

POSITION DESCRIPTION

Nov 2018

This Position Description is a guide and will vary from time to time and between Services and/or Units to meet changing Service needs

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand Health and Disability Strategies.

Organisational Vision

The Canterbury District Health Board's vision is to improve the health and wellbeing of the people living in Canterbury.

Organisational Values

- Care and respect for others
- Integrity in all we do
- Responsibility for outcomes

POSITION TITLE:

ALLIED HEALTH LEADER

REPORTS TO:

Director of Allied Health, Specialist Mental Health Services

OTHER RELATIONSHIPS:

Service Leadership Team of allocated Service and Allied Health Clinical Leaders

PRINCIPAL OBJECTIVES:

Together with the Clinical Director, Nurse Consultant and Service Manager/Nurse Director of the allocated service, provide senior allied health leadership to facilitate the ongoing development of mental health best practice, promote inter-disciplinary models of care and professional development and lead service delivery changes and practice development to meet improved consumer outcomes and local or national reporting requirements.

To participate with the service leadership team, in the development and maintenance of effective systems of care and to provide expert allied health input into the strategic leadership and day to day management of allocated service area in SMHS.

To develop, maintain and evaluate organisational systems to facilitate delivery of safe, quality care in collaboration with the Clinical Director, Nurse Consultant and Service Manager / Nursing Director.

To model exemplary professional practice and commitment to ongoing professional development.

FUNCTIONAL RELATIONSHIPS:

INTERNALLY:

1	Consumers, Family/Whanau and Carers
2	Inpatient and Community Clinical Teams
3	Te Korowai Atawhai
4	Consumer and Family Advisors
5	Professional/ Clinical Leads (allied health, medical and nursing professions)
6	Allied health staff within allocated service area
7	Service leadership teams across SMHS
8	Allied Health NESP Coordinator and Student Coordinator
9	Quality & Patient Safety Team
10	Director of Allied Health

EXTERNALLY:

Education Providers
Professional Organisations
Government Departments and Agencies
Non-Governmental Organisations
Regulatory authorities
Patient/Consumers, Family/Whanau/Significant Others

KEY PERFORMANCE OBJECTIVES:

<p>Task</p>	<p>Together with the Clinical Director, Nurse Consultant and Service Manager / Nursing Director of the allocated service, provide senior allied health leadership to facilitate the ongoing development of mental health best practice, promote inter-disciplinary models of care, and professional development and lead service delivery changes and practice development to meet improved consumer outcomes and local or national reporting requirements.</p>
<p>Expected results</p>	<p>The Allied Health Leader:-</p> <ul style="list-style-type: none"> • Promotes a professional environment that fosters excellence in professional practice. • Promotes and role models effective communication and conflict resolution. • Promotes effective decision making, accountability and autonomy in professional practice. • In partnership with Allied Health Clinical Leaders develops strategies to recruit and retain, mentor, ensure quality education, training and professional development of AHP staff. • Participates in providing a structured Orientation Package for AHP and other staff in allocated service. • Promotes an organisational climate that supports clinical governance. • Identifies and evaluates barriers to effective care and develops strategies to address these. • Advocates for workforce development including AHP student, intern and NESP placements, maintaining linkages with TEP and Allied Health Clinical Leaders. • Works in partnership with Allied Health Clinical Leaders, Allied Health Student Co-ordinator to facilitate and evaluate student clinical placements as agreed. • In partnership with Allied Health Clinical Leaders, develops Audit Tools for AHP practice and/or Service issues that impact on professional practice. • Actively engages in leadership monitoring of local and national service delivery and reporting requirements to improve consumer outcomes. • Provides leadership in implementation of service development initiatives. • Provides professional development / training for staff internally (SMHS) and externally (University, Polytechnic, Non-Government Organisations) as agreed.
<p>Task</p>	<p>To participate with the allocated service leadership, in the development and maintenance of effective systems of care and to provide expert allied health input into the strategic leadership of allocated service area in SMHS, cognisant of local and national service delivery requirements.</p>
<p>Expected results</p>	<p>The Allied Health Leader:-</p> <ul style="list-style-type: none"> • Creates the environment and advocates for resources supportive of research and scholarly inquiry. • Ensures research undertaken within the Canterbury District Health Board SMHS aligns with the organisation’s Strategic Plan and objectives. • Supports research that investigates or examines aspects of clinical care and that promotes evidence-based, clinically effective outcomes. • Facilitates the dissemination of research findings and the integration of evidence based guidelines and practices into health care.

