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| **Position Title** | Allied Health Assistant |
| **Position Number** | N574 |
| **Department** | Community Services |
| **Classification** | Commensurate with qualifications and experience |
| **Agreement** | Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026 |
| **Reports to:** | Direct: Allied Health Team Leader  Indirect: Allied Health Manager |

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| **POSITION DESCRIPTION** |  |

**Position Purpose:**

Work under the supervision and delegation of allied health professionals/nurse/medical officer. Support the delivery of high-quality consumer care. This care would include work for both allied health staff and work within the Women’s Sexual and Reproductive Health Hub. Allied Health work is provided across a range of settings including acute, residential and community.

**Department / Unit Specific Overview**

East Grampians Health Service aims to meet the needs of the community by offering a vast array of services based at the community health centre in Ararat. We also offer outreach services to Willaura, Lake Bolac and Elmhurst. Our services include dental, physiotherapy, exercise physiology, occupational therapy, podiatry, speech pathology, dietetics, diabetes education and social work. These services support other clinical areas including our acute and residential aged care patients. Our community health centre also hosts speciality clinics such as consulting suites for our visiting surgeons and maternal child and health.

**Our Values**

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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Integrity.jpg** | **Integrity** | We value integrity, honesty and respect in all relationships |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Community.jpg** | **Community** | We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Working_Together.jpg** | **Working Together** | We value equally all people who make a contribution to EGHS to achieve shared goals |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Learning_Culture.jpg** | **Learning Culture** | We strive to continually lead and develop through education, training, mentoring and by teaching others. |

**Organisational Context**

East Grampians Health Service (EGHS) is a rural health service located in Ararat and Willaura in Western Victoria. EGHS is an integral part of a thriving community and is committed to providing quality health and wellbeing services to people of all backgrounds.

Serving a diverse community, EGHS delivers an extensive range of acute, residential, home and community based services. We strive to continually improve our services to best meet the needs of our patients, consumers and the community.

**Our Vision**

East Grampians Health Service will improve the health, wellbeing and the quality of life for our community.

**Our Purpose**

To meet people’s health needs through leadership, strong partnerships and wise use of resources.

**Strategic Actions**

See [Strategic Plan 2023 – 2027](https://intranet.eghs.net.au/Files/Publications/EGHS%206pp%20DL%20Strategic%20Plan%20(2023-27).pdf).

**Organisational Responsibilities**

* Be aware of and work in accordance with EGHS policies and procedures, including:

[Victorian Public Sector - Code of Conduct](http://intranet.eghs.net.au/Files/Human%20Resources/Victorian%20Public%20Sector%20-%20Code%20of%20Conduct.pdf)

[Confidentiality, Security and Management of Information - SOPP 24.02](http://intranet.eghs.net.au/Files/Policies/CONFIDENTIALITY,%20SECURITY%20AND%20MANAGEMENT%20OF%20INFORMATION%20-%20SOPP%2024.02.pdf)

[Hand Hygiene - SOPP 70.18](http://intranet.eghs.net.au/Files/Policies/HAND%20HYGIENE%20-%20SOPP%2070.18.pdf)

[Occupational Health and Safety - SOPP 72.09](http://intranet.eghs.net.au/Files/Policies/OCCUPATIONAL%20HEALTH%20AND%20SAFETY%20-%20SOPP%2072.09.pdf)

[Person Centred Care - SOPP 60.20](http://intranet.eghs.net.au/Files/Policies/PERSON%20CENTRED%20CARE%20-%20SOPP%2060.20.pdf)

[Safety - SOPP 72.13](http://intranet.eghs.net.au/Files/Policies/SAFETY%20-%20SOPP%2072.13.pdf)

[Performance Development policy - SOPP 35.27](http://intranet.eghs.net.au/Files/Policies/PERFORMANCE%20DEVELOPMENT%20POLICY%20-%20SOPP%2035.27.pdf)

[Risk Management - SOPP 74.01](http://intranet.eghs.net.au/Files/Policies/RISK%20MANAGEMENT%20-%20SOPP%2074.01.pdf)

[Child Safe – SOPP 57.24](https://intranet.eghs.net.au/Files/Policies/CHILD%20SAFE%20-%20SOPP%2057.24.pdf#search=57%2E24)

* Be respectful of the needs of patients, consumers, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
* Be aware of the National Safety and Quality Health Service Standards and all other standards as it relates to your area of work and associated accreditation.
* Undertake other duties as directed that meet relevant standards and recognised practice.
* Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a national Police check. Also provide a National Disability Insurance Scheme (NDIS) worker check or the necessary details (if required).
* Identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients, consumers and visitors
* Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
* Participate in all mandatory education and orientation sessions as outlined by EGHS.

