



Position Title: Clinical Advisory Specialist	Entity: Independent Living Assessment Inc (iLA)
Reports to: Clinical and Quality Manager	No of Direct Reports: 0
Industrial Instrument / Job Level: Common Law Contract - Tier Specialist	Primary Location: East Perth
Position Requirements	
<p>Primary Purpose</p> <p>The role of Clinical Advisory Specialist is to provide expert clinical guidance, oversight and support to iLA’s Single Assessment Workforce to assist them in understanding and interpreting clinical information and identifying clinical risk. The role requires high-quality, person-centred assessments that align with relevant regulatory, legislative and policy frameworks.</p> <p>Engaging with Assessors in the field on a day-to-day basis, the clinical advisor will assist with making sound, evidence-based decisions on clinical matters, provide clinical insight to a client’s needs by consulting with relevant health and primary health professionals, and support clinical decision making through case conferences and one-to-one meetings.</p> <p>The role will support the team to develop their clinical knowledge in relation to aged care and their skills in clinical analysis to ensure accurate and holistic evaluations of clients' needs and assessment outcomes.</p> <p>The clinical advisor will also provide clinical input into the development of education, guidance, and resources for the broader iLA organisation.</p>	
<p>Key Accountabilities/Responsibilities</p> <p><u>Health Safety Wellbeing & Environment</u></p> <ul style="list-style-type: none"> • Demonstrate leadership in, role model and comply with all health, safety and hygiene policies, systems, and Work Health and Safety legislation to promote and maintain a working environment free from hazards. • Ensure the provision of training and education, resources and equipment, mentoring and supervision to support systems of work which promote and maintain a safe and healthy workplace. • Monitor and report on all identified WHS hazards, incidents and injuries and their effective control. • Work collaboratively with the Work Health and Safety program and other workers to maintain a workplace that is safe, maintains and promotes health and supports wellbeing. <p><u>Functional</u></p> <ul style="list-style-type: none"> • Provide timely and targeted written and verbal clinical advice to support sound decision-making in relation to delivery of Assessment Services. • Identify, mitigate and escalate clinical risks in relation to completion of Comprehensive or Home Support Assessments or RAC Funding Assessments. • Analyse and interpret evidence from a range of sources to identify clinical risks and deficiencies in care. • Provide input in relation to education and resource development on clinical topics for internal and external stakeholders. • Review the clinical support framework and ensure the framework is embedded into practice. • Establish the Clinical Supervision process in Assessment Services and ensure compliance against this. • Work collaboratively with stakeholders across iLA to manage risk and address iLA priorities. 	

- Provide clinical leadership, contemporary evidence-based advice and mentoring to other clinicians across iLA to assist them to build their knowledge and skill in relation to clinical issues in delivery of aged care assessments and/or iLA's healthy ageing initiatives.
- Maintain own clinical knowledge of contemporary best practice in aged care ensuring compliance with the new Aged Care Act and the Aged Care Quality Standards.
- Collaborate with other health care professionals to ensure a multidisciplinary approach to assessment delivery.
- Chair or participate in case conferences to support clinical reasoning of assessment outcomes.
- Work closely with Clinical and Quality Manager, Assessment Delivery Manager, Assessment Team Leaders and Training and Quality Specialist.
- Develop, document and maintain policies and procedures to ensure compliance with relevant standards.
- Provide back-up support to the Clinical and Quality Manager to ensure in-the-field immediate access to RAC Funding Assessors requiring clinical advisory support.
- Ensure all services are compliant with ILA policy, clinical policies and procedures, government regulatory requirements and the respective funding agreements.
- Review work practices within the team to identify areas for continuous improvement
- Membership and actively participate and contribute to the clinical governance committee.
- Other duties as directed

Operational & Strategic

- Contribute to, and demonstrate by example, the vision, mission and values of iLA.
- Support development and continuous improvement of good clinical governance systems
- Develop, implement, and monitor clinical support needs of Assessors with the Assessment Delivery Manager, Clinical and Quality Manager and the Training and Quality Specialist
- Develop and/or update/ maintain clinical support procedures and work instructions, informing and updating the Clinical Governance Framework in collaboration with the Clinical and Quality Manager.
- Participate and/or engage in all activities that relate to iLA's strategic initiatives and key issues.
- Identify and implement improvement opportunities within the Aged Care Assessment Team and participate in continuous improvement of the wider organisation by recommending relevant change and communicating issues that may affect the assessment service or organisation.
- Participate in training and development activities to ensure currency in relevant sector change, standards and reform
- Support team development through contribution of data and information to inform team Performance Development Plans and continuous improvement.

