

## Statement of Duties

<b>Position Title:</b> Clinical Lead Allied Health Professional	<b>Position Number:</b> Generic	<b>Effective Date:</b> March 2020
<b>Group:</b> Department of Health (DoH) – Hospitals North/North West/South		
<b>Section:</b> Various	<b>Location:</b> North, North West, South	
<b>Award:</b> Allied Health Professional Public Sector Unions Wages Agreement	<b>Position Status:</b> Permanent/Fixed-Term/Casual	
	<b>Position Type:</b> Full Time/Part Time/Casual	
<b>Level:</b> 4	<b>Classification:</b> Allied Health Professional	
<b>Reports To:</b> Relevant Department Manager		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

Provide expert level allied health specialist clinical advice enabling the delivery of high quality patient care for patients with complex care requirements.

Develop and promote effective partnerships within the Tasmanian Health Service (THS), and with external community service providers for liaison, education and support for complex and high-risk patients.

Provide authoritative specialist clinical advice on the development of policies and the delivery of services across the continuum of care.

### Duties:

1. Apply significant professional knowledge and independent judgement in relation to delivering novel, complex or critical allied health professional services in a discrete area of practice and/or broad generalist field.
2. Provide leadership, specialist advice and support for complex and high-risk patients, coordinating clinical advice from internal THS and external community service providers and stakeholders with regards to risk identification.
3. Provide high level communication and relevant authoritative specialist clinical advice to the internal THS, and external community service providers.
4. Work in close liaison with medical, nursing and allied health staff to enable a timely and efficient response to all referrals, ensuring close linkages with external community service providers involved in patient care.
5. Analyse and interpret the results of research and investigations and provide authoritative advice to inform allied health professional practice.
6. As a senior member of an individual service, participate in the ongoing development, implementation and evaluation of relevant policies and procedures, including ensuring the active involvement of, and consultation with, key local stakeholders.
7. Act as a patient advocate to enable seamless navigation through the health network for

patients, ensuring patient and family/carers and other key stakeholders are involved and educated, as required and appropriate.

8. Liaise with other allied health professionals and members of the treatment team regarding on-going care of patients.
9. Provide supervision to less experienced allied health professional staff and students as well as administrative, assistant and technical staff.
10. Lead the implementation of continuous quality improvement programs.
11. Provide authoritative clinical, technical or policy advice which draws on in-depth knowledge in a professional or technical field or discipline.
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 jobs at this classification level.

### **Scope of Work Performed:**

The Clinical Lead Allied Health Professional works with a significant degree of autonomy, with broad direction and supervision provided by the relevant Department Manager. The occupant is expected to autonomously provide significant professional input and high level judgment to solve novel, complex and critical systems and human issues, and is responsible for:

- Practicing within the Professional Code of Conduct.
- Being aware of all policies, procedures and legislation affecting the duties of the role.
- Working in liaison with Department Managers of all Medical, Nursing and Allied Health areas, including external providers.
- Recognising and maintaining own professional development needs.
- Complying at all times with THS 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:
  - I. 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**

- Satisfactory completion of post graduate qualifications and/or other accredited training in the area of allied health professional practice.
- Current Driver's License

### **Selection Criteria:**

1. Extensive experience, clinical expertise and knowledge in a relevant allied health discipline across the acute, community and/or residential settings, including significant experience in clinical and/or team leadership, or specialised clinical expertise in a specialty area.
2. Extensive experience in developing and maintaining partnerships and relationships with community service providers both internal and external.
3. Comprehensive and demonstrated experience in leading and working within a multidisciplinary team, including the ability coordinate, supervise and motivate both trained and untrained staff within the context of the multidisciplinary team.
4. Highly developed interpersonal and communication skills including the ability to provide high level advice to other professionals and consumers as well as the ability to provide relevant reports and documents as required.
5. Sound knowledge of all Work, Health and Safety legislation and codes of practice, including accident investigation, hazard controls and reporting requirements.

### **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.