East Grampians Health Service is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.

**Responsibilities and Major Activities**

* Work flexibly across a broad range of therapeutic and program related activities
* Identify client circumstances that need additional input from the AHP/nurse/medical officer
* Prioritise work and accept responsibility for outcomes within the limit of their accountabilities
* Assist with the hire, maintenance and delivery of clean equipment
* Assist with assessing and accurately documenting service provision in the client’s medical records and communicate progress to relevant team members
* Undertake any other duties as indicated by management
* Work within the Women’s Sexual and Reproductive Health Hub

Delegated Patient care:

* Prepare patients/clients for treatment
* Assist in patient/client treatment, therapeutic activities, retraining programs according to the specific care plan that has been prescribed by an AHP, being aware of background diagnosis and precautions
* Assist with routine evaluations by AHP, collect outcome measures as required, and report any changes in client behaviour or performance
* Assist nurse/medical officer as directed
* Supervise activities and exercises of clients individually or in groups under supervision of the AHP
* Provide assistance in therapy where two or more people are required for safety; assist with patient/client positioning/manual handling
* Assist with the organisation of groups, prepare and co-facilitate group activities
* Document in patient/client medical records as appropriate to role

Clinical Support:

* Prepare treatment space/room for next patient/client
* Update and maintain resources
* Participate in quality activities, assist with the compilation and/or evaluation of data on projects and satisfaction surveys
* Joint home visits for patient/clients where assistance of a second staff member is required
* Assist with the cleaning of therapy aids and equipment; ensure all equipment is safe and functional
* Assist with the administration of equipment loan pool and other services as deemed necessary
* Deliver equipment and adjust in home according to specifications from AHP
* Assist in development of patient/client resources for community education

Occupational Therapy - Acute and community:

* Assist with OT program as directed by the supervising OT
* Implement self-care retraining programs as prescribed by the supervising OT
* Order/provide and demonstrate basic adaptive equipment

**Key Performance Indicators**

Key performance measures are how you will be measured as to meeting the responsibilities of the position listed above. These measures will be used as a part of the Personal Development Plan (PDP) to be commenced within the first six months of the appointment and then to be reviewed on an annual basis.

* Demonstrates practice within the Vision, Mission and Values of EGHS.
* Demonstrates leadership and application of knowledge to operate within the agreed budget for the Department and facility and the organisation’s Financial Management framework.
* Demonstrates understanding, application of knowledge and implementation of the organisation’s clinical governance framework to ensure the provision of high quality health care through continuous improvement.
* Demonstrates commitment to personal and professional development and participate as an active member of a team.
* Demonstrates knowledge and application of skills to ensure the organisation’s information management goals are met.
* Demonstrates knowledge and understanding of legislation and maintenance of a safe environment for employees, consumers and visitors

Key Selection Criteria

**Essential Criteria:**

* Certificate III or IV Allied Health Assistant or equivalent
* Experience working in a community setting as an AHA
* Sound knowledge and experience of assessment with clients/patients
* Demonstrate an understanding of the role of Allied Health in community and aged care settings
* An understanding of, and capacity to deliver a high standard of client centred care
* Well-developed communication and interpersonal skills
* Demonstrated commitment to holistic patient centred care
* Demonstrated ability to contribute and practice collaboratively as part of a multidisciplinary team
* Strong computer literacy skills

Must comply to having or completion of:

* National Police Check (renewed every 3 years)
* Working with Children Check (renewed every 5 years)
* NDIS Worker Screening Check (renewed every 5 years)
* Immunisation requirements (annually)

**Desirable Criteria**

* An active interest to develop AHA skills across various disciplines of Allied Health and within the context of the Women’s Sexual and Reproductive Health Hub.

**Acknowledgement**

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| Employee Name | |
| Employee Signature | Date |
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| Manager Name |  |
| Manager Signature | Date |
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| Developed Date (MM,YY) | June 2024 |
| Developed By Name: Caroline Hamilton | Developed by Title: Allied Health Team Leader |
| Date of next review (12 months) | June 2024 |