Allied Health Clinical Leader

Position Description

Date: January 2014

Job Title: Clinical Leader (Part-time)

Division: Child, Women and Family (CWF)
*Note DT role will work cross-divisionally

Location: Waitemata DHB Sites

Reporting To: CWF Allied Health Leader

Direct Reports: Nil

Functional Relationships with:

Internal
- Allied Health Professional and Clinical Leader(s)
- General Manager CWF
- Operations Manager Child Health
- Operations Manager Women's Health
- Director of Allied Health (DAH)
- Associate Director of Allied Health (ADAH)
- Nutrition and Dietetic Services
- Team Leaders
- Charge Nurse Managers
- Senior Allied Health Practitioners
- Allied Health Staff
- Clinical Director Paediatrics
- Neonatal Lead Paediatrics
- Clinical Nurse Educators
- Clinical Centre Leaders
- Professional Leader Dental Therapy

External
- Professional Services Organisations
- Peers in other DHBs and MOE & NGO’s
- Paediatric Special Interest Groups
- Women’s Health Special Interest Groups
- Tertiary Education Providers & Research Institutes

Committee Representation: CWF Divisional Clinical Governance Committee(s)
- Waitemata DHB Allied Health Clinical Governance Committee

Purpose:
- Work in conjunction with CWF divisional leaders, Nutrition and Dietetics Team Leader, Professional & Clinical Leaders, and Associate Director of Allied Health to ensure the operational delivery of strategic initiatives, quality improvements, and optimum allied health cost/value effectiveness at the divisional and service level
- Ensure that the highest standards of practice are delivered based on research evidence by the professions at divisional and service level
- Work closely with relevant Team Leaders and Charge Nurse Managers to operationalise the vision and objectives for the profession in alignment with service
priorities

• Work closely with the respective clinical services to understand and support models of care (MOC) and allied health service volumes that are expected and/or planned

• Support frontline clinical staff in providing optimum standards of practice in a way that demonstrates patient/family centred care

• And, work as a senior clinician according to the relevant clinical position description (Minimum 0.4FTE)

Scope

All relevant aspects of Waitemata DHB service provision
### Key Accountabilities

**Quality Assurance (clinical standards)**

- In conjunction with the Team Manager/Leaders/Allied Health Leader/ Nutrition and Dietetics Team Leader/ Professional & Clinical Leader:
  - Achieve effective working relationships with relevant operational and clinical leaders and allied health clinicians
  - Lead the development of evidence based best practice standards for the service/division and ensure these are monitored within a multidisciplinary framework
  - Ensure competencies of staff are maintained or addressed as appropriate
  - Support the annual performance appraisal process for staff of own discipline
  - Contribute to internal and external service audit programme(s)
  - Ensure clinical/professional supervision standards are met within the organisational supervision framework and that systems are in place for peer supervision and live supervision to occur at least once per annum
  - Maintain current knowledge of key legislative and strategic documents, both internal and external to Waitemata DHB

**Workforce Development**

- In conjunction with the Team Manager/Leaders/Allied Health Leader/ Nutrition and Dietetics Team Leader/ Professional & Clinical Leader:
  - Identify professional service, discipline and/or individual development needs and work closely with service leaders to develop a plan to address
  - Co-ordinate in-service education programs
  - Work with the Clinical Centre Leaders to ensure that students are appropriately supported
  - Participate in recruitment processes or ensure appropriate discipline representation
  - Participate in the development and implementation of a comprehensive orientation programme for new staff
  - Work closely with service leaders and staff to identify clinical coaching needs for individuals and establish mentoring framework where appropriate
  - Promote interprofessional practice and collaboration designed to best meet the needs of patients and optimise the patient journey
  - Support the relevant team manager/leader to resolve performance issues for the discipline and for individuals within the discipline in line with the performance improvement process
  - Support staff with career progressions through the CASP process
  - Provide professional representation reviewing CASPee objectives
  - Advise on succession of workforce, and optimum skill mix required to maintain service delivery to clients
<table>
<thead>
<tr>
<th>Key Accountabilities</th>
<th>Key Tasks</th>
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<tbody>
<tr>
<td><strong>Leadership</strong></td>
<td>In conjunction with the Team Manager/Leaders/Allied Health Leader/ Nutrition and Dietetics Team Leader/ Professional &amp; Clinical Leader:</td>
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<td>• Present high level clinical and professional perspectives in addressing key strategic and operational issues in organisational decision making processes</td>
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<td>• Communicate and advocate Waitemata DHB’s mission, values and priorities both internally and externally, through effective engagement with stakeholders and participation strategies for staff</td>
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<td>• Work closely with other allied health Professional and Clinical Leaders to ensure service delivery is consistent with DHB-wide strategies for allied health</td>
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<td>• Provide advice and recommendations on the allied health contribution to overall service development and strategic direction as part of the relevant clinical governance and management teams</td>
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<td><strong>Productivity and Efficiency</strong></td>
<td>In conjunction with the Team Manager/Leaders/Allied Health Leader/ Nutrition and Dietetics Team Leader/ Professional &amp; Clinical Leader:</td>
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<td>• Work in partnership with senior managers and clinicians to ensure that the relevant allied health staff are efficiently deployed and resourced</td>
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<td>• Advise on the optimum skill mix for the discipline at service delivery level and on clinical caseload mix</td>
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<td>• Contribute to service initiatives and planning in order to optimise the profession’s contribution to patient care</td>
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<td>• Attend and contribute to relevant meetings of clinical leaders from the medical and nursing professions to promote interprofessional patient goal-centred practice for optimum efficiency</td>
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<td><strong>To recognise Individual Responsibility for Workplace Health and Safety under the Health and Safety in Employment Act 1992</strong></td>
<td>• Has read and understood the Waitemata DHB H&amp;S policies &amp; relevant procedures and apply these to work activities.</td>
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<td>• Identifies, reports and self manages hazards where appropriate</td>
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<td>• Identifies Health &amp; Safety reps in relevant work areas</td>
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Allied Health Clinical Leader
Position Description

