



## POSITION DESCRIPTION

Position Title:	Allied Health Services Leader (0.6FTE)
Location:	Dunstan Hospital
Reports:	20-25 staff
Reports to:	Allied Health Director
Date:	April 2024

### Our Vision

To be a lead provider and educator of rural healthcare for our communities.

### Our Environment

COHSL is a unique community-owned rural health service provider delivering public and private health care to the Central Otago and Upper Clutha areas. COHSL is committed to playing its part in the implementation of the Health Reforms and the delivery of integrated models of care that stretch across the care continuum and reducing rural inequities.

### Purpose of the Role

To provide operational leadership and coordination of the Allied Health Services, ensuring these services are efficient, effective, safe and are carried out within available resources and to contractual specifications.

## LIVING CENTRAL OTAGO HEALTH SERVICES LTD VALUES

Proactively demonstrate COHSL values in all aspects of the role	<ul style="list-style-type: none"> <li>• Demonstrates behaviours that we want to see from each other, at our best.</li> <li>• Contributes positively to a culture of appreciation, a learning culture, where people feel safe to speak up.</li> <li>• Contributes positively to the team and other initiatives that seek to improve patient and whanau experiences and/or staff experience of working.</li> </ul>		
<b>KINDNESS</b>	<b>EXCELLENCE</b>	<b>TRUST</b>	<b>CONNECTION</b>
Atawhai	Hirangi	Whakawhirinaki	Whanaungatanga

## COMPETENCIES

### Organisational Competencies

<b>Role Model</b>	Be ready to embrace change for the improvement of patient and whanau care. Be single minded and determined.
<b>Customer Focus</b>	Promotes a continuous improvement ethos. Is patient, community and whanau centred.
<b>Integrity &amp; Trust</b>	Can establish credibility with clinical staff and stakeholders; Is widely trusted.
<b>Organisational Agility</b>	Knowledgeable about how organisations work and how to implement and embed change. Works through formal channels and informal networks. Understands the reasoning behind policies, practices and procedures.
<b>Drive For Results</b>	Be pragmatic and achieve set goals. Drive uptake of the change/quality improvement.

Role Specific Competencies	
<b>Leadership and Motivation</b>	Be action-orientated and motivating, have a proven collaborative approach to leadership, coach and enable others to achieve innovative solutions to issues, adopt an open and supportive relationship with staff, involving them in planning and decision making where appropriate.
<b>Communication</b>	Communication conveys an understanding of the context of the situation/circumstances. Presents information clearly in a language and style appropriate to the audience. Ability to listen.
<b>Solution Focused</b>	Uses rigorous logic and methods to solve problems with effective solutions. Uses initiative and develops innovative solutions.
<b>Quality and Risk Management Focus</b>	Demonstrate an understanding of risk, identifying emerging risks and ensuring risk mitigation action plans are developed and followed through. Demonstrate a sound understanding of the COHSL management framework, contributing and leading quality initiatives.
<b>Mobilise System Improvement</b>	Enable a culture of continuous improvements; identify innovations and support their adoption.

KEY RELATIONSHIPS	
Internal	External
<ul style="list-style-type: none"> <li>Allied Health Director</li> </ul>	<ul style="list-style-type: none"> <li>Patients, Family / Whanau &amp; Community</li> </ul>
<ul style="list-style-type: none"> <li>Allied Health Staff</li> </ul>	<ul style="list-style-type: none"> <li>Other Allied Health Rural Coordinators &amp; Managers</li> </ul>
<ul style="list-style-type: none"> <li>Allied Health Clinical Leaders</li> </ul>	<ul style="list-style-type: none"> <li>Te Whatu Ora - Southern Allied Health Professional Leaders &amp; Managers</li> </ul>
<ul style="list-style-type: none"> <li>Executive Leadership Team</li> </ul>	<ul style="list-style-type: none"> <li>Primary Health Care Providers and WellSouth PHO</li> </ul>
<ul style="list-style-type: none"> <li>Relevant Clinical Staff</li> </ul>	<ul style="list-style-type: none"> <li>Tertiary Institutions</li> </ul>
<ul style="list-style-type: none"> <li>Non-clinical Staff – Administration, Finance and Support Services staff</li> </ul>	<ul style="list-style-type: none"> <li>Relevant Trade Unions, Professional Bodies &amp; Registration Authorities</li> </ul>
	<ul style="list-style-type: none"> <li>NGOs, Private Health Providers &amp; Local Community Groups</li> </ul>

## PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role:

	ESSENTIAL	DESIRABLE
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>Be a registered Health Professional</li> </ul>	<ul style="list-style-type: none"> <li>Hold a current APC aligned to their professional background.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Possess a current knowledge of professional allied health practice issues.</li> <li>Strong clinical leadership skills.</li> <li>Clinical credibility in health area of practice.</li> <li>Basic operational management skills.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of leading and /or managing Allied Health staff.</li> <li>Applying Collective Union agreements.</li> <li>Contracts negotiation and management.</li> <li>Experience working in a rural health environment and/or rural hospital.</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Excellent active listening skills.</li> <li>Ability to clearly articulate messages to a variety of audiences.</li> <li>Ability to influence others and move towards a common goal.</li> <li>Flexible and adaptable; able to work in ambiguous situations.</li> <li>Able to work collaboratively with all clinical disciplines.</li> <li>Competent computer skills.</li> <li>Current Driving Licence.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Commitment, personal accountability, integrity and sensitivity.</li> <li>Excellent interpersonal skills, including ability to work effectively with people at all levels of the organisation.</li> <li>Is adaptable and flexible – open to change.</li> <li>Has initiative and self-motivation with excellent organisational and time management skills.</li> <li>Ability to problem solve.</li> <li>Is energetic and able to motivate others.</li> <li>Maintains a high level of confidentiality.</li> <li>Able to manage conflict.</li> </ul>	

