

## POSITION DESCRIPTION

<b>Position Title</b>	Allied Health Grade 2 Clinician
<b>Reports to (Title)</b>	Head of/Manager of Specific Allied Health Discipline
<b>Group Director/ Chief</b>	Chief of Allied Health and Ambulatory Services
<b>Department</b>	Allied Health
<b>Position Location</b>	All Sites
<b>Award/Agreement</b>	Salary & Conditions in accordance with Contract of Employment
<b>Delegation of Authority Level</b>	

### Position Summary & Role Purpose

The Grade 2 Clinician is responsible, within their profession and within the framework of the Mission & Values and Behaviours That Matter of Cabrini, for the provision of high quality assessment and therapy services in a clinical area requiring special knowledge and a depth of experience. The Grade 2 Clinician is able to work independently whilst at the same time contributing strongly to the multidisciplinary healthcare team, and will actively support their supervising Senior Clinician to ensure that the relevant clinical services demonstrate excellence, quality, current evidence-based practice and the highest level of patient satisfaction and staff engagement. The Grade 2 is expected to initiate and participate in teaching, training, research and quality activities, to supervise students and supervise and mentor junior staff members, and to be able to represent their discipline, as required by their manager.

### Key Result Areas

#### 1. Key Responsibilities, Outcomes and Activities

##### 1.1 Leadership and management

**Provides and possesses strong, current clinical knowledge and skills and applies this to contribute to developing individuals and teams in clinical practice.**

- Demonstrates strong, current clinical knowledge of research, new developments and evidence-based practice in specific discipline.
- Provides a clinical consulting role to internal customers, specifically to allied health assistants, junior staff of own discipline, and to nursing staff, as directed
- Maintains a current broad understanding of factors affecting healthcare and applies this knowledge to support activities and projects which deliver improved service and health outcomes.
- Participates in planning goals and objectives for clinical services including demonstration of ability to identify barriers to service improvement and growth.
- Acts as a role model to staff in promoting professional values and ethics in clinical practice.
- Represents the profession either clinically or in relation to service development, as required within Cabrini or external to the organisation
- Contributes to working parties, committees and internal forums at a discipline and Cabrini-wide level as designated.
- Leads and contributes to undergraduate student programs and training as required.

- Supervises and supports junior allied health professional staff and allied health assistants.

## **1.2 Operational Responsibilities**

**Contributes to the delivery of high quality, compassionate, competent clinical services in existing Cabrini inpatient, home and community-based services**

- Contributes to and, as appropriate, initiates innovative clinical practice.
- Uses an evidence-based, problem-solving approach to clinical care and service development.
- Initiates or contributes to opportunity for, and participation in, the evaluation of clinical practice.
- Contributes to the development and review of clinical, discipline-specific and inter-disciplinary policies and procedures, participates in research, and assists in planning and implementing relevant activities, projects and professional development activities that contribute to the strategic plan and unmet needs.
- Integrates knowledge from higher-level studies into the development and implementation of practice and program initiatives.
- Participates in Cabrini Health quality activities including the development of the Allied Health and Cabrini Annual Quality and Business Plans.
- Liaises and seeks supervision from the Senior Clinician or Manager as appropriate with respect to discipline and program strategic direction, and assists in identification of future objectives and strategies.
- Deals appropriately with patient and staff feedback.
- Actively contributes to the achievement of Accreditation Standards.
- Participates in the process of change within the Service/Program as required.
- Contributes to good communication, effective relationships and teamwork between peers and other clinical staff and services.
- Effectively negotiates conflict resolution, including using management 'by fact' principles in problem solving, in consultation with appropriate senior staff member.
- Participates and provides assistance to others in prioritisation and completion of tasks, including timely response to referrals, completion of statistics and projects as required.
- Attends and contributes to staff meetings, including the identification of achievements, relevant issues and unmet needs.

## **1.3 Resource Management**

- Adherence to the Cabrini codes of professional conduct, code of ethics, standards of practice and competencies, Mission, Values and Vision, and the Behaviours that Matter.
- Demonstrates clinical practice which is responsive to the needs of Cabrini and within budgetary constraints of the specific discipline.
- Actively participates in opportunities to develop services that increase revenue potential.
- Consults the Manager / supervising Senior Clinician in all decisions relating to allocation of financial resources in regard to practice and projects.

## **1.4 Contributes to the achievement of professional expertise for self and direct reports through:**

- Maintenance of ongoing personal professional development / continuing education
- Personal application of the Cabrini performance management framework
- Identifying, encouraging and monitoring the continuing development of others within a learning culture.

## **2. Work Health and Safety**

Cabrini is committed to providing work environments which are physically and psychosocially healthy and safe for all employees, contractors, volunteers, students, patients, residents, customers and visitors.

All employees are personally responsible to work in a way that protects their own health and safety and that of others who may be affected by their actions.