	<ul style="list-style-type: none"> • Facilitates the participation of AHP staff in the systematic, inter-disciplinary and ongoing evaluation of Service provision. • Advocates for and supports a process of interdisciplinary decision making. • Promotes the development of policies, procedures and guidelines based on research findings and measurement of quality outcomes. • Supports the utilisation of research outcomes to develop innovative changes in care delivery. • Promotes and participates in the development, implementation, and improvement of care delivery models and services that meet or exceed customer expectations. • Assists with care planning for consumers with complex needs when required. • Participates in Serious Event Review processes.
Task	<p>The Allied Health Leader develops, maintains and evaluates organisational systems to facilitate delivery of quality care in collaboration with the Clinical Director, Nurse Consultant and Service Manager / Nursing Director.</p>
Expected results	<p>The Allied Health Leader:-</p> <ul style="list-style-type: none"> • Facilitates the development and continuous improvement of organisational systems, policies, procedures and regulations which relate to service delivery. • Facilitates AHP staff participation in decision making regarding the development and implementation of organisational systems. • Collaborates in the design and improvement of systems and the identification of resources that ensure interventions are safe, effective, efficient, age-relevant and culturally sensitive. • Collaborates with consumers, family/whanau and other disciplines at all levels in the development, implementation, and evaluation of programs and Services. • Develops and fosters relationships that support the continuous enhancement of care delivery and patient/consumer and employee satisfaction. • Leads initiatives in innovative programs • Facilitates the development and continuous improvement of mechanisms for treatment plans to be recorded, reviewed and updated across the system of care. • Promotes organisational processes that allow for creativity in the development of alternative plans for achieving desired, patient/consumer-defined outcomes. • Fosters interdisciplinary planning and collaboration that focuses on the individuals and populations served. • Promotes the integration of contemporary AHP research, practice standards and guidelines into the planning process. • Participates in the development, implementation and use of a system to promote the rights and ethical treatment of the patient/consumer. • Identifies key indicators including measures of quality, safety, other outcomes, professional practice, and customer needs and expectations. • Takes a leadership role in creating and evaluating systems, processes and programs that support organisational and AHP core values and objectives. • Evaluates the care environment to ensure that it is safe and promotes wellbeing for patients/consumers and staff. • Participates in the development and maintenance of an infrastructure that supports the efficient achievement of SMHS outcomes. • Ensures practice concerns are addressed with relevant profession

	<p>specific leads working in partnership with managers.</p> <ul style="list-style-type: none"> • In consultation with Allied Health Clinical Leaders, holds a data base for specific service area including: <ul style="list-style-type: none"> a. Status of AHP Performance Appraisals b. Confirmation that accurate profession specific credentialing process is completed for all AHP staff c. Supervisor and supervisee status of AHP staff d. Student, intern and NESP placements
Task	Models exemplary professional practice and commitment to ongoing professional development.
Expected results	<p>The Allied Health Leader:-</p> <ul style="list-style-type: none"> • Undertakes clinical work in the Service as agreed with the Director of Allied Health and in consultation with the Service. The area of service delivery may change from time to time depending on clinical/leadership needs. • Demonstrates effective clinical reasoning and evidence based practice and is a role model for ongoing professional development. • Engages in self-assessment on a regular basis, identifying areas of strength as well as areas for professional and practice development. • Participates in Supervision/Peer Review and fulfils responsibilities for own performance appraisal. • Seeks experiences to advance personal skills and knowledge base in areas of responsibilities and demonstrates a commitment to ongoing professional development. • Networks with, regional, national and global peers to share ideas and advance professional knowledge. • Shares knowledge and skills with students, colleagues and others, and acts as a role model and mentor. • The Allied Health Leader's decisions and actions are based on ethical principles. • Promotes and supports the development of AHP leadership. • Provides leadership to other staff in developing cultural responsiveness and culturally safe care. • Demonstrates leadership and role modelling in relation to Treaty based relationships and cultural responsiveness and safety. • Identifies, initiates and facilitates change to structures and systems that maintain power imbalances between staff and client and other groups within the SMHS.

HEALTH AND SAFETY:

- Observe all Canterbury District Health Board safe work procedures and instructions.
- Ensure your own safety and that of others.
- Report any hazards or potential hazard immediately.
- Use all protective equipment and wear protective clothing provided.
- Make unsafe work situations safe or, if they cannot, inform your Supervisor or Manager.
- Co-operate with the monitoring of workplace hazards and employees health.
- Ensure that all accidents or incidents are promptly reported to your Manager.
- Report early any pain or discomfort.
- Take an active role in the Canterbury District Health Board's Rehabilitation Plan, to ensure an early and durable return to work.
- Seek advice from your Manager if you are unsure of any work practice.

QUALITY:

Every staff member within the Canterbury District Health Board is responsible for ensuring a quality Service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

QUALIFICATIONS AND EXPERIENCE:

Essential

- New Zealand Registered allied health professional with current Annual Practicing Certificate.
- Relevant post graduate qualification at Masters level or working towards same
- Experience in senior leadership roles.
- Experience in leading improvements in service delivery and or practice development
- Strong clinical experience as a clinician in Mental Health sector
- Membership of the relevant professional body.
- Relevant Post-Graduate Qualification at Masters Level, or working towards same.

PERSONAL ATTRIBUTES:

Mandatory

Key Behaviours:

- Ability to "work together" in a truthful and helpful manner.
- Ability to "work smarter" by being innovative and proactive.
- Accepts responsibility for actions.
- Ability to provide inspirational and motivational leadership.
- Commitment to Treaty of Waitangi and bi-cultural practice.
- Ability to work in the context of a multi-disciplinary team.
- Effective communication skills (written and verbal).
- Ability to form therapeutic relationships.
- Ability to relate to families/whanau.
- Motivation and ability to use initiative.
- Demonstrated commitment to supervisory process.

- Stress management skills.
- Problem solving skills.
- Team skills.
- Education skills.

The intent of this Position Description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.