

## POSITION DESCRIPTION

<b>Position Title:</b>	Staff Specialist
<b>Department:</b>	NSW Spinal Outreach Service (Metro and Rural Services)
<b>Location:</b>	Royal Rehab Ryde
<b>Classification:</b>	Staff Specialist

<b>Employment Screening Check:</b>	
National Criminal Record Check required:	Yes
Working with Children Check required:	Yes
Vaccination Category required:	Category A

<b>Position Purpose:</b>
<p>The Staff Specialist will contribute clinical management for clients with spinal cord injury living in metropolitan areas of Sydney and rural NSW, as a member of the multidisciplinary Spinal Outreach Service.</p> <p>The role includes:</p> <ul style="list-style-type: none"> <li>- Clinical assessment, treatment planning and implementation;</li> <li>- Client and carer education;</li> <li>- support of the multidisciplinary team and Rural spinal coordinators;</li> <li>- liaison with General Practitioners, other specialists and clinicians</li> <li>- Quality Assurance, Research and service development;</li> <li>- Education for staff and clinicians in rural areas;</li> <li>- Responsibility for Trainee Registrar supervision</li> <li>-</li> </ul> <p>Service delivery will include regular multidisciplinary clinics in rural NSW; Telehealth and outpatient-based clinics at Royal Rehab Ryde.</p>

<b>Organisational Relationships:</b>	
<b>Reports to:</b>	Director of Medical Services and Clinical Operations Manager of the NSW Spinal Outreach Service
<b>Responsible for:</b>	Supervision of Registrars

<b>Performance Review &amp; Development Planning:</b>
Assessment against service, professional and organisation performance indicators, and development of professional development plan will occur 3 months after commencement, and annually thereafter

<b>Qualifications, Skills &amp; Experience:</b>
<b>Essential</b>

- Medical Degree
- Full medical registration with AHPRA
- Fellow of the Australasian Faculty of Rehabilitation Medicine (RACP) or clear eligibility for FAFRM
- Clinical experience and demonstrated expertise at specialist level in the management of Spinal Cord Injury, associated impairments and disability and other neurological conditions
- The ability to assess and formulate rehabilitation plans for people with spinal cord injury, in consultation with an interdisciplinary team within a timely manner
- The ability to network and develop positive relationships both internal and external to the organisation.
- Excellent oral and written communication skills
- Ability to work effectively in an interdisciplinary team
- Ability to liaise with other health professionals in the community to develop shared care plans
- Understanding of rural health issues and networks
- Computer literacy
- Current NSW Drivers Licence

### Desirable

- Clinical experience in liaising with community agencies
- Experience in developing educational activities
- Experience in working in a community based role
- Skills relevant to undertaking research in Spinal Cord Injury

### Key Internal & External Relationships:

Internal	Staff Specialists, Registrars, Allied Health Professionals, Rehabilitation Nurses, Clinical Operations Managers
External	Staff Specialists, Medical Specialists, General Practitioners, Rural Coordinators

### Delegations/Authority

Budget	N/A
Financial Delegations	N/A

Key Responsibility Areas	
Key Area of Accountability	Specific Tasks and Responsibilities
General	<ul style="list-style-type: none"> <li>Attend multi-disciplinary rural clinics as per allocated clinic schedule</li> <li>Conduct comprehensive assessments and system reviews of patients with spinal injuries within the metropolitan and rural services as well as through outpatient clinics at Royal Rehab</li> <li>Liaise with Spinal Injury Units to facilitate timely admissions for high priority community clients</li> <li>Develop and implement individualized treatment plans in collaboration with the multidisciplinary team</li> <li>Provide direct care and therapeutic interventions to clients with spinal injuries</li> <li>Monitor patient progress and adjust treatment plans as needed</li> <li>Participate in case conferences, team meetings, and patient reviews to ensure coordinated and holistic care</li> <li>Engage in quality improvement and research activities related to spinal injury management and rehabilitation</li> <li>Collect and analyse data, prepare research reports, and contribute to publication</li> <li>Maintain self-education and knowledge of advancements in spinal injury treatment</li> <li>Participate in conferences, seminars, and workshops to enhance professional development</li> <li>Support educational initiatives by providing training and mentoring to junior staff, medical students, multidisciplinary team and other healthcare professionals</li> <li>Collaborate with the team and contribute to practice guidelines, policies, protocols, and procedures in spinal injury management and their implementation</li> <li>Monitor compliance with relevant regulations and standards and ensure adherence to ethical guidelines</li> <li>Participate in On-Call and Leave cover arrangements</li> <li>Consult with the Clinical Operations Manager, Rural Manager and Clinical Coordinator about day-to-day operations and service development initiatives to promote a streamlined service delivery and growth</li> </ul>
Documentation and Communication	<ul style="list-style-type: none"> <li>Follow appropriate procedures for obtaining consent of clients and observing privacy requirements</li> <li>Establish therapeutic relationships, assist in obtaining and appropriate sharing of information with patients, relevant others and other professionals</li> <li>Communicate effectively with clients, families, and caregivers, providing education and support as needed</li> <li>Follow appropriate procedures when providing advice and consultancy services and in relation to hospital visits</li> <li>Foster partnerships with medical service providers in Metropolitan and Rural areas in delivery of clinical services</li> <li>Liaise with external stakeholders, including community organisations, support groups, and other healthcare providers to support continuity of care</li> <li>Maintain timely medical records, clinic letters and other reports</li> </ul>

