

## Statement of Duties

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| <b>Position Title:</b> Clinical Lead Physiotherapist<br>- Paediatrics             | <b>Position Number:</b><br>502066                 | <b>Effective Date:</b><br>December 2020 |
| <b>Section:</b> Hospitals North/North West  |   |   |
| <b>Section:</b> North and North West Hospitals -<br>Physiotherapy                 | <b>Location:</b> North West                       |   |
| <b>Award:</b> Allied Health Professionals Public<br>Sector Unions Wages Agreement | <b>Position Status:</b> Permanent                 |   |
|   | <b>Position Type:</b> Full Time                   |   |
| <b>Level:</b> 4   | <b>Classification:</b> Allied Health Professional |   |
| <b>Reports To:</b> Manager of Physiotherapy Services                              |   |   |
| <b>Check Type:</b> Annulled   | <b>Check Frequency:</b> Pre-employment            |   |

### Focus of Duties:

Provide expert clinical leadership and maintain optimal physiotherapy care to paediatric patients within the North West region.

Coordinate the inpatient and outpatient physiotherapy services to paediatric patients including the provision of skilled assessment and intervention to this population.

Provide interdisciplinary clinical leadership within the allied health paediatric team.

Provide strategic advice on the direction and development of inpatient and outpatient paediatric services across the North West region

Act as an area, statewide and interstate level resource for skills, knowledge and expertise in the speciality of paediatric physiotherapy

### Duties:

1. Provide high level clinical leadership for paediatric services in the North West region, working collaboratively with the interdisciplinary team for triaging, intake, assessment, treatment, referral and discharge processes for paediatric patients.
2. Establish effective, collaborative and professional relationships with medical and nursing colleagues, and other members of the interdisciplinary health team to optimise outcomes for clients and their families within the paediatric service.
3. Supervise, educate and contribute to performance management of physiotherapy staff (Physiotherapists, Physiotherapy Assistants and students), working in the paediatric service.
4. Act as an expert interdisciplinary clinical resource in the specialist area of paediatrics, providing high level training and education to physiotherapists, other health professionals, patients and their families.
5. Implement and oversee interdisciplinary quality care programs and conduct research, in collaboration with other members of the health care team and other agencies.

6. Participate in the formulation of objectives, policies and priorities in the delivery of paediatric services North West.
7. Provide authoritative technical or policy advice which draws on in-depth knowledge in these specialist paediatric areas.
8. Maintain current and expert professional knowledge and skills to ensure continued competency and professional growth
9. Maintain accurate treatment records for all clients, including written management programs, transfer/discharge summaries and statistics as necessary.
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 positions at this classification level

### **Scope of Work Performed:**

The Clinical Lead Physiotherapist – Paediatrics is responsible to the Manager – Physiotherapy Services general direction in management and professional areas, and for performance evaluation. Regular performance reviews are undertaken by the Manager – Physiotherapy Services, with the occupant of this role being responsible for:

- Exercising a high degree of independent professional judgment in the resolution of more complex technical or critical professional problems.
- Being an expert advisor and clinician in the specialist area of paediatric physiotherapy.
- Providing high level professional leadership and direction, evaluating service performance and interpreting policy relevant to the paediatric service and the paediatric allied health team.
- Regular attendance at state/national/international clinical conferences relevant to this specialist area.
- Complying with the Code of Conduct of the Physiotherapy Board of Australia and Agency policies and procedures.
- Complying 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 Physiotherapy Board of Australia.
- Current Tasmania Working with Children Registration.
- 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.

**Desirable Requirements:**

- An active member of the Australian Physiotherapy Association and a member of the Paediatric Physiotherapy Group.
- Postgraduate tertiary qualifications relevant to this position and/or extensive experience working in this clinical area.
- Current Driver's Licence.

**Selection Criteria:**

1. Significant physiotherapy expertise in the area of Paediatrics, together with a post graduate qualification or equivalent experience, or commitment to working towards a relevant qualification.
2. Proven leadership qualities, both from clinical and operational standpoints in an interdisciplinary practice environment.
3. Highly developed communication, representation, conflict resolution and negotiation skills, together with the ability to develop and maintain networks and liaise with internal and external individuals and organisations.
4. Demonstrated individual commitment to contemporary ongoing professional development and research activities.
5. Demonstrated ability to supervise, educate, and manage professional and support staff.
6. Demonstrated ability to work effectively in a multi-disciplinary team and an understanding of the roles of other stakeholders in the provision of paediatric health care.
7. Sound working knowledge of relevant Work Health and Safety (WH&S) legislation and codes of practice including accident investigation, hazard controls and implementation of WH&S requirements.

**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.