Employees shall comply with and apply the processes defined in the Cabrini Work Health and Safety Management System. This system enshrines a risk management approach to all work health and safety issues, including a structured method for controlling (eliminating or minimising) work health and safety risks.

The Cabrini Work Health and Safety Responsibilities Procedure defines the responsibilities of employees at all levels of the organisation – Chief Executive; Group Directors; General Managers; managers; those with specified work health and safety responsibilities; and all other employees. Please refer to the procedure for more details of the responsibilities associated with your role.

## **3. Safety and Quality**

It is the responsibility of all staff at Cabrini to ensure that they provide safe high quality care to our patients, residents and service users. Safe care means accepting individual and shared responsibility as well as compliance with the Cabrini policies and protocols by all staff.

## **4. Child Safety**

Cabrini complies with the Victorian Child Safe Standards 2015 and the National Catholic Safeguarding Standards. All children who come to Cabrini have a right to feel and be safe. Cabrini policies and practices aim to keep children safe from harm. All Cabrini staff must comply with all policies including the following:

- Child safe organisational framework
- Mandatory reporting of suspected child abuse
- Working with children check

### **Organisational Relationships**

- Reports directly to the Head of/Manager of Specific Allied Health Discipline
- Maintains a close collaborative working relationship with the other allied health professional staff, Managers, medical and nursing staff, and Cabrini Institute and Education staff.

### **Committee Membership**

**The Allied Health Grade 2 Clinician will participate as a member of the following committees:**

- Relevant external committees as a representative of Cabrini
- As directed by the Head of/Manager of Specific Allied Health Discipline

### **Staff Development**

**The Allied Health Grade 2 Clinician will demonstrate a commitment to personal and professional development of self and staff by:**

- Demonstrating a strong commitment to professional development to ensure currency of integrated clinical knowledge.
- Contributing to the Cabrini professional development program as required promoting a learning culture within the discipline-specific specialty
- Participates and supports staff to actively engage in Cabrini education and research strategies and, as appropriate, has active teaching/presentation role in these programs.
- Liaising and seeking supervision from the appropriate senior staff member with respect to own performance, professional development and expectations.
- Participating in performance reviews in accordance with Cabrini policy
- Remaining up to date with contemporary human resources practices

### **Key Competencies**

**The Allied Health Grade 2 Clinician must demonstrate the following requirements:**

#### **Key Performance Indicators**

- Workload will be allocated in accordance with enterprise agreement.
- Compliance with discipline-specific Triage Policy in response time to referrals.
- Meet all other Service and relevant Allied Health Key Performance Indicators and demonstrate compliance with Service policies and guidelines.
- Undertakes regular professional mentoring sessions with the Manager or Senior Clinician and/or as required by the profession.

### **ESSENTIAL**

#### **Educational/Vocational**

- Tertiary Qualification in relevant allied health discipline

#### **Registration**

- Current registration (as appropriate) or eligible for membership of the relevant Professional Organisation.

#### **Experience**

- Well consolidated post-graduate experience in the relevant healthcare setting (minimum of 3 years).
- Demonstrated consolidated clinical experience and leadership in a specialised area of clinical practice.
- Experience in relevant clinical stream and workplace-related problem-solving.
- Experience in quality activities, including identification of opportunities for quality improvement.
- Experience in supervision and mentoring of staff and students (under-graduate and/or post-graduate).

#### **Knowledge**

- Knowledge of the Cabrini's Mission, Vision, Values and Behaviors that Matter.
- Current clinical knowledge of research, new developments and evidence-based practice in discipline-specific area

#### **Personal abilities**

- A strong level of interpersonal, communication and relationship, development skills in all professional domains of practice, and at all levels of the organisation.
- Demonstrated confidence and competence in performance management, conflict resolution and negotiation.
- Demonstrated capacity to inspire, influence and motivate staff and to contribute to a positive and compassionate organisational culture.
- Demonstrated ability to consult and collaborate with others and work as an effective member of a team to deliver organisational outcomes.
- Demonstrated ability to undertake professional supervision and/or mentor junior staff and to promote professional competence and growth in staff.
- Demonstrated flexibility, innovation, creativity and optimism.
- Demonstrated understanding of and capacity to deliver a high-quality patient / customer service.
- Demonstrated ability to develop evidence based and innovative practices.
- Demonstrated ability to perform effectively under pressure and to prioritise workloads.

## Conditions of Employment

Salary and conditions in accordance with the Cabrini Contract of Employment / Employment Agreement

## Cabrini Mission, Values and Behaviours that Matter

### Our mission

#### WHO WE ARE

We are a Catholic healthcare service inspired by the spirit and vision of Mother Cabrini and the Missionary Sisters of the Sacred Heart of Jesus.

