Department of Health and
Tasmanian Health Service

Tasmanian Government

Statement of Duties

Position Title: Allied Health Professional	**Position Number:** Generic	**Effective Date:** February 2013
Group and Unit: Tasmanian Health Service (THS) – Statewide Mental Health Services		
Section: Various	**Location:** South	
Award: Allied Health Professionals Public Sector Unions Wages Agreement	**Position Status:** Permanent/Fixed-Term/Casual	
	Position Type: Full Time/Part Time/Casual	
Level: 3	**Classification:** Allied Health Professional	
Reports To: Team Leader		
Check Type: Annulled	**Check Frequency:** Pre-employment	

Focus of Duties:

As part of a multidisciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Allied Health Professional will:

- Undertake the delivery of quality care to clients of the Child and Adolescent, Adult Community, Inpatient and Extended Treatment and Older Persons Mental Health Service based on best practice principles and within a collaborative and multi-disciplinary framework.
- Provide a specialist assessment and treatment service to clients of Child and Adolescent, Adult Community, Inpatient and Extended Treatment and Older Persons Mental Health Service and their families or carers.
- Promote community awareness in relation to mental health and act as a consultant to other agencies with regard to the support and management of clients with mental health needs.

Duties:

1. Ensure the delivery of a comprehensive clinical service through the provision of assessment, case management and individual therapies, including specialised therapies for clients and their families or carers.
2. Provision of evidence-based assessment and treatment interventions for clients with major and complex mental health problems, including the development and implementation of specialised treatment programs.
3. Function as an active member of a multidisciplinary team including the provision of support and consultation to other team members as required.
4. Preparation of specialised reports as required.

5. Consultation and liaison with the broader health system including GP's, other Agencies and families and carers to optimise service effectiveness and efficiency and continuity of care.
6. Actively participate in quality and safety processes at the team level, including incident reporting and evaluation, approved research, internal audits and policy and procedure review.
7. Undertake continuing professional development including participation in formal clinical supervision and peer review.
8. Supervision of students and less experienced Mental Health Services clinical staff as required.
9. Undertake the responsibilities of an Authorised Officer under the *Mental Health Act*.
10. 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.
11. 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:

- Individually accountable for the provision of specialised clinical services and a professional standard of care.
- Broad administrative and overall clinical direction from the relevant Team Leader.
- Clinical and professional accountability to the Head of Discipline through the relevant Discipline Senior.
- Professional supervision provided or approved by the Head of Discipline or delegate.
- Responsible for developing individual awareness of all policies, procedures and legislation affecting the duties of this position. This includes statements of consumer rights and responsibilities adopted by the service, and a general awareness of legislation, including Work Health and Safety, Equal Employment Opportunity and Anti-Discrimination.
- Comply at all times with 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.

- Registered with the Occupational Therapy Board of Australia; or
- Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers; or
- Registered with the Psychology Board of Australia.

- 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. A minimum of two years post graduate employment in a clinical area directly applicable to the Child and Adolescent, Adult Community, Inpatient and Extended Treatment and Older Persons Mental Health Service area.
2. Demonstrated clinical knowledge and understanding of mental health in relation to the Child and Adolescent, Adult Community, Inpatient and Extended Treatment and Older Persons Mental Health Service area including the ability to provide appropriate assessment of mental health problems.
3. Demonstrated expertise in the theoretical and practical application of a range of therapeutic interventions relevant to the Child and Adolescent, Adult Community and Older Persons Mental Health Service area with the ability to acquire further expertise into the future.
4. Experience and demonstrated knowledge and skills in relation to liaison and consultation with other services and agencies in the context of optimising effective and efficient service provision, advice and training and continuity of care.
5. Well developed written and verbal communication skills, including the capacity to effectively function in a multidisciplinary environment.
6. Demonstrated commitment to develop and participate in ongoing quality assurance activities, research and student education.
7. An understanding of relevant legislation and professional practice standards including Work Health and Safety Legislation, Workplace Diversity Guidelines, the Mental Health Act and Discipline Codes of Ethics and Professional Practice.
8. A demonstrated understanding of and personal commitment to the principles of clinical supervision.

Working Environment:

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.