



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>WACHS – South West</b>		<b>Position No:</b>	<b>613592</b>
<b>Division:</b>	Bunbury Hospital	<b>Title:</b>	<b>Acute Allied Health Manager</b>
<b>Branch:</b>	Allied Health	<b>Classification:</b>	<b>Level G-8</b>
<b>Section:</b>		<b>Award/Agreement</b>	Health Salaried Officers Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<b>Title:</b>	SW Regional Director
	<b>Classification:</b>	HSO Class 2
	<b>Position No:</b>	613069



<b>Responsible To</b>	<b>Title:</b>	Operations Manager Bunbury Hospital
	<b>Classification:</b>	HSO Level G-11
	<b>Position No:</b>	612994



<b>This position</b>	<b>Title:</b>	<b>Acute Allied Health Manager</b>
	<b>Classification:</b>	<b>Level G-8</b>
	<b>Position No:</b>	<b>613592</b>



#### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u><b>Title</b></u>
Business Manager
Regional Chief Pharmacist
Coordinator Resource Planning
Administrative Assistant
Regional Manager HSSU
Coordinator Nursing and Midwifery
Deputy Director Medical Services



<b>Director SW Population Health Unit</b> HSO Level G-11 612862 Professional Governance
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<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Position No.</td> <td>Title</td> </tr> <tr> <td></td> <td>Senior Physiotherapist</td> </tr> <tr> <td></td> <td>Senior Occupational Therapist</td> </tr> <tr> <td></td> <td>Senior Dietician</td> </tr> <tr> <td></td> <td>Senior Speech Pathologist</td> </tr> <tr> <td></td> <td>Senior Social Worker</td> </tr> <tr> <td></td> <td>Senior Aboriginal Liaison Officer</td> </tr> </table>	Position No.	Title		Senior Physiotherapist		Senior Occupational Therapist		Senior Dietician		Senior Speech Pathologist		Senior Social Worker		Senior Aboriginal Liaison Officer	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Category</td> <td>Number</td> </tr> </table>	Category	Number
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	Senior Aboriginal Liaison Officer																
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### Section 3 – KEY RESPONSIBILITIES

Responsible for the development, coordination, management and evaluation of Acute Allied Health Services at Bunbury Hospital. Provides clinical service in area of expertise.

**WA Country Health Service**  
**South West**

**17 May 2018**

**REGISTERED**

<b>TITLE</b>	<b>Acute Allied Health Manager</b>	<b>POSITION NO</b>	<b>613592</b>
		<b>CLASSIFICATION</b>	<b>HSO Level G-8</b>



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State’s major maternity hospital – and 40% of the State’s emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

**OUR PURPOSE – What we are here to do**

WACHS improves country people’s health and well-being through access to quality services and by supporting people to look after their own health.

**OUR STRATEGIC DIRECTIONS TO 2018**

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services



**OUR GUIDING PRINCIPLES**

Consumers first in all we do Safe, high quality services and information at all times Care closer to home where safe and viable. Evidence based services.

Partnerships and collaboration.

**OUR VALUES**

**Community** – making a difference through teamwork, cooperation, a ‘can do’ attitude and country hospitality.

**Compassion** – listening and caring with empathy, respect, courtesy and kindness.

**Quality** – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

**Integrity** – accountability, honesty and professional, ethical conduct in all that we do.

**Justice** – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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#### Section 4 – STATEMENT OF DUTIES