Credentialing	<ul style="list-style-type: none"> <li>Maintain mandatory requirements, including medical education, for medical registration and specialist college affiliations</li> </ul>
Professional	<ul style="list-style-type: none"> <li>Comply with the Ministry of Health and Royal Rehab Code of Conduct.</li> <li>Demonstrate dedication of time to clients, team and service in accordance with the conditions of Employment</li> <li>Record appropriate data and information of activity, as required</li> <li>Demonstrate professional development and evidence-based practice</li> <li>Set annual professional development goals through Professional Development Program</li> <li>Attend relevant training to advance professional skills as required and agreed to by Clinical Operations Manager and DMS</li> <li>Participate and provide professional development activities</li> <li>Participate in team meetings as required</li> <li>Comply with site Work Health and safety policy, including adopting a risk management approach</li> </ul>
Education and Training	<ul style="list-style-type: none"> <li>Educate General Practitioners, clinicians and clients regarding Spinal Cord Injury (SCI)</li> <li>Participate in the schedule of education across NSW, as part of the SOS education calendar and at a consultancy level as required</li> <li>Train and educate Registrars in Rehabilitation Medicine as appropriate</li> </ul>
Human Resource Management	<ul style="list-style-type: none"> <li>Notify appropriate members of the unit when unavailable or not rostered for regular duties</li> <li>Follow Centre policy in relation to Application for Leave</li> </ul>

#### GENERAL RESPONSIBILITIES

##### Work Health and Safety

Royal Rehab is committed to providing a healthy and safe workplace for all employees, clients and visitors. To facilitate this safe and healthy workplace it is your responsibility to:

- Ensure that all potential hazards, accidents, and incidents are identified and notified
- Ensure your own safety and that of others

##### Equity and Zero Tolerance to Bullying, Harassment and Discrimination

Royal Rehab upholds the Federal and State government's policies to bring equality in employment for all employees to assist them to achieve their full potential. Royal Rehab will ensure merit-based selection and that all facets of employment are fair, by making unlawful discrimination of persons based on gender, pregnancy, race, religion, marital status, age, sexual preferences, disability, or carer responsibilities.

As an employee of Royal Rehab it is your responsibility to:

- Deal with others in a fair and equitable manner free from harassment and discrimination
- Ensure that a working environment free from sexual or any other harassment is recognised as a basic right

##### Principles of Multiculturalism

Employees are expected to:

- Respect and make provision for culture, language and religion of others within an Australian legal and institutional framework where English is the common language

- Organise access to health care interpreting services to facilitate communication with clients who are from non-English speaking backgrounds as required
- Abide by the principles of the Multiculturalism Act 2000
- Implement the Multicultural Policies and Services Program (MPSP) within their area of responsibility

### Code of Conduct

Royal Rehab requires a professional standard of behaviour from staff which:

- Demonstrates respect for the right of the individual and the community
- Promotes and maintains public confidence and trust in the work of the Centre

The purpose of the Code of Conduct is to provide a framework for decisions and actions in relation to conduct in employment. The code provides assistance to both employers and employees when they are required to decide what the acceptable standards of behaviour are. It underpins commitment to a duty of care to all staff and clients receiving our services. Employees should refer to the Code of Conduct for further information

### Organisational Values

Employees are expected to demonstrate a high standard of personal and professional behaviour and uphold Royal Rehab's values being:

- Person-centred: promoting independence in a supportive and innovative environment
- Honest and trustworthy: ethical, accountable and acting with integrity
- Collaborative and inclusive: fostering team-ship and participation
- Innovative and informed: committed to learning and development and continuous improvement

### Safety & Continuous Quality Improvement

All employees of Royal Rehab are expected to be actively involved in the review, evaluation and continuous improvement of processes and services within the employee's area of responsibility and/or interest. Royal Rehab participates in a number of relevant external accreditation and certification programs which include a continuous quality improvement approach. These programs support and facilitate the effective and efficient provision of quality care and the safety of clients of Royal Rehab

### Environmental Policy and Waste Minimisation

Being a good corporate citizen Royal Rehab will seek to implement changes that will ensure that its activities are undertaken in a manner consistent with best environmental health and safety practice. Employees are expected to be accountable for efficient resource utilisation, the reduction of waste, and commitment to recycling

### Smoke Free Policy

Royal Rehab is committed to adopting a smoke free workplace that will preclude all staff and visitors from smoking within the Centre

### Royal Rehab Policies and Procedures

It is a requirement that all Royal Rehab employees read, understand and adhere to Royal Rehab policies and procedures, paying particular attention to the following:

- Manual Handling
- Confidentiality of Patient Information
- Infection Control
- Security
- Fire Safety
- Emergency Procedures
- IT and Internet Utilisation

