

POSITION DESCRIPTION

NSLHD - Allied Health Manager - Acute Post Acute Care



Northern Sydney
Local Health District



Organisation	NSW Health
Local Health District / Agency	Northern Sydney Local Health District
Position Classification	Occupational Therapist Lvl 5, Pharmacist Gde 5, Physiotherapist Lvl 5, Physiotherapist Lvl 6, Social Worker Lvl 5
State Award	Health Employees Pharmacists (State) Award NSW Health Service Health Professionals (State) Award
Category	Primary and Community Care Community Management
Website	www.nslhd.health.nsw.gov.au/

PRIMARY PURPOSE

The Acute Post Acute Care (APAC) Senior Allied Health Manager will be required to manage, supervise and lead the allied health team within APAC across Northern Sydney Local Health District (NSLHD). This includes Physiotherapy, Social Work, Occupational Therapy and Pharmacy staff. There will also be a clinical component to the role.

RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

ESSENTIAL CRITERIA

As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.

KEY ACCOUNTABILITIES

- Oversee the delivery of high quality, culturally safe, multidisciplinary clinical and administrative services which are client centred and effectively integrate with other services available to the local community, to promote health and wellbeing outcomes.

POSITION DESCRIPTION

NSLHD - Allied Health Manager - Acute Post Acute Care

- Play a lead role in the planning for local health services and workforce, to ensure they are in line with local identified health and community needs and state national priorities, and oversee the change management required to implement local service and workforce plans.
- Analyse and use appropriate data to inform patient/client service delivery and assist in the effective management of human and material resources within the service.
- Manage the efficient use and coordination of physical and financial resources to maximise expenditure toward health outcomes and ensure plans are in place to promote business continuity and avoid potential service disruptions
- Provide clinical leadership to the community based team for delivery of evidence based services within contemporary models of care; and ensure effective governance processes are in place, including appropriate response to incidents and complaints.
- Oversee the compliance with legislation and policy relevant to the Primary and Community health Service provision, including those related to privacy and records, and ensure local operating protocols are developed and effectively utilised where necessary to assist with communication supporting safety, quality and efficiency
- Demonstrated ability to monitor clinical services and activity to enable appropriate management of human, physical and financial resources including leading and overseeing processes which result in quality outcomes, safety and continual improvement demonstrated by a range of performance indicators, outcome measures, surveys and audits. In consultation and collaboration with senior managers identify, develop and implement strategies and plans to deliver services to achieve identified KPI's
- Oversee the compliance with legislation and policy relevant to the Primary & Community Health and Allied Health service provision, including those related to privacy and records, and ensure local operating protocols are developed and effectively utilised where necessary to assist with communication supporting safety, quality and efficiency

KEY CHALLENGES

- Developing and managing a wide range of complex relationships across the LHD and more broadly. Managing competing role requirements and time management demands
- Continue to lead the ongoing development of processes to fully integrate quality, risk management, patient safety and infection control processes within APAC/NSHNS at the allied health team level. Ensure continued compliance with accreditation, quality, risk management, patient safety and infection control reporting requirements
- Support staff in the ongoing implementation of quality, risk management, patient safety and infection control initiatives at a local level. Ensure data collection and provision meets service management and funder reporting requirements

POSITION DESCRIPTION

NSLHD - Allied Health Manager - Acute Post Acute Care

KEY RELATIONSHIPS	
Who	Why
APAC Nurse Manager	To receive direction, supervision and support to escalate significant issues which may impact on service delivery, to collaborate over solutions
Multi-disciplinary teams including administrative support roles	For clinical and corporate leadership and governance
Local Health Allied Health Managers	For collaboration and facilitation of clinical supervision of APAC Allied Health Staff
Patients and carers	Education and to provide updates on the patients' health and well-being
NSLHD Community and consumers	Share information

SELECTION CRITERIA

1. Consistently demonstrates behaviours that reinforce the CORE Values of our organisation; Collaboration, Openness, Respect and Empowerment. Demonstrates these behaviours with all stakeholders; colleagues, direct reports, as well as our patients and consumers, and those that care for them.
2. Current AHPRA registration and relevant qualification as an Occupational Therapist, Physiotherapist, Pharmacist or eligibility for membership with AASW.
3. Management qualifications or working towards qualifications and/or extensive experience in effectively leading and managing Allied Health Teams.
4. Highly developed interpersonal and communication skills (both oral and written) with demonstrated networks and partnerships with multiple / key stakeholders and commitment to participation in supervision and professional development.
5. Demonstrated ability to critically think, prioritise competing demands, make decisions independently but also work effectively as team member.
6. Demonstrated experience in the application of quality improvement strategies.
7. Sound knowledge of health clinical information systems, and collection, analysis and reporting requirements to management.
8. Sound knowledge and understanding of Financial Management, EEO legislation, WH&S principles, Cultural Diversity, Patient Safety and Risk Management.

