

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Rehabilitation Staff Specialist
Position Number:	521268
Classification:	Specialist Medical Practitioner Level I-11
Award/Agreement:	Medical Practitioners (Public Sector) Award
Group/Section:	Hospitals North/North West North West Regional Hospital and Mersey Community Hospital
Position Type:	Permanent, Full Time
Location:	North West
Reports to:	Executive Director of Medical Services and Clinical Director Acute Medical
Effective Date:	November 2018
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Specialist or limited registration with the Medical Board of Australia in a relevant specialty <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>
Desirable Requirements:	Current Driver's Licence
Position Features:	Travel between sites from the North West Regional Hospital and Mersey Community Hospital will be required Intrastate and interstate travel may be required

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 Rehabilitation Staff Specialist:

- Provides high quality rehabilitation medicine service to the patients of the North West.
- Is responsible for the efficient and effective operation of the North West Rehabilitation Service, including the maintenance of appropriate standards and the efficient use of resources within the North West budget.
- Works collaboratively with all stakeholders to manage the operational and strategic directions of the Rehabilitation Service.
- Works collaboratively with the Department Executive and within local management structures in relation to service delivery and strategic planning on behalf of the Rehabilitation Service.
- Collaborates with other departments and services to provide the best outcomes of care for patients.
- Provides strategic leadership and direction in regard to the provision of rehabilitation services, including clinical governance, professional matters, network development, monitoring clinical outcomes and service integration.
- Is required to undertake a clinical load with a portfolio of non-clinical work such as planning, education and other required work.

Duties:

1. Provide clinical leadership, incorporating principles of best practice, to ensure the provision of highest standard of care for rehabilitation patients in an integrated inpatient, outpatient and community based model of care.
2. Provide recommendations related to strategic planning of future rehabilitation services.
3. Represent the North West Rehabilitation Service within management forums and other wider agency meetings.
4. Take responsibility for assisting with coverage to ensure continuous service delivery for planned and unplanned absences of medical staff.
5. Collaborate with professional department managers to ensure that resources are managed effectively within budget and in accordance with service priorities and scope.
6. Participate in teaching programs for medical, nursing and allied health professionals and undergraduate, post graduate students.
7. Ensure a system of continuous quality improvement that systematically evaluates, identifies opportunities for improvement and plans to implement strategies to meet customer needs and reduce risk in accordance with relevant standards and policy.
8. Lead the development of an ongoing suite of performance indicators for rehabilitation services and outcomes for the North West.
9. Represent the North West in collaboration with state wide rehabilitation service development and delivery.

10. Maintain an active role in promotion, coordination and supervision of clinical activities appropriate to the specialty of rehabilitation and research activities if facilities, staff and opportunities are present.
11. 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 and related training.
12. 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 occupant will be required to:

- Work under the broad direction of the Clinical Director Acute Medicine whom he/she is professionally responsible to.
- Work collaboratively with members of the rehabilitation team, in particular senior staff from each discipline.
- Manage an integrated inpatient, outpatient and community rehabilitation service across multiple sites in the North West region of Tasmania.
- 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. Sound knowledge of the philosophy, principles and contemporary specialty practice of rehabilitation services including the assessment and management of patients in inpatient, outpatient and community rehabilitation settings.
2. Highly developed communication, collaboration, negotiation and conflict resolution skills, consultation and interpersonal skills with the ability to liaise with external and internal organisations.
3. Ability to work collaboratively as part of a multidisciplinary team including the ability to be adaptable and flexible in a complex clinical environment.
4. Demonstrated ability to participate in professional development, peer review, evaluation and quality improvement activities and risk management.
5. Demonstrated ability to provide ongoing support, consultancy, advice and education to specialist practitioners and other services within the North West.
6. Demonstrated experience and capacity in the provision of rehabilitation education programs at an undergraduate and post graduate level, and participation in research relating to evidence based practice in rehabilitation medicine, including the ability to plan and manage research programs.
7. Knowledge and understanding of contemporary human resource management principles, financial planning and budgeting skills including Employment Equity and Work Health and Safety principles.

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](#).