

POSITION DESCRIPTION **Proposed**

POSITION TITLE	Allied Health, PCLI and Clinical Programs Manager, Macquarie Hospital
STAFFLINK POSITION NO.	673096
COST CENTRE	260485
CLASSIFICATION	Health Mgr. Level 4
AWARD	Health Managers (State) Award
REGISTRATION/LICENCE REQUIREMENTS	
VACCINATION CATEGORY	Category A
PRE-EMPLOYMENT SCREENING CHECKS	Working With Children and National Criminal Record Check
RESPONSIBLE TO	Service Director/ Site Manager Macquarie Hospital
RESPONSIBLE FOR	Macquarie Hospital Allied health teams, Pathways to Community Living Initiative (PCLI) team and the Rehabilitation Program Team.
PRIMARY PURPOSE OF THE ROLE	<p>MHDA Declaration Each person's unique journey of recovery will be supported by mental health drug and alcohol services in a way that fosters hope, purpose and resilience.</p> <p>MHDA Statement of Intention The intention of the Northern Sydney Local Health District (NSLHD) Mental Health and Drug and Alcohol (MHDA) Service is to provide recovery-oriented, trauma informed services that are guided by evidence based practices and collaboration. The Allied Health, PCLI and Clinical Programs Manager is a member of the Macquarie Hospital Executive and consequently participates in all decisions regarding the management of Macquarie Hospital.</p> <p>The position is responsible for a wide range of tasks and portfolios including but not limited to:</p> <ul style="list-style-type: none"> • Allied Health Staff, Pathways to Community Living Initiative team, and Rehabilitation Program Team • Oversight of reporting and monitoring locally of the PCLI plan, assisting with the reporting to the Mental health Drug and Alcohol Ministry of health, PCLI project lead, maintaining strong partnerships with a range of stakeholders including primary care, NGO's, local clinicians and managers, NSLHD primary and secondary health services, and MHDA services. • Planning and service development • Community managed organisations, NDIS and family and carer community liaison engagement and information • Complaints management including from Health Care Complaints Commission and providing ministerial responses. • Responsible for the management of resources within budget and for the delivery of services within KPI requirements.

<p>KEY ACCOUNTABILITIES <i>(Maximum of 8)</i></p>	<p>Provide leadership in the planning and development of high-quality standards of clinical practice of the mental health services at Macquarie Hospital and in developing and managing the operational plan for the hospital.</p> <p>Foster collaborative partnerships between stakeholders to the PCLI to improve mental health service provision for the identified long stay cohort of clients within the nominated inpatient facilities.</p> <p>Assist and support the Service Director as part of the Executive team to meet relevant accreditation standards, manage other internal and external reviews and to provide a safe workplace for staff, consumers, and visitors to the site.</p> <p>Demonstrate involvement and commitment with practice improvement activities including identification of best known and evidence-based practice.</p> <p>Develop high quality reports - appropriate KPIs, submissions, plans and consultative documents and other communication tools</p> <p>Identify and implement risk management approaches that ensure accountability for practice and safety. Implement measurement and reporting systems that provide timely and accessible data to inform management decisions and enable continuous improvement.</p> <p>Represent NSLHD MHDA in the external evaluation processes of PCLI</p> <p>Management of all portfolios as allocated and participate in the Macquarie Hospital Executive on Call roster.</p>	
<p>KEY CHALLENGES <i>(Maximum of 3)</i></p>	<p>Promoting the capacity of Macquarie Hospital Mental Health Services to work in an outcome focused and performance-based paradigm, in line with State and Commonwealth frameworks</p> <p>Balancing multiple stakeholders needs and interests in a complex environment in the interests of best practice mental health consumer focussed care</p> <p>Manage a dynamic, multi-disciplinary service through positive leadership, particularly in times of structural and operational change.</p>	
<p>KEY INTERNAL RELATIONSHIPS <i>(Maximum of 3)</i></p>	<p>WHO</p> <p>Service Director</p> <p>Macquarie Hospital</p> <p>Macquarie Hospital Clinicians</p> <p></p> <p></p>	<p>WHY</p> <p>Direct Line report</p> <p>Liaise directly with staff, patients and carers in the day to day management of the organisation.</p> <p></p> <p></p>

