

DEPARTMENT OF HEALTH

# Statement of Duties

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| <b>Position Title:</b>         | Clinical Lead - Education and Support  |
| <b>Position Number:</b>        | Generic  |
| <b>Classification:</b>         | Allied Health Professional Level 4   |
| <b>Award/Agreement:</b>        | Allied Health Professionals Public Sector Unions Wages Agreement   |
| <b>Group/Section:</b>          | Hospitals North/North West   |
| <b>Position Type:</b>          | Permanent, Full Time/Part Time   |
| <b>Location:</b>               | North, North West  |
| <b>Reports to:</b>             | Discipline Lead/Manager  |
| <b>Effective Date:</b>         | January 2022   |
| <b>Check Type:</b>             | Annulled   |
| <b>Check Frequency:</b>        | Pre-employment   |
| <b>Essential Requirements:</b> | <p>Satisfactory completion of an appropriate allied health professional course of study at a recognised tertiary institution and registered with the relevant National Board or, in the case of self-regulated allied health professions, eligible for membership with the relevant professional association</p> <p>Current Tasmanian Working with Children Registration (where applicable and as determined by individual position requirements)</p> <p><i>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 if a registration/licence is revoked, cancelled or has its conditions altered.</i></p> |
| <b>Desirable Requirements:</b> | Five or more years post-graduate experience as an allied health professional including experience in supervising and supporting pre-entry students and new graduate allied health professionals  |

Holds, or is currently working towards, postgraduate qualifications in education and or clinical teaching and learning

Current Driver's licence

**Position Features:** Some intrastate travel may be required

*Note: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.*

## Primary Purpose:

The Clinical Lead - Education and Support works as part of the allied health service leadership team to establish and promote the positive culture of being a learning organisation to ensure that allied health services have capacity to provide pre-entry student placements and work with the existing department teams to support new graduates during their early career years.

The Clinical Lead - Education and Support acts as the interface with universities to coordinate and manage pre-entry student placements. This role is responsible for building capability, confidence, skill and knowledge in others, particularly developing and advancing the level of supervision skills within the team and monitoring and evaluating pre-entry student placements to support continuous quality improvement.

The Clinical Lead - Education and Support works in partnership with the department leads and senior staff with new graduate allied health professionals to support their transition to practice, this includes providing supervision and working with staff to develop and / or consolidate skills and entry to practice level competencies, facilitating professional development opportunities and monitoring the development of staff to ensure safe and effective provision of clinical services.

Through working as part of the allied health service leadership team, the Clinical Lead - Education and Support makes a significant contribution towards the Department of Health's (DoH) strategic priority to build and develop a sustainable and positive workforce that we need now and for the future.

## Duties:

1. Lead the planning, design, implementation and evaluation of pre-entry student placement programs and associated learning activities. Ensure required documentation is current and complete such as the Placement Deed, Placement Order and that DoH placement pre-requisites are met. Ensure students are appropriately inducted to the workplace and that placement supervisors have completed all placement documentation and assessments at the end of each placement and submitted to the university.
2. Build capacity for the allied health service to provide pre-entry student placements through increasing capability, confidence, skill and knowledge in student placement supervisors via clinical leadership, mentoring, supervision and facilitating professional development to advance the level of clinical supervision skills within the team and address other identified skills gaps or areas for professional development.
3. Establish relationships with universities and act as the interface between the allied health service and the university regarding pre-entry student placements, including individual student matters where students require additional support to meet placement learning goals. Represent the allied health service in consultation and liaison with universities through course advisory committees and other fora.

4. Work with existing structures in the department to provide clinical leadership, support and supervision to new graduate allied health professionals transitioning to practice to develop and consolidate entry to practice level professional skills and competencies while ensuring safe and effective provision of clinical services. This may also include facilitating and/or coordinating internal or external professional development opportunities.
5. Work in partnership with other Clinical Leads - Education and Support, Discipline Leads/Managers and universities to build productive networks and facilitate interdisciplinary education, training, professional development and research opportunities.
6. Lead the development, implementation, monitoring and reporting on key performance indicators and activity for pre-entry student placements and learning activities in consultation with allied health leaders, Discipline Leads and other Clinical Leads - Education and Support.
7. Lead the development, implementation and review of policy, procedures, guidelines, evidence-based service models, quality improvement projects and practice standards in consultation with Discipline Leads and other team members.
8. Under the direction of the Discipline Lead/Manager, the incumbent may be required to perform other duties including provision of relief work and completing tasks linked to other identified workforce education, training or workforce development needs. This may include supporting allied health professionals undertaking supervised re-entry to practice.
9. 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.
10. 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.

## Key Accountabilities and Responsibilities:

The Clinical Lead - Education and Support works autonomously under the direction of the relevant Discipline Lead/Manager and is accountable and responsible for the following

- Exercising initiative and professional judgment across the spectrum of responsibilities, as well as to judge when to seek advice or further direction from the Discipline Lead/Manager.
- Maintaining the highest standards of quality, accuracy and timeliness of information and advice
- Acting as a positive role model and mentor for staff, and developing effective relationships with, and between, internal and external stakeholders.
- Being aware of and working within all Department of Health policies, procedures and legislation affecting the duties of the position, and for addressing inconsistencies between practice and policy.
- Where applicable, exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Discipline Lead can provide details to the occupant of delegations applicable to this position.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

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.
4. Working with vulnerable persons registration

## Selection Criteria:

1. Extensive experience delivering contemporary allied health professional services in a range of settings and/or areas of practice including demonstrated understanding of evidenced based practice, clinical governance, clinical risk management, clinical standards, research and ethics.
2. Extensive clinical leadership experience with pre-entry students and new graduate allied health professionals and the demonstrated ability to plan, develop, implement and evaluate learning activities, resources and professional development opportunities.
3. Demonstrated knowledge and understanding of relevant professional competency standards/professional capabilities; professional accreditation standards; contemporary pedagogy; and competency assessments, and their application to pre-entry student placements and expectations of new graduate allied health professionals.
4. Demonstrated communication, interpersonal, negotiation and facilitation skills and the demonstrated ability to establish and maintain relationships with internal and external stakeholders and universities.
5. Demonstrated high levels of resilience and emotional intelligence combined with the ability to work autonomously and under pressure to effectively manage multiple competing priorities.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).