

## Statement of Duties

<b>Position Title:</b> Deputy Manager - Inpatient Services	<b>Position Number:</b> 517481	<b>Effective Date:</b> July 2018
<b>Group and Unit:</b> Tasmanian Health Service (THS) – Mersey Community Hospital (MCH)		
<b>Section:</b> Physiotherapy Services	<b>Location:</b> North West	
<b>Award:</b> Allied Health Professionals Public 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 - Physiotherapy Services		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment and Recurrent	

### Focus of Duties:

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

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

The Deputy Manager - Inpatient Services is responsible for assisting the Manager - Physiotherapy Services in overseeing the delivery of THS–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.
- Comply 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.
- 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.

**Desirable Requirements:**

- Current driver's licence.

**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 (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.