

POSITION DESCRIPTION

POSITION TITLE	Head of Department, [Speciality], Ryde Hospital
STAFFLINK POSITION NO.	
COST CENTRE	
CLASSIFICATION	Head of Department, Level [X]
AWARD	NSW Health Service Health Professionals State Award
REGISTRATION/LICENCE REQUIREMENTS	Membership with [insert relevant Association/ Professional Body/ registration] [Current and valid NSW drivers licence]
VACCINATION CATEGORY	Category A
PRE-EMPLOYMENT SCREENING CHECKS	Working With Children and National Criminal Record Check
RESPONSIBLE TO	Operationally: Allied Health Manager, Ryde Hospital and then General Manager, Ryde Hospital Professionally: Head of Department, [relevant discipline/ speciality], RNS
RESPONSIBLE FOR	[Team Leader, xxx, Rehabilitation, Level 3 Senior xxx, Level 3 xxx, Level 1 - 2] Total FTE: [xx]
PRIMARY PURPOSE OF THE ROLE	To plan, direct and evaluate the [speciality] Service for Ryde Hospital including working with the Allied Health Manager and Executive on operational and strategic plans for the service. The Head of Department is responsible for the provision of clinical and educational services and staff management within the [speciality] Department at Ryde Hospital, including clinical supervision and promotion of professional development.
KEY ACCOUNTABILITIES <i>(Maximum of 8)</i>	Leadership and Management <ul style="list-style-type: none"> • In consultation with the Allied Health Manager, plan, evaluate and set the direction for the [speciality] Service at Ryde Hospital in line with NSLHD's goals and strategic plans for the [speciality]. • Develop a service business plan which identifies longer term service needs through strategic planning. • Assist in the development of a service budget according to activity targets, including formulating and submitting strategies to address activity budget variances, monitoring activity and expenditure on a regular basis, and providing service reports as required. • Identify opportunities for improvements and the maintenance of revenue, where appropriate. • Determine the staffing needs for service delivery within a budgetary framework, and manage the recruitment and orientation of [speciality] staff.

	<ul style="list-style-type: none"> • Develop, facilitate and implement training and education plans for [specialty] staff. • Ensure all staff adhere to and are compliant with the Code of Conduct and the CORE Values. • Ensure staff maintain appropriate licences and registrations to perform their roles, including membership of the [registration body]. • Lead and implement the clinical supervision process in the department in accordance with the NSLHD supervision policy and departmental processes. • Represent the [specialty] Department at various meetings and committees, as required.
	<p>Reporting</p> <ul style="list-style-type: none"> • Collect and use outcome measures to undertake gap analysis and make recommendations for service improvement. • Monitor, investigate and resolve incidents/accidents within the department using the incident management system and other reporting systems. Where required, with the support of the Patient Quality and Safety or WHS representatives. • Maintain and update appropriate databases and information systems, including statistics relevant to the service. • Provide statistical information, reports and additional information as required to senior management to ensure the effective running of the service.
	<p>Clinical</p> <ul style="list-style-type: none"> • Maintain a clinical caseload, commensurate with management responsibilities. • Act as a clinical resource for staff across areas of in-patient and [community care]. • Maintain up to date clinical knowledge and professional competency and ethical standards.
	<p>Quality Improvement, Education, Training and Research</p> <ul style="list-style-type: none"> • Initiate and coordinate quality improvement activities for the department, ensuring that all staff are involved, to support the use of best practice standards of care and upskilling of staff knowledge and learning in the area. • Participate in an annual performance development review and undertake performance development reviews of staff under their supervision. • Ensure that all staff complete mandatory training (including safety, quality and clinical competency training) as relevant to the role. • Ensure the service has the structure and clinical governance to enhance and support professional responsibilities, including engaging and contributing to ongoing education/ training activities, research, participation in regular professional practice supervision and educating and supervising less experienced professionals and students, to ensure their ongoing professional growth and enhanced application of clinical knowledge.
<p>KEY CHALLENGES (Maximum of 3)</p>	<p>Ensuring high quality [specialty] service provision for patients with complex care needs within available resources by prioritising competing demands and allocating resources over a variety of clinical settings.</p>

	Identifying opportunities for innovation; applying evidence based practice; managing staff and organisational change by providing expertise, leadership, guidance and direction to staff.	
	Managing a varied and busy workload with competing demands and priorities.	
KEY INTERNAL RELATIONSHIPS <i>(Maximum of 3)</i>	WHO	WHY
	Allied Health Manager, Ryde	Professional leadership, operational support & active communication of issues & direction for the [specialty] service to ensure appropriate notification & escalation of issues impacting practice & care delivery.
	[specialty] Staff	Mentor and supervise staff to ensure ongoing professional growth and enhanced application of clinical knowledge.
	Allied Health Heads of Department	Work as part of an Allied Health management team to support the governance and improve the quality and safety of all Allied Health services.

KEY EXTERNAL RELATIONSHIPS <i>(Maximum of 2)</i>	WHO	WHY
	Patients/clients/consumers and families/carers/ other health care professionals	Provide patient centred clinical care to ensure delivery of innovative clinical practice models. Consumer consultation in the process of service development.
	Community Partners/Care and Service Providers	Liaise with other providers to ensure seamless continuum of care between services
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.	
	Bachelor or Postgraduate degree in [specialty] (or equivalent) and eligibility for membership with the [insert registration body]. Recent, extensive and varied experience relevant to the area.	
	Comprehensive skills in people management as it relates to [specialty] services including performance management, workplace change management, workforce recruitment and retention strategies.	
	High level written and interpersonal communication and negotiation skills with experience in communicating with patients, carers, community stakeholders, staff, management and executive.	
	Experience in the development and monitoring of quality improvement programs and management of Departmental activities relating to	

	organisational accreditation requirements (including policy development and implementation) as relevant to [specialty] services.
	Understanding of budget management, resource allocation, service development and resource planning as relevant to [specialty] services.
	Demonstrated strategic planning and the ability to analyse trends and report on data.
	Ability to develop and deliver educational programs as relevant to [specialty] Services.

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	Infrequent
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	Occasional
Leg / Foot Movement - Use of leg and / or foot to operate machinery	Occasional
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	Occasional
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	Frequent
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	Infrequent
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	Infrequent
Reaching - Arms fully extended forward or raised above shoulder	Occasional
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	Occasional
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	Constant
Hand & Arm Movements - Repetitive movements of hands and arms	Constant
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	Constant
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
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	Occasional
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	Constant
Psychosocial Demands	Frequency
Distressed People - e.g. Emergency or grief situations	Frequent
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	Frequent
Unpredictable People – eg dementia, mental illness, head injuries	Frequent
Restraining - involvement in physical containment of patients / clients	Infrequent
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	Occasional
Environmental Demands	Frequency
Dust - Exposure to atmospheric dust	Occasional
Gases - Working with explosive or flammable gases requiring precautionary measures	Infrequent
Fumes - Exposure to noxious or toxic fumes	Infrequent
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Infrequent
Hazardous substances - e.g. Dry chemicals, glues	Infrequent
Noise - Environmental / background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting - Risk of trips, falls or eyestrain	Infrequent
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	Occasional
Confined Spaces - areas where only one egress (escape route) exists	Occasional
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	Occasional
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	Occasional
Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks	Infrequent
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	Frequent