KEY EXTERNAL RELATIONSHIPS <i>(Maximum of 2)</i>	WHO	PCLI
	Ministry of Health State Manager, Pathways to Community Living Initiative Mental Health Branch	Ongoing reporting on PCLI KPI and program development in NLSHD
	NDIS and Community managed organisations	Build connections and support for consumer transitions to the community
SELECTION CRITERIA <i>(Minimum of 3 maximum of 8)</i>	Consistently demonstrates behaviours that reinforce the CORE Values of our organisation; Collaboration, Openness, Respect and Empowerment. Demonstrates these behaviours with all stakeholders; colleagues, direct reports, as well as our patients and consumers, and those that care for them.	
	Relevant tertiary qualifications and /or demonstrated experience in the leadership and management of health services.	
	Ability to provide and demonstrate effective executive level leadership and to work as part of an executive team with a proven commitment to performance based culture	
	Developed conceptual & analytical skills, including the ability to accurately interpret & translate complex information to inform clinical care practices for the best health outcomes	
	Advanced stakeholder engagement skills & expertise across diverse contexts with an ability to lead large, varied multi-disciplinary teams.	
	High level effective verbal and written communication, leadership, transformational change management, advocacy and negotiating skills and ability to execute strategies to achieve results	
	Experience in Mental Health with a commitment to recovery for consumers, quality, best practice & continuous improvement.	
	Computer literacy including full Microsoft suite and current drivers' licence for travel as required.	

JOB DEMANDS CHECKLIST

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent's (or future incumbent's) OHS responsibilities specific to the position. This form is to be completed in consultation with the manager/supervisor of the position being recruited for.

Infrequent: intermittent activity exists for a short time on a very infrequent basis
 Occasional: activity exists up to 1/3 of the time when performing the job
 Frequent: activity exists between 1/3 and 2/3 of the time when performing the job
 Constant: activity exists for more than 2/3 or the time when performing the job
 Repetitive: activity involved repetitive movements
 Not Applicable: activity is not required to perform the job

Physical Demands	Frequency
Sitting - remaining in a seated position to perform tasks	Frequent
Standing - remaining standing without moving about to perform tasks	Frequent
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Frequent
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Not applicable
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	Infrequent
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling - remaining in a kneeling posture to perform tasks	Infrequent
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	Infrequent
Leg / Foot Movement - Use of leg and / or foot to operate machinery	Not applicable
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	Infrequent
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	Infrequent
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	Infrequent
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	Not applicable
Reaching - Arms fully extended forward or raised above shoulder	Infrequent
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	Not applicable
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	Not applicable
Hand & Arm Movements - Repetitive movements of hands and arms	Not applicable
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	Not applicable
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	Not applicable
Driving - Operating any motor powered vehicle	Occasional

Sensory Demands	Frequency
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Constant
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Constant
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	Not applicable
Taste - Use of taste is an integral part of work performance e.g. Food preparation	Not applicable
Touch - Use of touch is an integral part of work performance	Not applicable
Psychosocial Demands	Frequency
Distressed People - e.g. Emergency or grief situations	Infrequent
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	Infrequent
Unpredictable People – eg dementia, mental illness, head injuries	Occasional
Restraining - involvement in physical containment of patients / clients	Not applicable
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	Occasional
Environmental Demands	Frequency
Dust - Exposure to atmospheric dust	Not applicable
Gases - Working with explosive or flammable gases requiring precautionary measures	Not applicable
Fumes - Exposure to noxious or toxic fumes	Not applicable
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Not applicable
Hazardous substances - e.g. Dry chemicals, glues	Not applicable
Noise - Environmental / background noise necessitates people raise their voice to be heard	Not applicable
Inadequate Lighting - Risk of trips, falls or eyestrain	Not applicable
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Occasional
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	Not applicable
Confined Spaces - areas where only one egress (escape route) exists	Not applicable
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	Not applicable
Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks	Not applicable
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	Infrequent