POSITION DESCRIPTION

NSLHD - Allied Health Manager - Acute Post Acute Care

Job Demands for: NSLHD - Allied Health Manager - Acute Post Acute Care

Physical Demands	
<p>Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/hazardous materials</p> <p>Frequent</p>	<p>Sitting - remaining in a seated position to perform tasks</p> <p>Frequent</p>
<p>Standing - remaining standing without moving about to perform tasks</p> <p>Occasional</p>	<p>Walking - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Frequent</p>
<p>Running - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Not Applicable</p>	<p>Bend/Lean Forward from Waist - forward bending from the waist to perform tasks</p> <p>Frequent</p>
<p>Trunk Twisting - turning from the waist while sitting or standing to perform tasks</p> <p>Frequent</p>	<p>Kneeling - remaining in a kneeling posture to perform tasks</p> <p>Frequent</p>
<p>Squatting/Crouching - adopting a squatting or crouching posture to perform tasks</p> <p>Occasional</p>	<p>Leg/Foot Movement - use of leg and/or foot to operate machinery</p> <p>Occasional</p>
<p>Climbing (stairs/ladders) - ascend/descend stairs, ladders, steps</p> <p>Occasional</p>	<p>Lifting/Carrying - light lifting and carrying (0 to 9 kg)</p> <p>Frequent</p>
<p>Lifting/Carrying - moderate lifting and carrying (10 to 15 kg)</p> <p>Not Applicable</p>	<p>Lifting/Carrying - heavy lifting and carrying (16kg and above)</p> <p>Not Applicable</p>
<p>Reaching - arms fully extended forward or raised above shoulder</p>	<p>Pushing/Pulling/Restraining - using force to hold/restrain or move objects toward or away from the body</p>

POSITION DESCRIPTION

NSLHD - Allied Health Manager - Acute Post Acute Care

Occasional	Not Applicable
Head/Neck Postures - holding head in a position other than neutral (facing forward) Occasional	Hand and Arm Movements - repetitive movements of hands and arms Frequent
Grasping/Fine Manipulation - gripping, holding, clasping with fingers or hands Constant	Work at Heights - using ladders, footstools, scaffolding, or other objects to perform work Not Applicable
Driving - Operating any motor powered vehicle Frequent	

Sensory Demands

Sight - use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens) Constant	Hearing - use of hearing is an integral part of work performance (e.g. Telephone enquiries) Frequent
Smell - use of smell is an integral part of work performance (e.g. working with chemicals) Not Applicable	Taste - use of taste is an integral part of work performance (e.g. food preparation) Not Applicable
Touch - use of touch is an integral part of work performance Not Applicable	

Psychosocial Demands

Distressed People - e.g. emergency or grief situations Occasional	Aggressive and Uncooperative People - e.g. drug/alcohol, dementia, mental illness Occasional
Unpredictable People - e.g. dementia, mental illness, head injuries	Restraining - involvement in physical containment of patients/clients

POSITION DESCRIPTION

NSLHD - Allied Health Manager - Acute Post Acute Care



Northern Sydney
Local Health District

Occasional	Not Applicable
Exposure to Distressing Situations - e.g. child abuse, viewing dead/mutilated bodies	
Infrequent	

Environmental Demands

Dust - exposure to atmospheric dust	Gases - working with explosive or flammable gases requiring precautionary measures
Not Applicable	Infrequent
Fumes - exposure to noxious or toxic fumes	Liquids - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE
Not Applicable	Infrequent
Hazardous Substances - e.g. dry chemicals, glues	Noise - environmental/background noise necessitates people raise their voice to be heard
Not Applicable	Not Applicable
Inadequate Lighting - risk of trips, falls or eyestrain	Sunlight - risk of sunburn exists from spending more than 10 minutes per day in sunlight
Occasional	Occasional
Extreme Temperatures - environmental temperatures are less than 15°C or more than 35°C	Confined Spaces - areas where only one egress (escape route) exists
Infrequent	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls
Occasional	Occasional
Working At Heights - ladders/stepladders/scaffolding are required to perform tasks	Biological Hazards - exposure to body fluids, bacteria, infectious diseases
Not Applicable	Occasional