**Job Demands Checklist**
**Frequency Definitions**

<b>O</b> = Occasional	Activity exists up to 1/3 of the time when performing the task
<b>F</b> = Frequent	Activity exists between 1/3 and 2/3 of the time when performing the task
<b>C</b> = Constant	Activity exists more than 2/3 of the time when performing the task
<b>R</b> = Repetitive	Activity involves repetitive movement
<b>NA</b>	Not applicable to this role

Job Demands		Frequency				
		O	F	C	R	NA
<b>Physical Demands</b>	<b>Description</b>					
Kneeling/squatting	Tasks involve flexion/bending at the knees and ankle possible at the waist, in order to work at low levels	✓				
Leg/foot movement	Tasks involve use of leg and or foot to operate machinery	✓				
Hand/arm movement	Tasks involve use of hands/arms i.e., stacking, reaching, typing, mopping, sweeping, sorting, inspecting		✓			
Bending/twisting	Tasks involve forward or backward bending/twisting at the waist		✓			
Standing	Tasks involve standing in an upright position without moving about		✓			
Driving	Tasks involve operating any motor-powered vehicle	✓				
Sitting	Tasks involve remaining in a seated position during task performance	✓				
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended					✓
Walking/running	Tasks involve walking or running on even surfaces	✓				
	Tasks involve walking on uneven surfaces	✓				
	Tasks involve walking up steep slopes	✓				
	Tasks involve walking down steep slopes	✓				
	Tasks involve walking whilst pushing/pulling objects	✓				
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees					✓
Working at heights	Tasks involve making use of ladders, footstools, scaffolding etc. Anything where the person stands on an object rather than the ground					✓
Lifting/carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands	✓				
	1) Light lifting/carrying 0-9kg	✓				
	2) Moderate lifting/carrying 10-15kg	✓				
	3) Heavy lifting/carrying 16+kg					✓
Restraining	Tasks involve restraining clients/clients, others					✓
Pushing/pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking	✓				
Grasping	Tasks involve gripping, holding, clasping with fingers or hands		✓			
Manual dexterity	Tasks involve fine finger movements i.e., keyboard operation, writing		✓			
<b>Sensory Demands</b>						
Sight	Tasks involve use of eyes as an integral part of task performance i.e., looking at screen/keyboard in computer operations		✓			
Hearing	Tasks involve working in a noisy area i.e., boiler room, workshop					✓
Smell	Tasks involve the use of the smell senses as an integral part of the task performance i.e., working with chemicals	✓				
Taste	Tasks involve the use of taste as an integral part of task performance					✓
Touch	Tasks involve the use of touch as an integral part of task performance	✓				

<b>Psychological Demands</b>						
	Tasks involve interacting with distressed people		✓			
	Tasks involve interacting with people who as part of their lives may be aggressive, verbally, or sexually uninhibited		✓			
	Tasks involve viewing/handling deceased and/or mutilated bodies	✓				
<b>Exposure to Chemicals</b>						
Dust	Tasks involve working with dust i.e., sawdust					✓
Gases	Tasks involve working in areas affected by gas, or working directly with gases					✓
Fumes	Tasks involve working with fumes i.e., which may cause problems to health if inhaled					✓
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made e.g., dermatitis	✓				
Hazardous substances	Tasks involve handling of hazardous substances including storage or transportation	✓				
Biological matter	Tasks involve work with human biological matter through examination, storage, transport, or disposal	✓				
Allergenic substances	Tasks involve exposure to allergenic substances	✓				
Anti-biotics	Tasks involve handling, transport, administration, or disposal of anti-biotics	✓				
<b>Working Environment</b>						
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance e.g., glare, not enough natural light	✓				
Colour	Tasks involve differentiation of colour	✓				
Sunlight	Exposure to sunlight	✓				
Temperature	Tasks involve working in temperature extremes e.g., working in a cool room, working outdoors, boiler room					✓
Confined spaces	Tasks involve working in confined spaces					✓
<b>Accident Risk</b>						
Surfaces	Tasks involve working on slippery or uneven surfaces	✓				
Housekeeping	Tasks involve working with obstacles within the area, bad housekeeping	✓				
Heights	Tasks involve working at heights					✓
Manual handling	Tasks involve manual handling	✓				
Noise	Tasks involve working in a noisy environment					✓
Radiation	Tasks involve exposure to x-rays	✓				
Electricity	Tasks involve working with electrical apparatus and currents	✓				
Machinery	Tasks involve use of machinery and equipment:	✓				
	1) Light	✓				
	2) Heavy					✓
	3) Portable	✓				
Biological hazards	Tasks involve working with blood, blood products/body fluids	✓				
<b>Other Issues</b>						
Workplace access	Tasks involve difficult access or movement from site to site	✓				
Personal protective equipment	Tasks involve use of Personal Protective Equipment		✓			
Safety critical issues	Tasks involve responsibility for safety of others		✓			

Document Control (office use only)	
Effective Date: Sept 2023	Authorised by: Director of Medical Services and Senior Staff Specialist

**Acknowledgement:**

I accept the position description as documented above and understand that the position description will be reviewed during the performance review time. I understand that the position description may need to be amended periodically due to changes in responsibilities and organisational requirements.

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Name

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Signature

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date