#### WHAT WE BELIEVE

We are a community of care, reaching out with compassion, integrity, courage and respect to all we serve.

#### WHAT WE DO

We provide excellence in all of our services and work to identify and meet unmet need.

### Our values

***Our values form the base of our mission, are built around what we believe and drive how we act. They are drawn from Mother Cabrini's life and reflect her heart, her spirit, her conviction and her approach.***

#### Compassion

Our drive to care is not just a professional duty to provide excellent quality care but is born of a heartfelt compassion for those in need, motivated by God's love for all people.

- We care deeply about each and every person we serve
- We respond willingly and positively to help meet the needs of those around us
- We put people first as we look to provide extra support and care, beyond our professional duties
- We promote a sense of belonging and community.

#### Integrity

We believe in the power of hope to transform people's lives and remain faithful to the bold healing mission and legacy of Mother Cabrini.

- We remain true to our beliefs at all times – our mission and values are non-negotiable
- We are welcoming, hospitable and find comfort and motivation in the context of God's all-inclusive love
- We look for the good in each other and recognise each person's contribution as we work together to provide the best possible experience for our patients, residents and their families
- We are honest and reliable, making decisions that are consistent with our mission and taking responsibility for our own actions.

#### Courage

We have the strength, determination, vision and conviction to continue the work of Mother Cabrini and the Missionary Sisters.

- We care for the whole person – spiritually, physically and emotionally – creating an environment of hope and healing
- We rise up to challenges and opportunities, meeting them with an open mind and a positive attitude
- We maintain the courage of our convictions and express our values through our actions
- We continually look beyond our current services to help support and engage with those who are marginalised.

#### Respect

We believe that every person is worthy of the utmost respect and the best possible healthcare. We know that our resources are entrusted to us to use for the benefit of others.

- We uphold the worth and dignity of all people, regardless of gender, race, age, ability and social position and treat them with courtesy, respect, equality and justice
- We respect ourselves, our colleagues and the excellence of the services we deliver
- We identify and respond to emerging healthcare needs in our community

- We manage our resources wisely and actively seek to minimise our impact on the environment.

### **Behaviours that matter**

***Our values are displayed in the way in which we behave in every interaction – with each other, with our patients and residents, with their families and carers, and with visitors and other customers.***

The behaviours that matter have been identified through consultation with staff. They are the minimum standard expected for all who work at Cabrini (employees, volunteers and accredited staff). They describe the organisational culture that we think is fundamental to our mission to “provide excellence in all of our services”.

Unacceptable behaviours have also been identified and described as follows. These behaviours are inconsistent with our values, have a detrimental effect on others and prevent us from achieving our mission and quality goals. If you experience or witness these behaviours, please speak up. If you are unable to address the issue yourself, advise your manager, another senior member of staff or People and Culture.

#### **We are committed to safety and quality:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We put patient/resident safety first	We are careless, impulsive or take unnecessary risks that may cause harm to patients/residents
We ask questions to understand the problem	We jump to conclusions and look for someone to blame
We admit when we make a mistake and seek a solution	We try to cover up or make excuses for mistakes
We look for opportunities to improve our care and services	We resist or sabotage change
We speak up when we see behaviour that is inconsistent with our values	We encourage or participate in poor behaviour

#### **We are here to provide service:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We greet everyone warmly	We are rude or discourteous
We are always kind and caring	We are arrogant or demeaning
We give our full attention to the person speaking to us	We are distracted, impatient or dismissive
We communicate openly, sensitively and in a timely manner	We are dominating, abrupt or sarcastic

#### **We work together to achieve the best outcome:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We are quick to offer help without waiting to be asked	We refuse to help even when it is clearly required
We share information readily to promote the best care and services	We withhold information or are competitive to the detriment of others
We do as we say we will	We are unreliable or inconsistent
We encourage and support each other	We berate or humiliate others
We give praise for a job well done	We are excessively critical or devalue the contributions of others

#### **We exhibit a positive attitude:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We approach our day with energy and enthusiasm	We are negative or apathetic
We look for the best in people	We are judgemental and put others down

We take pride in our personal appearance	We look dishevelled, dirty or have offensive personal odour
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**We want to build a just and sustainable community:**

Behaviours that matter	Unacceptable behaviours
We treat each other fairly	We are hostile or abuse our power
We use our resources responsibly	We are wasteful or extravagant
We consider the environmental impact of all we do	We are thoughtless or careless


#### APPROVAL

*The above statements are intended to describe the general nature and level of work being performed by the incumbent of this role. This document may be revised or updated at any time in line with role, and/or organisational changes. Any such changes will be communicated with the appointed person.*

**I certify that this position description is an accurate description of the responsibilities assigned to the role**

Approved:   
Group Director, People & Culture

20/6/19  
Date

Authorised:   
Chief of Health Operations

19/6/19  
Date