<b>Duty No.</b>	<b>Details</b>	<b>Freq.</b>	<b>%</b>
<b>1.0</b>	<b>LEADERSHIP AND COORDINATION – ACUTE ALLIED HEALTH SERVICES</b>	D	50%
1.1	Coordinates the Acute Allied Health departments: Dietetics, Occupational Therapy, Physiotherapy, Social Work and Speech Pathology.		
1.2	Is accountable for the safe, efficient and effective use of resources, including assisting with forward planning for the Bunbury Hospital Acute Allied Health team to respond to WACHS-SW requirements and the needs of the South West population.		
1.3	Represents the interests of the Acute Allied Health Service on various committees, working groups and other forums within the Bunbury Hospital and the wider community (including other government agencies).		
1.4	Promotes effective communication and cooperation within and between all disciplines, departments and agencies.		
1.5	Monitors and reports on the achievement of program outputs and outcomes of Acute Allied Health services to the Operations Manager at Bunbury Hospital.		
1.6	In conjunction with the Acute Allied Health Team plans, prioritises, develops, coordinates and evaluates Acute Allied Health care services for Bunbury Hospital.		
1.7	Ensures a high standard of Acute Allied Health clinical care through the application of best practice and management principles.		
1.8	Provides leadership and direction to the Acute Allied Health Team in Quality Improvement and the accreditation process.		
1.9	Provides support and leadership to Senior Aboriginal Liaison officer and facilitates coordination of the regional Aboriginal Liaison team in conjunction with WACHS SW executive lead and other key stakeholders.		
<b>2.0</b>	<b>CLINICAL</b>	R	10%
2.1	Provides clinical service and support in area of expertise.		
<b>3.0</b>	<b>HUMAN RESOURCES</b>	O	30%
3.1	Provides effective human resource management of acute allied health staff, including coordinating the recruitment, selection, orientation and induction of new staff.		
3.2	Facilitates the effective functioning of the Acute Allied Health Seniors' team through appropriate supervision, mentoring, reflective practice, clinical/professional reasoning, performance development and staff development (training /education).		
3.3	Facilitates staff support and counselling as appropriate.		
3.4	Acts as a resource to all acute allied health disciplines.		
3.5	Participates in continuing education of self, including professional, leadership and managerial skill development.		
3.6	Participates in the coordination of relevant student placements within the Bunbury Hospital environment.		
3.7	Assists in resource management activities relevant to Aboriginal liaison team in conjunction with WACHS SW executive lead and other key stakeholders.		
<b>4.0</b>	<b>OTHER</b>	O	10%
4.1	Participates in own performance development program with the Operations Manager.		
4.2	Participates in other program activities and duties as negotiated with the Operations Manager.		
4.3	Coordinates the evaluation, analysis, and assessments for special local projects in relation to the planning and provision of acute allied health services in consultation with the Operations Manager.		
4.4	Prepares detailed planning and implementation strategies, reports, papers, documents, and correspondence.		
	<i>The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in Equal Employment Opportunity, Occupational Safety &amp; Health, Public Sector Standards, Code of Conduct, Disability Services Act and Confidentiality throughout the course of their duties.</i>		

WA Code of Health Service Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality

**17 May 2018**

**REGISTERED**

<b>TITLE</b>	<b>Acute Allied Health Manager</b>	<b>POSITION NO</b>	<b>613592</b>
		<b>CLASSIFICATION</b>	<b>HSO Level G-8</b>

**Section 5 – SELECTION CRITERIA**

**ESSENTIAL**

1. Tertiary qualifications in Dietetics, Occupational Therapy, Physiotherapy, Social Work, or Speech Pathology and registration with the Occupational Therapy Board or the Physiotherapy Board of Australia, or eligible for full membership in the Dietitians Association of Australia as an Accredited Practising Dietitian (APD), or the Australian Association of Social Workers or the Society of Professional Social Workers, or eligible for full membership of Speech Pathology Australia (SPA).
2. Demonstrated leadership and management skills (including financial and human resource management) and proven capacity to lead and manage a multidisciplinary health team.
3. Demonstrated ability to develop, plan, implement and evaluate clinical and allied health care programs.
4. Demonstrated highly developed interpersonal, oral and written communication skills including computer literacy and ability to utilise information systems.
5. Demonstrated advanced conceptual, analytical and problem solving skills.
6. Knowledge and understanding of contemporary quality and risk management principles and ability to provide a high level of customer service.
7. Current knowledge of relevant legislation, policy, and practice in the areas of Equal Opportunity, Disability Services, Occupational Safety and Health, and how these impact on employment and service delivery.
8. Demonstrated knowledge of current health industry issues and policy driving rural health service delivery in Western Australia.

**DESIRABLE**

1. Possession of or progress towards post-graduate qualifications in professional area, or other relevant field – for example - healthcare leadership and management, business administration or public health
2. Demonstrated experience in working in a cross-cultural environment.

**Section 6 – APPOINTMENT FACTORS**

<b>Location</b>	Bunbury	<b>Accommodation</b>	As determined by the WA Country Health Service Policy
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Evidence of current registration or membership with the relative Board or Association.</li> <li>• Completion of a 100 point identification check.</li> <li>• Successful Criminal Record Screening clearance.</li> <li>• Successful Pre- Placement Health Screening clearance.</li> </ul>		
<b>Specialised equipment operated</b>			

**Section 7 – CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Executive Services**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Chief Executive Officer**

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

**WA Country Health Service**  
**South West**  
  
**17 May 2018**  
  
**REGISTERED**