

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Clinical Lead – Allied Health Professional
Position Number:	Generic
Classification:	Allied Health Professional Level 4
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Hospitals South, North, North West
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	South, North, North West
Reports to:	Relevant Department Manager
Effective Date:	March 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	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.
Desirable Requirements:	Satisfactory completion of post graduate qualifications and/or other accredited training in the area of allied health professional practice. Current Driver's Licence.
Position Features:	Some intrastate or 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:

Provide expert level allied health specialist clinical advice enabling the delivery of high-quality patient care for patients with complex care requirements.

Develop and promote effective partnerships within the Agency and with external community service providers for liaison, education and support for complex and high-risk patients.

Provide authoritative specialist clinical advice on the development of policies and the delivery of services across the continuum of care.

Duties:

1. Apply significant professional knowledge and independent judgement in relation to delivering novel, complex or critical allied health professional services in a discrete area of practice and/or broad generalist field.
2. Provide leadership, specialist advice and support for complex and high-risk patients, coordinating clinical advice from internal departments and external community service providers and stakeholders with regards to risk identification.
3. Provide high level communication and relevant authoritative specialist clinical advice to internal departments and external community service providers.
4. Work in close liaison with medical, nursing and allied health staff to enable a timely and efficient response to all referrals, ensuring close linkages with external community service providers involved in patient care.
5. Analyse and interpret the results of research and investigations and provide authoritative advice to inform allied health professional practice.
6. As a senior member of an individual service, participate in the ongoing development, implementation and evaluation of relevant policies and procedures, including ensuring the active involvement of, and consultation with, key local stakeholders.
7. Act as a patient advocate to enable seamless navigation through the health network for patients, ensuring patient and family/carers and other key stakeholders are involved and educated, as required and appropriate.
8. Liaise with other allied health professionals and members of the treatment team regarding on-going care of patients.
9. Provide supervision to less experienced allied health professional staff and students as well as administrative, assistant and technical staff.
10. Lead the implementation of continuous quality improvement programs.
11. Provide authoritative clinical, technical or policy advice which draws on in-depth knowledge in a professional or technical field or discipline.
12. 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.
13. 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 Clinical Lead - Allied Health Professional works with a significant degree of autonomy, with broad direction and supervision provided by the relevant Department Manager. The occupant is expected to autonomously provide significant professional input and high-level judgment to solve novel, complex and critical systems and human issues, and is responsible for:

- Practicing within the Professional Code of Conduct.
- Being aware of all policies, procedures and legislation affecting the duties of the role.
- Working in liaison with Department Managers of all Medical, Nursing and Allied Health areas, including external providers.
- Recognising and maintaining own professional development needs.
- Championing 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, exercising 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.
- Complying 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 experience, clinical expertise and knowledge in a relevant allied health discipline across the acute, community and/or residential settings, including significant experience in clinical and/or team leadership, or specialised clinical expertise in a specialty area.
2. Extensive experience in developing and maintaining partnerships and relationships with community service providers both internal and external.
3. Comprehensive and demonstrated experience in leading and working within a multidisciplinary team, including the ability coordinate, supervise and motivate both trained and untrained staff within the context of the multidisciplinary team.
4. Highly developed interpersonal and communication skills including the ability to provide high level advice to other professionals and consumers as well as the ability to provide relevant reports and documents as required.
5. Sound knowledge of all Work, Health and Safety legislation and codes of practice, including accident investigation, hazard controls and reporting requirements.

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](#).