

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Deputy Manager - Inpatient Services
Position Number:	517481
Classification:	Allied Health Professional Level 4
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Hospitals North/North West – Mersey Community Hospital Physiotherapy
Position Type:	Permanent, Full Time
Location:	North West
Reports to:	Manager - Physiotherapy Services
Effective Date:	July 2018
Check Type:	Annulled
Check Frequency:	Pre-employment and Recurrent
Essential Requirements:	Registered with the Physiotherapy Board of Australia <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

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:

Assist the Manager and Deputy Manager - Physiotherapy Services in the overall coordination, leadership and management of Physiotherapy Services for the North West.

Responsible for the efficient and effective functioning of designated teams, providing direction and support to ensure a high standard of service provision.

Provide high level clinical leadership and contribute to the system of clinical governance in Physiotherapy Services.

Contribute to the overall corporate governance of Physiotherapy Services within the context of Allied Health Professional Services for the North West.

Duties:

1. Provide leadership to Inpatient Physiotherapy Services and make a significant contribution to corporate and clinical governance including in the areas of performance reporting and analysis, risk management, continuous quality improvement, research and client involvement in service delivery.
2. Provide leadership and direction to enable management of efficient and effective services by identified teams, overseeing efficient and effective physiotherapy service delivery and integrated patient care across the continuum in collaboration with the Manager - Physiotherapy Services.
3. Oversee and support the coordination of human and physical resources for designated teams, including management of effective systems of recruitment, orientation, rostering, supervision and performance review for the teams. Significantly contribute to this for the overall Physiotherapy Service.
4. Oversee and support the development of effective systems for the supervision, education and assessment of undergraduate and postgraduate physiotherapists and support workers.
5. Undertake strategic management and decision-making for the Inpatient Physiotherapy Service, monitoring the teams' needs, achievements and directions regularly, and in communication with the Manager and Deputy Manager - Physiotherapy Services and other key stakeholders such as allied health, nursing and medical staff.
6. Initiate and develop policies, protocols and practice guidelines that facilitate best practice standards of care and professional services across the North West, promoting a commitment to the integrated continuum of patient care, in collaboration with clinical teams and other key stakeholders including allied health, nursing, medical staff and/or community services.
7. Develop and promote a high profile for the North West Physiotherapy Services to internal and external stakeholders and represent the service on relevant committees, bodies and forums as required.
8. Maintain professional knowledge and skill base to ensure continued competency and professional growth relevant to the requirements of the role.
9. Maintain a clinical caseload as agreed with the Manager - Physiotherapy Services and act as supervisor for less experienced Physiotherapists in an area of clinical specialty.
10. Coordinate the weekend physiotherapy service, including on-call roster.
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.

Key Accountabilities and Responsibilities:

The Deputy Manager - Inpatient Services is responsible for assisting the Manager - Physiotherapy Services in overseeing the delivery of the North West region's physiotherapy service. In doing so, the incumbent/s will:

- Provide collaborative overall leadership and management of Inpatient Physiotherapy Services.
- Provide cover for the Manager - Physiotherapy Services as required.
- Exercise a high degree of independent professional judgement in overseeing the provision of clinical services and the resolution of more complex technical or critical professional issues.
- Maintain contemporary professional knowledge and skill through appropriate continuing professional development activities to ensure competency in supporting service teams, and to coordinate relevant staff development programs for professional and non-professional staff within the service and other related services as indicated.
- Receive broad direction, performance evaluation and review from the Manager - Physiotherapy Services.
- Collaborate with the Manager and Deputy Manager - Physiotherapy Services, and clinical teams and be accountable for identified portfolios of clinical and/or corporate governance responsibility.
- Provide professional leadership and direction, evaluate service performance and interpret policy relevant to Physiotherapy Services.
- Regularly attend State and National conferences relevant to identified areas of Physiotherapy Services and physiotherapy leadership and management.
- Undertake physiotherapy practice as defined by the Physiotherapy Board of Australia in accordance with the *Health Practitioner Regulation National Law (Tasmania) Act 2010*.
- Comply with other relevant legislation and professional standards applicable to this role.
- Maintain the Code of Conduct of the Australian Physiotherapy Association and the Agency's policies and procedures.
- Demonstrate commitment to clinical quality and safety through continual learning and development and application of evidence based practice and research.
- Exercise reasonable care in the performance of duties consistent with relevant Work Health & Safety (WH&S) legislation and procedures and have overall responsibility for the WH&S of subordinate staff.
- 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.

* as required by CHSP, occupants of this role are required to undertake a conviction check assessment every three years.

Selection Criteria:

1. Extensive experience in supporting and providing physiotherapy services across a broad range of settings and clinical areas, including understanding of and an ability to incorporate current best practice in planning and implementing physiotherapy services across the continuums of care.
2. High level strategic, conceptual, analytic and creative skills, including an ability to understand the political, social and organisational environment and develop, implement and evaluate policies, protocols and guidelines, and to advise on relevant issues and appropriate changes.
3. Demonstrated high-level interpersonal, negotiation and conflict resolution skills as well as advanced skills in written and oral communication.
4. Demonstrated commitment to and experience in fostering a professional team environment, positive workplace culture and working effectively in multidisciplinary team environments.
5. Demonstrated strong background and experience in service development and quality activities, including the initiation, and significant contribution to the development, of organisational policy and procedures.
6. Demonstrated individual commitment to contemporary ongoing professional development, research activities or to working towards an appropriate qualification.
7. Knowledge of and the ability to apply human resource management practices and principles, including Equal Employment Opportunity legislation, policies and codes of practice together with sound knowledge of WH&S legislation including accident investigation, hazard controls and reporting requirements.
8. Understanding of the relevant legal and ethical issues involved in contemporary health-care service delivery.

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](#).