

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	ACAT Assessor - Allied Health
<b>Position Number:</b>	Generic
<b>Classification:</b>	Allied Health Professional Level 3
<b>Award/Agreement:</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Group/Section:</b>	Hospitals South, Hospitals North and Hospitals North West Primary Health Services – Assessment and Case Management
<b>Position Type:</b>	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
<b>Location:</b>	South, North, North West
<b>Reports to:</b>	Relevant Manager
<b>Effective Date:</b>	October 2019
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment and Recurrent
<b>Essential Requirements:</b>	<p>Satisfactory completion of an approved allied health professional tertiary qualification/program of study and registered with the relevant National Board or, in the case of self-regulated allied health professions, full membership/eligible for membership with the relevant professional association.</p> <p>Current Driver's Licence</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
<b>Desirable Requirements:</b>	Holds or is working towards a qualification in the human services area which includes units of case management/case work practice

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:

Within a primary health care framework assess the needs of older persons and appropriate younger people with disabilities and their carers, within the region. Facilitate access to appropriate community and residential services, through a multi-disciplinary team approach.

## Duties:

1. Act as a consultant providing discipline specific input to Aged Care Assessment Team (ACAT).
2. Conduct a comprehensive assessment of the restorative, physical, medical, psychological, cultural and social needs of people referred to ACAT, which includes liaising and consulting with other ACAT members, medical personnel, carers and appropriate service providers to identify appropriate care options for clients.
3. Work autonomously and in collaboration with all members of the health care team as appropriate, undertaking a coordination role during the assessment process.
4. Provide needs based information, support and advocacy to clients and carers throughout the assessment, referring to appropriate personnel as necessary. Ensure that clients understand and are able to exercise their rights, including confidentiality and privacy.
5. If occupying a delegated position, act appropriately as delegate to the Secretary of the Department of Health and Ageing, determining eligibility for Australian Government subsidised Aged Care Services, including residential aged care, and packaged services. Undertake delegation training as required.
6. Participate in Aged Care Assessment Program data collection processes, for evaluation and research purposes.
7. Promote ACAT services and provide community awareness of ACAT's role and function and how they can assist the target group.
8. Participate in the development and review of quality improvement, injury prevention and management, performance review and development activities, and contribute to the formulation and evaluation of statewide Aged Care Assessment Program policies.
9. Identify and participate in staff training and development activities, including all relevant ACAT training modules, providing education and support to students attached to the Aged Care Assessment Team.
10. Undertake the Duty Officer role, by screening incoming referrals and determining their appropriateness for ACAT.
11. 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, safeguarding practices for vulnerable people, and related training.
12. 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:

The ACAT Assessor - Allied Health works under the limited direction of the relevant Manager and is responsible for:

- Working in accordance with Agency policies and legal requirements, practicing as a member of a multi-disciplinary team.
- Being able to access professional support from experienced ACAT staff.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- 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
  - e. serious traffic offences
2. Identification check
3. Disciplinary action in previous employment check.

\*As required by the *Aged Care Act 1997*, occupants of this role are required to undertake a conviction check assessment every three years.

## Selection Criteria:

1. Proven competence in a relevant professional field and a commitment to and understanding of the principles of Primary Health Care, with the ability to incorporate these principles into practice.
2. Ability to function instructively as a member of an interdisciplinary team with the capacity to act in a leadership role, set realistic goals, evaluate work performance and provide own self care.
3. Expertise, formal training and/or experience in assessment and management of clients with dementia, with the ability to develop, implement and evaluate comprehensive care plans.

4. Well-developed written and verbal communication skills, together with the capacity to liaise effectively with individuals and agencies in the provision of ACAT services, and knowledge of the availability of services for elderly persons and/or younger disabled.
5. Knowledge of ethico-legal boundaries and injury prevention and management requirements related to practice within ACAT.
6. Knowledge of the principles of quality improvement and their practical application in the provision of Aged Care Assessment Team services.
7. Demonstrated Information Technology (IT) competence, including data entry, and keyboarding, or a willingness to undergo training to obtain these skills.

## 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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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](#).