

Statement of Duties

Position Title: Allied Health Professional	Position Number: Generic	Effective Date: June 2014
Group and Business Unit: Department of Health		
Section: Various	Location: North, North West, South	
Award: Allied Health Professional (Tasmanian State Service) Agreement	Position Status: Permanent/Fixed-Term/Casual	
	Position Type: Full Time/Part Time/Casual	
Level: 1-2	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..

Duties:

1. Assess, plan, carry out and re-assess a treatment program for the allied health needs of patients.
2. Record adequate details of assessments, treatments and discharge summary in the clinical record.
3. Liaise with other allied health professionals and members of the treatment team regarding on-going care of patients.
4. Assist senior allied health staff in the implementation of continuous quality improvement programs.
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 jobs at this classification level.

Scope of Work Performed:

- Responsible for working within the policies and guidelines of the relevant professional organisation and the DoH.
- Initially the work of a new graduate is subject to professional supervision. As experience is gained, the contribution and the level of professional judgement increases and professional supervision decreases, until a wide range of professional tasks is capable of being performed under general professional guidance.

- Comply at all times with the DoH's policy and protocol requirements, in particular those relating to hand hygiene, fire awareness and manual handling, and undertake annual education in relation to the requirements.

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 a relevant and approved allied health course of study at a recognised tertiary institution.
- Registered with the relevant National Board for professions regulated under the Health Practitioner Regulation National Law or in the case of self-regulated professions, eligible for membership with 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. Sound theoretical professional knowledge gained through an appropriate course of study at a recognised tertiary institution.
2. Well developed communication skills, including the capacity to work as part of a multi-disciplinary team.
3. Initiative and adaptability, including ability in time management and work prioritising and monitoring.
4. Understanding of, and commitment to, continuous quality improvement programs, customer service and quality in the workplace.
5. An understanding of appropriate Work Health and Safety legislation and codes of practice.

Working Environment:

Some intrastate or interstate travel may be required.

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

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 DoH have 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. DoH 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. DoH 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) with the DoH 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 DoH 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: The DoH are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.