



SWEP Clinical Advisor Roles and Responsibilities

Position Title: Clinical Advisor, SWEP

Directorate: Primary and Community Care

Department: State-wide Equipment Program (SWEP)

Reporting to:

- **Direct:** Chief Allied Health Officer, SWEP
Director, SWEP

Appointment Terms/Conditions

- **Classification and Code:** N/A
- **Time Fraction:** Sessional, to be paid on invoice at an hourly rate commensurate with industry standards

ORGANISATIONAL INFORMATION

Vision

Excellence in health care.
Our patients / Our Staff / Our community

Mission

Ballarat Health Services' primary role is to deliver quality care to the communities we serve by providing safe, accessible and integrated health services resulting in positive experiences and outcomes.

Values	
<p>Teamwork We commit to common goals based on open and honest communication while showing concern and support for all.</p> <p>We are dedicated to working together for common interests and responsibilities.</p>	<p>Respect We acknowledge everyone's unique strengths and values diversity.</p> <p>We operate in a spirit of co-operation and honour human dignity.</p>
<p>Accountability We personally commit to delivering our best, taking responsibility for all of our decisions and actions</p>	<p>Compassion We treat people with kindness and empathy. We care about our patients, our people and our community.</p>

POSITION PURPOSE

The primary purpose of the State-wide Equipment Program (SWEP) is to provide a framework for the operation of a range of programs including – Aids & Equipment Program (A&EP), Supported Accommodation Equipment Assistance Scheme (SAEAS), Domiciliary Oxygen Program (DOP), Continence Assistance (CA), Vehicle Modification Subsidy Scheme (VMSS), Community Equipment Programs (CEP), Laryngectomy Consumable (LC) and the Lymphoedema Compression Garment Program (LCGP).

The aim of these programs is to assist those Victorians who are frail aged, or who have a permanent or long-term disability to timely access to subsidy programs for the provision of aids, equipment and modifications to enhance/maintain their safety and independence, facilitate community participation and support families and carers in their role.

KEY POSITION OBJECTIVES

The role of the Clinical Advisor, SWEP is as a leader in their clinical field and is a critical component of clinical governance for SWEP.

The Clinical Advisor roles support the function of the Director, SWEP and the Chief Allied Health Officer (or delegates), SWEP by providing a panel of expert advice for each assistive technology category. Clinical Advisors provide vision and direction, and shape and implement strategies and initiatives that enable others to perform as required. They have extensive demonstrable specialised knowledge and experience in implementing complex assistive technology solutions for consumers in their area of clinical expertise. They ensure that aids and equipment administered by SWEP are of the highest possible quality, safe, person-centred and fit for purpose.

Clinical Advisors will demonstrate expertise for adults and/or children in the areas of at least one of:

- wheelchairs, scooters, complex seating and pressure care,
- beds and mattresses,
- transfer equipment,
- home modifications,
- environmental controls,
- orthotics,
- continence equipment
- compression garments
- oxygen equipment
- walking and standing aids
- voice aids & prosthesis and laryngectomy consumables

Clinical Advisors are appointed as a contractor for a 1 year term with the option to apply for an extension.

Role Requirements:

The Clinical Advisor, SWEP is employed by SWEP to;

- provide leadership, clinical expertise and independent advice within their discipline and area of expertise,
- demonstrate expert clinical skills, knowledge and experience in equipment prescription and the Aids & Equipment Program (A&EP) guidelines for people who are frail aged or for adults or children who have a permanent or long term disability,
- ensure SWEP Clinical advice and written material to practitioner is evidence based and in line with best practice,
- contribute to the development of relevant educational and support material for SWEP practitioners,
- where required (and agreed to) participate in the delivery of education,
- provide support and mentoring to practitioners as referred to from SWEP administration,
- participate in Clinical Advisor meetings as required to monitor progress of the program; consider gaps in program delivery; review and revise where appropriate systems and process supporting the CA role,
- work collaboratively with other clinical advisors,
- maintain collaborative working relationships with external professional organisations and teaching bodies,
- have highly developed verbal and written communication skills and the capacity to collaborate, negotiate, advise and liaise with key stakeholder groups, in particular SWEP practitioners and program staff, and
- have demonstrated capacity to develop, implement and participate in clinical auditing, script reviews and standards monitoring to improve client outcomes.