Adheres to Waitemata District Health Board’s organisational values of:
- with compassion
- everyone matters
- connected
- better, best, brilliant

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<tr>
<th>Behavioural Competencies</th>
<th>Behaviour Demonstrated</th>
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<tr>
<td>Communicates and Works Co-operatively</td>
<td>• Actively looks for ways to collaborate with and assist others to improve the experience of the healthcare workforce, patients &amp; their families and the community &amp; Iwi.</td>
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<td>Is Committed to Learning</td>
<td>• Proactively follows up development needs and learning opportunities for oneself and direct reports.</td>
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| Is Transparent | • Communicates openly and engages widely across the organisation.
• Enacts agreed decisions with integrity. |
| Is Customer Focused | • Responds to peoples needs appropriately and with effective results
• Identifies opportunities for innovation and improvement |
| Works in Partnership to Reduce Inequality in Outcomes | • Works in a way that:
• Demonstrates awareness of partnership obligations under the Treaty of Waitangi.
• Shows sensitivity to cultural complexity in the workforce and patient population.
• Ensures service provision that does not vary because of peoples’ personal characteristics. |
| Improves health | • Work practices show a concern for the promotion of health and well-being for self and others. |
| Prevents Harm | • Follows policies and guidelines designed to prevent harm.
• Acts to ensure the safety of themselves and others. |

VERIFICATION:

Employee: _________________________________
Manager: _________________________________
Date: _________________________________
Review Date: _________________________________

Note: This job description forms part of an individual’s contract of employment with Waitemata DHB and must be attached to that contract.
## PERSON SPECIFICATION

### POSITION TITLE:
Clinical Leader (Part-time)

(Physiotherapy, Social Work, Occupational Therapy, Speech Language Therapy, Dietetics, Developmental Therapy)

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<th>Minimum</th>
<th>Preferred</th>
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<td><strong>Qualification</strong></td>
<td>• Allied Health qualification appropriate for the particular profession</td>
<td>• Post graduate professional qualification</td>
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<td>• Registration with applicable body if governed under HPCAA or as per Waitemata DHB policy for Social Work and Speech Language Therapy</td>
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<td>• Holds current annual practicing certificate in relevant field</td>
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<td><strong>Experience</strong></td>
<td>• At least 5 years experience in a professional/clinical role</td>
<td>• 3-5 years experience in a senior clinical role with a leadership component</td>
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<td>• Demonstrated relationship management skills and experience</td>
<td>• Recent research experience</td>
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<td>• At least 2 years experience providing clinical supervision, mentorship and coaching</td>
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<td>• Experience with Waitemata DHB quality documentation systems</td>
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<td>• Experience with critical appraisal and evidence based practice development</td>
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<td><strong>Knowledge</strong></td>
<td>• Understanding of evidence based practice</td>
<td>• Understanding of Human Resource systems</td>
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<td>• Understanding of interprofessional teamwork</td>
<td>• Understanding of business aspects of service delivery</td>
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<td>• Knowledge of the Treaty of Waitangi and understandings of the implication for services to Maori clients</td>
<td>• Locality knowledge and networks within Waitemata DHB</td>
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<td>• Understanding of Quality of Service systems and processes</td>
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## Skills

- Strong organisational skills
- Able to use Outlook, Word and Excel programmes
- Ability to work collaboratively
- Ability to facilitate interprofessional teamwork
- Excellent communication skills with the ability to effectively communicate with referrers from a customer services perspective
- Ability to work autonomously, taking direction when required
- Effectively managing competing demands and priorities from varied sources
- Excellent interpersonal skills
- Ability to take decisions and be accountable for these
- Coaching / supervision skills
- Negotiation skills, able to influence/advise without conflict
- Ability to conduct literature reviews

## Behaviour

- Upholds confidentiality with reputation for high integrity and discretion
- Calm, consistent and mature personality
- Positive manner
- Innovative and proactive
- Solution Focused
- Consultative
- Participative
- Adaptable to change
- Dynamic
- Team builder

- Skilled at managing and leading change
- Ability to plan strategically and to formulate and operationalise action plans
- Critical reflection
- Mindfulness