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| **POSITION DESCRIPTION**   |

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October 2020

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 CDHB’s vision is to improve the health and well-being of the people living in Canterbury.

# Organisational Values

* Care & respect for others
* Integrity in all we do
* Responsibility for outcomes

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| Clinical Team Leader, (Allied Health profession), Community Teams/Burwood Hospital*,* Older Persons Health & Rehabilitation  |

**POSITION TITLE:**

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| Clinical Manager, (Allied Health profession) |

**REPORTS TO (Title):**

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| Clinical Manager, (Allied Health Profession)  |

**RESPONSIBLE ON A DAILY BASIS TO:**

# (please specify)

**PRINCIPAL OBJECTIVES:**

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|   | To provide professional and clinical leadership and support to a team of allied health professionals  |
|   | To maintain a designated clinical case load as agreed with the Allied Health Clinical Manager and Director of Allied Health (DAH)  |
|   | To support the operational delivery of designated services and be responsible for assisting the respective Allied Health Clinical Manager with the development, provision and monitoring of quality cost-effective clinical services  |
|   | To work in partnership with the respective Allied Health Clinical Manager and in partnership with other Clinical Team Leaders to recruit, enable and extend the workforce to meet current and future service demands  |
|   | To assist the respective Allied Health Clinical Manager by accepting delegated responsibility for projects and roles as required |

**FUNCTIONAL RELATIONSHIPS:**

**INTERNALLY:**

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| Allied Health Clinical Manager (Occupational Therapy )  |
| Clinical Team Leaders and allied health staff (specify profession)  |

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| Director of Allied Health  |
| Other CDHB Allied Health leaders  |
| Administration and support staff  |
| Medical, nursing and management staff, OPH&R  |
| Clinical Managers, Community Teams  |

**EXTERNALLY:**

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| Patients/ clients and their families and whanau  |
| Allied health colleagues from other DHBs / organisations  |
| Relevant regulatory bodies and professional organisations  |
| Tertiary education providers  |
| Associated Government and voluntary agencies  |
| Other relevant stakeholders, e.g. suppliers, funding agencies  |

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**KEY PERFORMANCE OBJECTIVES:**

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| **TASK :** **Provides professional and clinical leadership and support to staff.**  |
| Provides clinical leadership and support to a professional group of Allied Health staff.  * Delegated accountability (Clinical Team Leader, Burwood Hospital) for the daily coordination of a team of (specify profession) staff

 * Builds a culture of excellence in professional conduct, personal responsibility and accountability, leading by example.
* Fosters staff participation within interdisciplinary team environments which encourage and support team approaches to achieve a high level of productivity, efficiency and clinical effectiveness.
* Fosters an environment and culture that supports innovation and creativity in practice, continuous quality improvement, research, teaching, supervision and training and development of staff.
* Ensures that competency requirements, professional and credentialing standards and supervision requirements of staff are met.
* Demonstrates in practice the principles of the Treaty of Waitangi, partnership, protection and participation and leads culturally responsive clinical practice within the team.
* Maintains and develops professional networks with stakeholders e.g.

relevant regulatory and professional bodies, and tertiary education providers.  |

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| **TASK** **Maintains a designated clinical case load as agreed with the Allied Health Clinical Manager.**  |
| * Undertakes a clinical case load within a defined area of service delivery as agreed with the Clinical Manager and DAH.

 * Undertakes own clinical supervision and fulfils responsibilities for own performance appraisal.

 * Maintains wide general knowledge of all clinical areas to whom services are provided and of contemporary professional practice.

 * Acts as a resource providing accurate advice to the professional workforce and across OPH&R regarding professional practice, standards and policies.
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| **Supports the operational delivery of designated services.**  |
| * Ensures the provision of high quality services within the team, aligned with professional standards and evidence based practice, and models of care across OPH&R.
* Promotes effective interdisciplinary approaches to patient care and organisational management to ensure patient outcomes are maximised.
* Provides accurate, timely and appropriate advice to the Allied Health Clinical Manager on service provision and clinical matters e.g.

clinical risk and patient safety, changes in clinical practice relevant to clinical responsibilities of staff. * Proactively enables training, support and development of the staff to ensure there are appropriate competencies and skill mix across the professional group to deliver service requirements.
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| **Assists the Allied Health Clinical Manager with the development, provision and monitoring of quality cost-effective clinical services.**  |
| * Assists the Clinical Manager with the development and maintenance of quality management systems to optimise the quality of patient care.
* Participates and contributes to quality improvement activity, including peer review, clinical audit and research.
* Ensures that staff are supported to participate and contribute to quality improvement activity, clinical audit, research, accreditation and peer review within the respective profession and across interdisciplinary teams and that learnings are shared and applied.
* Assists in the interpretation and application of information and data to facilitate patient flow and achieve service deliverables.
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| **TASK:Works in partnership with the Allied Health Clinical Manager and other Clinical Team Leaders to recruit, enable and extend the workforce to meet current and future service demands.** * Supports and assists the Allied Health Clinical Manager with the recruitment, selection, induction, training and development of the professional workforce.
* Supports and assists the Allied Health Clinical Manager with performance appraisals, coaching, and mentoring of staff.
* Ensures professional supervision of staff is undertaken as required by the profession and the CDHB Supervision Policy.
* Supports career growth and development of staff aligned with the CASP framework.

 * Provides teaching to students and colleagues in other disciplines as required.

 * Assists the Allied Health Clinical Manager with the coordination of student training in a supportive learning environment with appropriate clinical supervision.
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| **Maintains a level of professional development as appropriate to the role.**  |
|  * Identifies ongoing learning needs.

 * Maintains and/or extends knowledge and skill base required for effective performance.

 * Participates and promotes professional networks and professional activities/opportunities.

 * In partnership with the Allied Health Clinical Manager, sets performance objectives for self-development during annual appraisal process.

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| **The Clinical Team Leader will undertake other duties as reasonably requested by the Allied Health Clinical Manager and DAH from time to time.**  |
| * Leads and / or co-ordinates any specified projects/portfolios as delegated by the Clinical Manager within the profession and/or Allied Health across Older Persons Health & Rehabilitation.

 * All other duties are carried out in a professional, efficient and effective manner.
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**WELLBEING, HEALTH & SAFETY:**

* Observe all Canterbury DHB 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 employee’s 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 DHB’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 CDHB 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:**

# Essential

* Qualification in an allied health profession that is recognised by the respective New Zealand Regulatory Authority and professional body
* A current practicing certificate
* Membership of the relevant professional body
* Demonstrated broad experience as an allied health clinician

# Desirable

* Experience in an allied health leadership position
* Has or is working towards a post graduate qualification relevant to the profession

**EXPERIENCE:**

* Broad clinical practice and professional experience
* Experience with clinical teaching/supervision, training and development of staff
* A broad knowledge of the health and disability sector
* Project and quality improvement experience
* Demonstrated use of audit and evaluation
* Experience in the application of technology, information systems, research and innovation that has resulted in improved clinical practice and service delivery models
* Experience in fostering team development

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| **PERSONAL ATTRIBUTES:** * Demonstrated leadership skills
* Excellent interpersonal skills and the ability to communicate across all disciplines and occupational groups
* Excellent administrative, organisational and time management skills
* Self-motivated and an ability to contribute to and accommodate change  A working understanding of the Treaty of Waitangi, and demonstrated cultural competence
* Initiative and ability to work under pressure

**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.

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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.