KEY RESPONSIBILITIES

- Attend 80% of Clinical Advisor meetings
- Respond to requests from SWEP and complete any work within specific time periods (see KPI's below)
- Provide detailed tax invoices of any work undertaken for SWEP (this includes; time taken, nature of work and client ID – where relevant)
- Maintain own current knowledge and expertise
- Maintain client confidentiality at all times and adhere to Victorian privacy laws – Information Privacy Act 2000 and the Health Records Act 2001, as well as other laws that regulate the handling of personal information. In addition, CA's will ensure that the affairs of SWEP and related stakeholders remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of SWEP and its auspice organisation, Ballarat Health Services.
- The incumbent will undertake the role in a manner that demonstrates commitment to the behaviours and values of SWEP and Ballarat Health Service. The incumbent will also ensure that they practice in accordance with the Ballarat Health Service Policies and Procedures and Code of Conduct at all times.
- Role Key Performance Indicators
 - Acknowledge receipt of the CA Request within 24 hours. This is a simple reply email to the sender to confirm you have received it.
 - Complete and return the CA requests within 3 business days. If you require more time please email SWEP to advise why and how much longer you think it will be. This way we can keep our teams updated
 - If you receive a CA request and do not believe you can meet the 3 day response time please let us know ASAP so it can be reallocated to another CA.
 - In the event you need to liaise with the practitioner and have been unable to make contact with them within 2 Business days please let us know and we will assist. We can either look for an alternate email or phone number or call them ourselves to try & follow up.
 - If you have a change of email address and/or contact phone number please ensure to email swepimt@bhs.org.au so we can update our records.
 - Please ensure you advise us if you are going on leave or are unavailable for work prior to leave. If your leave is more than the 5 days expected return for CA requests you will need to ensure all CA requests are completed and sent back into SWEP prior to going on leave. If you are unable to achieve this please let the SWEP IM&T team know.
 - SWEP anticipates the maximum time to review a script should take no longer than 60 mins. If you believe your script validation will take longer than this then you will need to contact SWEP to seek prior approval and provide justification.

KEY SELECTION CRITERIA

- Hold necessary qualifications for their area(s) of clinical expertise in line with SWEP Assistive Technology Practitioner eligibility requirements
- Hold necessary registrations, specialisations, certifications, and memberships in line with SWEP Assistive Technology Practitioner eligibility requirements
- Have evidence of ongoing professional development and contribution to networks and forums to share and extend professional knowledge
- Be a recognised clinical expert with currency of practice in given field of work with demonstrated advanced knowledge and skills and capacity to provide independent advice
- Minimum 10 years' experience in area of clinical expertise across a wide range of complexity for items recommended and consumers supported
- Highly developed verbal and written skills and the capacity to collaborate, negotiate, advise and liaise with SWEP stakeholder groups, in particular SWEP practitioners and program staff

- Capacity to develop, implement and participate in clinical auditing to improve client outcomes
- Maintains relevant professional indemnity insurance
- Current police check and Working with Children Check (WWCC)
- Highly developed interpersonal and communication skills including effective consultative and interpretative skills
- Excellent documentation, writing and presentation skills

HOW TO APPLY

Your application should include:

- An application letter/email, which includes a statement addressing “**Key Selection Criteria**” clearly demonstrating your ability to meet the objectives of the role
- Completed and signed Expression of Interest form
- General resume
- Copies of any formal qualifications and other required documentation outlined in the EOI (e.g. Police Check, WWCC)
- 2 professional referees

AUTHORISATIONS

Director / Chief Executive Officer	Executive Director, Primary and Community Care Chief Allied Health Officer, SWEP
Date Written:	June 2021