of practice determined by their experience and skills.
- Be responsible for developing individual awareness of all policies, procedures and legislation affecting the duties of this position, including statements of consumer rights and responsibilities adopted by the service, and a general awareness of legislation, including Work Health and Safety, Equal Employment Opportunity and Anti-Discrimination.
- Comply 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.

- Registered with the Occupational Therapy Board of Australia; or
- Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers; or
- Registered with the Psychology 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:

- Specific experience either working in, or research in, a mental health related field or area, including university placements.

Selection Criteria:

1. Demonstrated clinical knowledge and understanding of mental health in relation to elements of the mental health and social services systems.
2. Demonstrated knowledge in the theoretical and practical application of a range of therapeutic interventions working with a range of people accessing the Acute Care Team.
3. Demonstrated knowledge and skills in relation to liaison and consultation with other services and agencies in the context of optimising effective and efficient service provision, advice and training and continuity of care.
4. Sound interpersonal and communication skills including the ability to maintain written documentation and a demonstrated ability to work as part of a team.
5. Demonstrated ability to identify own learning needs and objectives and develop a plan of learning, and measure the outcomes including seeking feedback on performance from peers, taking advice and direction accordingly.
6. An understanding of relevant legislation and professional practice standards including Work Health and Safety Legislation, Workplace Diversity Guidelines, the Mental Health Act and Discipline Codes of Ethics and Professional 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.