## KEY RESULT AREAS

Key Accountabilities	Examples of Successful Delivery
<b>Coordination &amp; Leadership</b>	
<ul style="list-style-type: none"> <li>• Foster interprofessional practice that puts the patient at the centre of their care.</li> <li>• Fosters a culture that encourages innovation and strives for excellence in clinical service provision within allocated resources.</li> <li>• Be an effective role model.</li> <li>• Involved in the planning of services with stakeholders, both internal to COHSL and external.</li> <li>• In conjunction with the Allied Health Director, recruit allied health staff ensuring appropriate skill mix for the services.</li> <li>• Prepare and deliver relevant presentations to staff groups and key stakeholders linked to the services provided.</li> <li>• Develop an understanding and the capability of staff working interprofessionally.</li> <li>• Ensure appropriate organisational representation and participation at all forums.</li> </ul>	<ul style="list-style-type: none"> <li>• Positive feedback from stakeholders.</li> <li>• Staff have an understanding of COHSL's vision, strategic direction and planning.</li> <li>• Demonstrated staff engagement around innovation and working interprofessionally.</li> <li>• Ensure annual performance reviews are completed for staff (in conjunction with discipline specific Allied Health Clinical Leaders).</li> </ul>
<b>Service Planning &amp; Delivery</b>	
<ul style="list-style-type: none"> <li>• Manage staff in the Allied Health Services in accordance with operational plans and budgets.</li> <li>• Provide human resource management of the allied health staff.</li> <li>• In conjunction with the discipline specific Allied Health Clinical Leaders manage the workforce requirements and capacity to meet population need.</li> <li>• In conjunction with the discipline specific Allied Health Clinical Leaders implement COHSL policies and guidelines.</li> <li>• In conjunction with the discipline specific Allied Health Clinical Leaders lead service planning in Allied Health.</li> <li>• Ensure service delivery complies with COHSL contractual obligations, sector standards and relevant legislation.</li> <li>• Monitor service performance against key performance indicator targets, identifying and implementing corrective actions if required.</li> <li>• Ensure adherence to the delegations of authority.</li> <li>• Identify, lead and manage projects to improve service efficiency and effectiveness and integration with other services.</li> <li>• In conjunction with the Allied Health Director and Finance Manager negotiate and manage service delivery contracts and sub-contractors.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate staffing skill mix meets the needs of the service.</li> <li>• Demonstrate planning and delivery outcomes are managed within available resources and financial boundaries.</li> <li>• Raise resource requirements with the Clinical Services Manager with evidence of strategies considered.</li> <li>• Evidence of service improvement and patient outcomes.</li> <li>• 100% legislative and contractual compliance</li> <li>• In conjunction with the Allied Health Director successfully negotiates contracts with external providers.</li> <li>• Instil the philosophy that primary and community care work in partnership to provide holistic, team-based care and that secondary and tertiary care is integrated into primary and community models.</li> </ul>

<b>Quality &amp; Risk Management</b>	
<ul style="list-style-type: none"> <li>• Manage service quality and risk programmes.</li> <li>• Foster a quality improvement culture.</li> <li>• Promote the delivery of services within appropriate quality frameworks through the promotion of best practice across the whole continuum and across different clinical disciplines.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate a positive personal commitment to the culture of continuous quality improvement by ensuring quality values are integrated into personal daily practice.</li> </ul>
<b>Financial Management</b>	
<ul style="list-style-type: none"> <li>• Ensure delivery of safe resource allocation and day to day resource management alongside Allied Health Clinical Leaders.</li> <li>• Work within annual budgets and in collaboration with the Allied Health Director to develop risk mitigation strategies for unexpected expenditure.</li> </ul>	<ul style="list-style-type: none"> <li>• Active contribution in the budget setting process.</li> <li>• Identify ideas and action plans for service efficiency improvements and cost reduction initiatives.</li> </ul>
<b>Professional Development – Self</b>	
<ul style="list-style-type: none"> <li>• Identify areas for personal and professional development.</li> <li>• Actively seeks feedback and accepts constructive criticism.</li> </ul>	<ul style="list-style-type: none"> <li>• Training and development goals are identified and agreed with the Allied Health Director.</li> <li>• Performance objectives are reviewed with the Allied Health Director.</li> </ul>
<b>Other Duties</b>	
<ul style="list-style-type: none"> <li>• Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</li> </ul>	<ul style="list-style-type: none"> <li>• You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> </ul>
<b>Health, Safety &amp; Wellbeing</b>	
<ul style="list-style-type: none"> <li>• Recognises individual responsibility for workplace Health &amp; Safety under the Health and Safety at Work Act 2015.</li> <li>• Effort is made to strive for best practice in Health and Safety at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• You understand and consistently meet your obligations under the organisations Health &amp; Safety policy/procedures.</li> <li>• Create an atmosphere where staff support each other and workplace violence and bullying is not tolerated.</li> </ul>
<b>Cultural Safety</b>	
<ul style="list-style-type: none"> <li>• Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your day-to-day interactions with others.</li> <li>• Honouring cultural diversity.</li> </ul>	<ul style="list-style-type: none"> <li>• Respect, sensitivity, cultural awareness is evident in interpersonal relationships.</li> <li>• Our cultural differences are acknowledged by respecting spiritual beliefs, cultural practices and lifestyle choices.</li> </ul>

**CHANGES TO POSITION DESCRIPTION**

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date