

DEPARTMENT OF HEALTH

Statement of Duties

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| Position Title: | Allied Health Professional |
| Position Number: | Generic |
| Classification: | Allied Health Professional Level 1-2 |
| Award/Agreement: | Allied Health Professionals Public Sector Unions Wages Agreement |
| Group/Section: | Department of Health |
| 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: | <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: | 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 an efficient and effective allied health service to the patients and clients of the Department of Health (DoH).

Duties:

1. Assess, plan, carry out and re-assess a treatment program for the allied health needs of patients.
2. Record adequate details of assessments, treatments and discharge summary in the clinical record.
3. Liaise with other allied health professionals and members of the treatment team regarding on-going care of patients.
4. Assist senior allied health staff in the implementation of continuous quality improvement programs.
5. 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:

- Responsible for working within the policies and guidelines of the relevant professional organisation and the DoH.
- Initially the work of a new graduate is subject to professional supervision. As experience is gained, the contribution and the level of professional judgement increases and professional supervision decreases, until a wide range of professional tasks is capable of being performed under general professional guidance.
- 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. Sound theoretical professional knowledge gained through an appropriate course of study at a recognised tertiary institution.
2. Well-developed communication skills, including the capacity to work as part of a multi-disciplinary team.
3. Initiative and adaptability, including ability in time management and work prioritising and monitoring.
4. Understanding of, and commitment to, continuous quality improvement programs, customer service and quality in the workplace.
5. Understanding of appropriate Work Health and Safety legislation and codes of practice.

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](#).