

Statement of Duties

Position Title: Allied Health Project Officer	Position Number: 524285	Effective Date: January 2019
Group and Unit: Tasmanian Health Service (THS)		
Section: Allied Health	Location: North West	
Award: Allied Health Professionals Public Sector Unions Wages Agreement.	Position Status: Fixed-Term	
	Position Type: Full Time	
Level: 3	Classification: Allied Health Professional	
Reports To: Director Allied Health Services		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Provide leadership, coordination, planning and support in the delivery of projects to develop multidisciplinary models of practice in an evidenced based and consultative manner with a focus on establishing a pathway for paediatric referral management across the THS - North West.

Provide project support to the Director Allied Health Services as required.

Duties:

1. Coordinate and manage clinical projects for Allied Health Services with a specific focus on paediatrics within expected timeframes.
2. Research, analyse and assess methodologies and practices relating to clinical services provided by Allied Health Professionals and provide evidenced based advice to inform change management processes.
3. Effectively plan and lead the implementation of clinical improvements under the broad direction of the Director Allied Health Services.
4. Effectively consult with all levels of staff including Director Allied Health Services, Allied Health Managers, Allied Health staff, Paediatricians, Nursing staff, consumers, and external stakeholders.
5. Maintain appropriate documentation and record keeping in accordance with Agency and professional standards.
6. 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.

7. 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 Allied Health Project Officer is required to work with a high degree of autonomy, with strategic direction provided by the Director Allied Health Services. The occupant of this role is responsible for:

- Coordination of clinical projects, in accordance with expected outcomes and outputs.
- Complying at all times with THS 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.

- 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 self-regulated professions, eligible for membership of the relevant professional association.
- 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:

- Clinical practice experience in the field of paediatrics.
- Current Driver's Licence.

Selection Criteria:

1. Significant clinical experience and an understanding of best practice in relation to the efficient and effective delivery of health care within a Health Service.
2. Sound knowledge of contemporary project management and quality management practices, methodologies and processes and a proven ability to plan, organise and deliver on objectives within expected timeframes.
3. Highly developed verbal and written communication skills, negotiation and conflict management skills, and presentation skills including the ability to facilitate change successfully with a diverse group of stakeholders.
4. Demonstrated conceptual, analytical, research and problem solving skills to support data informed decision making and evidence based practice.
5. Demonstrated ability to work autonomously; including the ability to be able to make sound and rational decisions using professional experience and initiative, as well as work effectively as part of a multidisciplinary team located across a range of different physical locations.

Working Environment:

- It is expected the occupant will travel within the North West Region of Tasmania as required.
- Travel throughout the State, including King Island may also be necessary at times.

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 and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

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 of Health and Tasmanian Health Service have 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 Director HR Management and Strategy or to the Manager Internal Audit. 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. DoH and the 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) with the Department of Health and Tasmanian Health Service 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 of Health and the Tasmanian Health Service 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: The Department of Health and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.