

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Allied Health Lead – Ambulatory Care
Position Number:	530327
Classification:	Allied Health Professional Level 4
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Hospitals & Primary Care (North) – Allied Health Services
Position Type:	Permanent/Fixed-Term, Part Time
Location:	North
Reports to:	Director – Allied Health
Effective Date:	July 2024
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Satisfactory completion of an appropriate allied health professional 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</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>
Desirable Requirements:	Relevant postgraduate qualification
Position Features:	Travel between sites in north

NB: 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 Allied Health Lead – Ambulatory Care role provides management oversight and coordination of ambulatory care (outpatient) services delivered by Allied Health across multiple sites in Hospitals & Primary Care North. This includes providing a point of contact and communication, advice and support for multi-disciplinary Allied Health staff and engaging with nursing and medical teams in multi-disciplinary ambulatory care services in an Allied Health leadership capacity.

The role will work closely with Allied Health Discipline Leads, the Office Manager for Allied Health Services, and the Practice Manager for Outpatient Services (Launceston General Hospital) in developing and maintaining business improvements and efficiencies in ambulatory care services.

Duties:

1. Provide ongoing planning, coordination, monitoring, and evaluation of all clinical aspects relating to Allied Health ambulatory care services and implement business improvements and system changes where necessary.
2. Provide quality leadership, advice and support to frontline Allied Health administration staff, through their Office Manager, that ensures effective approaches to meet the needs of patients and the business needs of Allied Health ambulatory care services.
3. Prepare high level reports, including data and performance indicators, for Allied Health ambulatory care services in support of clinical improvement initiatives and projects.
4. Develop business plans and initiatives to accommodate growth and development of Allied Health ambulatory care services, including the enhancement of services through telehealth and virtual care technologies.
5. Lead, coordinate, and support Improvement committees, working groups and projects associated with Allied Health ambulatory care services.
6. Provide Allied Health leadership, representation and engagement across ambulatory care services between Allied Health staff, Ambulatory Care leadership and Allied Health leadership; and provide advice and recommendations to Allied Health leadership regarding clinical risks and improvements.
7. Assess, evaluate and implement efficient and appropriate Activity Based Funding clinic structures, revenue and billing processes for Allied Health ambulatory care services.
8. Take a lead role in the development and delivery of training relevant to working in ambulatory care services for multi-disciplinary Allied Health staff, including support for staff onboarding and rotations into the stream.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
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 Allied Health Lead – Ambulatory Care will receive broad direction, performance evaluation and operational line management from the Director Allied Health, and professional governance from the relevant Discipline Lead, and will be responsible for:

- Providing leadership, communication and engagement between Allied Health ambulatory care services and related services within Hospitals North.
- Operating with minimal supervision and applying advanced professional knowledge, initiative and judgement in relation to more novel, highly complex and critical work within clinical and service areas.
- Working closely with the Allied Health leadership team, including all Discipline & Clinical Leads, the Office Manager for Allied Health Services, Allied Health staff working within ambulatory care services, and the broader Hospitals & Primary Care statewide & local Outpatient Services.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise 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 Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply 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.

Selection Criteria:

1. Extensive clinical practice expertise in an acute hospital setting, with substantial demonstrated experience and knowledge of ambulatory care services and the role of Allied Health in these settings.
2. Demonstrated ability to provide effective leadership across Allied Health staff working in diverse ambulatory care services and to effectively engage with Allied Health leadership and leaders in nursing and medicine.
3. Thorough knowledge of processes and systems for high standard customer service, and effective and efficient delivery of Allied Health ambulatory care services.
4. Demonstrated understanding of the external and internal drivers for change in the organisation, the ability to facilitate and implement change, and to deliver meaningful outcomes from activities and projects.
5. Demonstrated high-level problem-solving skills, including the ability to identify, influence, implement and evaluate workable solutions to problems within a complex multifaceted environment.
6. Demonstrated high levels of self-motivation, accountability, interpersonal and communication skills, including the ability to produce high quality written reports using data to substantiate performance and outcomes.

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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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 | Tasmanian Department of Health](#).