

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Allied Health Assistant
<b>Position Number:</b>	Generic
<b>Classification:</b>	Health Services Officer Level 5
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Hospitals North/North West – Launceston General Hospital
<b>Position Type:</b>	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
<b>Location:</b>	North
<b>Reports to:</b>	Relevant Allied Health Professional (AHP) Manager
<b>Effective Date:</b>	December 2020
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Desirable Requirements:</b>	Certificate IV in Health Service Assistance (Allied Health Assistance) or equivalent qualification  Tertiary student of a relevant and approved allied health course of study at a recognised tertiary institution
<b>Position Features:</b>	Ability to participate fully in the handling of patients

*NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.*

## Primary Purpose:

Assist with the daily functioning of Allied Health Professional (AHP) services.

Undertake tasks under direction of AHP's.

## Duties:

1. Assist AHP's with information gathering from a variety of sources including screening checklists and file notes.
2. Assist AHP's and other Allied Health Assistants with preparation for, and prescribed interventions, for patients, including transportation of patients to and from treatment areas.
3. Prepare, maintain and clean the therapeutic environment including but not limited to, construction, repair and delivery of therapeutic equipment/devices and loan stocks, ensuring optimal physical condition is maintained at all times, including reporting any change in condition or low stock levels to the delegating AHP.
4. Implement the prescribed interventions for patients, document and report patient progress and outcomes to the delegating AHP.
5. Provide clinical administration support as required and use computer based clinical applications.
6. Participate and contribute to unit based meetings, special projects, ongoing education, performance development assessments, and orientation of new assistant staff.
7. Maintain daily statistical records, and records of other audited tasks.
8. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

- Abide by the Allied Health Assistant Delegation Framework in making a responsible judgement regarding when a task is beyond capacity or skill/knowledge level and discussing this with delegating AHP
- Responsible for patient safety at all times during intervention including recognition of changes in patient's condition and reporting those observations to the AHP.
- Work in an efficient, effective and safe manner across all delegated work areas including clinics, wards, community or home environment.
- Day to day delegation with respect to clinical duties from relevant AHP with coordination of duties from relevant AHP Manager.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Ability to demonstrate appropriate skills and competencies for an allied health assistant within a hospital or community health setting.
2. Ability to exercise responsible judgement, flexibility and adhere to safe working practices and follow policies and procedures.
3. Demonstrated interpersonal and communication skills (verbal and written) and the ability to establish rapport with a wide range of people, including team members and patients
4. Demonstrated information technology literacy including the ability to use office equipment and software such as word processing and database applications, or the ability to acquire same.
5. Good time management skills and the ability to organise daily workload.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).