

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Allied Health Lead - Medical and Cancer Services
<b>Position Number:</b>	527635
<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 South – Royal Hobart Hospital Allied Health Services
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	South
<b>Reports to:</b>	Director - Allied Health Services
<b>Effective Date:</b>	October 2022
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>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</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>	Relevant postgraduate qualification

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 Allied Health Lead - Medical and Cancer Services role provides clinical oversight and coordination of Allied Health services across the general medicine inpatient wards at Royal Hobart Hospital (RHH). This includes providing a point of contact and communication for Allied health staff and engaging with nursing and medical leadership for those wards in an Allied Health leadership capacity.

## Duties:

1. Provide interdisciplinary clinical leadership for Allied Health Services staff working in the RHH Medical and Cancer Services inpatient wards, providing representation and engagement at stream level, supporting an interdisciplinary approach to allied health across the stream.
2. Provide Allied Health representation and engagement at ward leadership level across Medical and Cancer Services wards and provide a point of contact and communication between Allied Health Services staff, stream-based leadership and Allied Health leadership.
3. Take a lead role in the development, coordination, and evaluation of educational programs and training relevant to working within Medical and Cancer Services for Allied Health Services staff, including the support for onboarding and staff rotations into the stream.
4. Provide leadership to engage with Medical and Cancer Services wards to facilitate the involvement of Allied Health in ward-based Quality Improvement and Research activities and support Allied Health staff with participation in these activities where appropriate.
5. Monitor and use Allied Health activity data to ensure accurate and high-quality data capture, and analysis for routine and ad hoc reporting to the Allied Health and Medical and Cancer Services stream leadership teams for service development and evaluation.
6. Act as the Allied Health Services key contact for quality and patient safety activities across the stream, providing advice and recommendations to the Director of Allied Health and Medical and Cancer Services stream leads regarding clinical risks and improvements.
7. Provide communication and specialist advice to the Director Allied Health Services and the Allied Health Advisory Committee on policy, complex clinical activities, research, and service outcomes related to the Medical and Cancer Services stream, and cascade communication to Allied Health Services staff working on inpatient wards for the stream.
8. 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:

- Provides leadership, communication, and engagement between Allied Health Services and the Medical and Cancer Services stream, specifically for the RHH inpatient wards.
- Receives broad direction, performance evaluation and operational line management from the Director Allied Health Services and professional governance from the relevant Discipline Lead.
- 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.

- 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.

## 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 adult inpatient services and the role of Allied Health in those settings.
2. Demonstrated ability to provide leadership across Allied Health staff working in the Medical and Cancer Services stream and to effectively engage with leaders in nursing and medicine.
4. Have a thorough knowledge of the priorities and governance structures of Allied Health and Medical and Cancer Services stream and understand the external and internal drivers for change in the organisation.
5. Demonstrated ability to work independently, to facilitate and implement change, and deliver meaningful outcomes from activities and projects.
6. High-level interpersonal, negotiation and conflict resolution skills, and ability to communicate effectively with a wide range of people and roles using a range of tools.
7. Experience co-ordinating and providing training to Allied Health Services staff, including orientation, ongoing professional development and broader multidisciplinary training and in-services.
8. Demonstrated understanding of and engagement in research, quality improvement and ongoing professional development, and experience using data to evidence clinical 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 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](#).