People & Culture

- Participate actively, and work closely and constructively, with colleagues in the leadership team to deliver integrated business outcomes.
- Ensure cultural optimisation through engaging in fit-for-purpose cultural programs and embedding these within the team and organisation.
- Role model positive leadership to employees.
- Respect and value the diversity of the workforce by helping to prevent and eliminate discrimination in the workplace

Budgeting, Reporting & Administration

- Reporting compliance against iLA's Clinical Governance Framework including Clinical Supervision
- Maintain accurate customer records in CRM or MAC
- Ensure all operational and administrative processes are undertaken in accordance with established policies and procedures and associated processes are maintained and accessible in appropriate formats and designated locations.



Key Performance Indicators & Measures

Indicators of effective performance in the position. KPI's are to be SMART goals. They are identified in the PDR to be specific to the individual teams and the position in a specified point in time. .

Key positions or groups with whom the individual will interact to perform the work of the position.

Internal

- iLA Assessment Team
- ILA Management Team
- All other teams

External

- My Aged Care
- Community care customers and families
- GPs, Allied Health Professionals, Gerontologists and other care professionals.
- Aged Care Service Providers
- Residential Aged Care Facilities

Key Behaviours

Behavioural competencies or 'behaviours' are effectively attributes we display as we carry out our work, and 'how'. Below identifies **KEY** competencies (**6-12 key to the role**) integral to the success of this position and the organisation. For this job classification level key competencies critical for success will primarily be in Operational Behaviours.

Strategic Behaviours

- Aligning Performance for Success
- Analytical Thinking**
- Critical Thinking**
- Building Strategic Working Relationships
- Change Management**
- Innovation & Creativity
- Leading through Vision & Values
- Strategic Decision Making

Leadership Behaviours

- Adaptability/ Agile Approach
- Problem Solving**
- Building Partnerships
- Leading the Team – people centric
- Coaching/developing others**
- Delegating Responsibility
- Decision Making
- Information Monitoring**
- Influencing /Negotiation**
- Managing Conflict**
- Project Management
- Digital capability
- Business Acumen
- Growth mindset
- Stakeholder engagement
- Stress Tolerance/Resilience

Operational Behaviours

- Applied Continuous Learning
- Marketing & Comms
- Build Trust**
- Communication**
- Client Liaison
- Demonstrates Initiative**
- Energy
- Formal Presentation
- Gaining Commitment
- Legislative & Industry Standards**
- Organisation & Self -Management
- Quality & Work Standards (including clinical or/ and technical)**
- Results Focused
- Safety & Environmental Excellence
- Teamwork
- Tenacity

General Assessed

Impact

Technical / Professional Knowledge

Job Fit

Organisational Fit

Work Related Requirements

Knowledge & Skills (Social, Personal & Technical) & Equipment

The knowledge necessary to effectively perform in the position. Specific skills or equipment that the person needs to be able to use. Personal attributes/qualities that are important to the success of this position



- Knowledge of clinical issues in aged care and application to best-practice, clinically informed aged care assessments
- Empathy and a commitment to person centred care
- Supervisory skills, supporting assessor workforce to build capability and confidence with completing assessments, utilising an enabling framework
- Ability to work in a multidisciplinary team
- Analytical problem solving with the ability to assess risk and work both collaboratively and autonomously
- Ability to critically appraise contemporary clinical resources, integrate these resources with clinical expertise and apply to the development of clinical advice.
- Ability to analyse and interpret complex, sensitive and sometimes conflicting information to form a reasoned judgement.
- Resilience, flexibility, responsiveness, and ability to respond to changing demands and manage competing priorities
- Ability to effectively manage interpersonal relationships with respect and communicate with influence with internal and external stakeholders.
- Highly developed written and oral communication skills and demonstrated ability to communicate information coherently and concisely to various audiences in a professional and empathetic manner to quickly identify and address their needs and delivery quality outcomes.

Work Experience

The type and extent of previous work experience that is necessary to perform in the position

- Demonstrated experience as an aged care registered nurse, and a proven ability to lead, train and supervise staff.
- Significant relevant industry and positional experience working in Aged Care Assessment
- An understanding of clinical issues in community and residential aged care settings.

Qualifications, Clearances and Registrations

- Current professional registration as a registered nurse with the Australian Health Practitioner Regulation Agency (AHPRA)
- NDIS Worker Screening Check
- Driver's Licence

Extent of Authority

Authority to act within the scope of your position to perform the objectives and requirements of your position as identified within this Position Description and as directed by your Leader. The extent of the authority may alter from time-to-time at the direction of your Leader.

Prepared & Approved By: Andrea Morris, Sarah Easton and Hilary O'Connell

Approved by P & C: Lisa Karabin, P & C Manager 19/12/2024

Date Reviewed/Modified: 11/10/2024*All PDs should be sent to P&C for approval and uploading to sharepoint

Related Documents: **PD Work Instructions, Behaviours Guide**

HR Use Only

Risk Assessed Role (NDIS Worker Screening Check) No, not NDIS risk assessed role

Date the role was assessed: 17/12/2024

**Will depend on the role*