



ROLE DESCRIPTION

Role Title:	Regional Allied Health Assistant (Casual)
Classification Code:	AHA-2
LHN:	Flinders and Upper North Local Health Network (FUNLHN)
Location:	
Division:	Community and Allied Health
Department/Section / Unit/ Ward:	Clinical Services Team
Role reports to:	Regional Clinical Services Team Leader
Role Created/ Reviewed Date:	Reviewed 11/2022
Criminal History Clearance Requirements:	<input checked="" type="checkbox"/> Working With Children Check (WWCC) (DHS) <input checked="" type="checkbox"/> NDIS (NDIS) Worker Screening Check (DHS) <input checked="" type="checkbox"/> Unsupervised contact with vulnerable groups (NPC)
Immunisation Risk Category	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:
> Provide assistance and support to the Clinical Services Team in the delivery of allied health services to patients/clients in FUN LHN, under the supervision of an allied health professional.

Direct Reports:
> Nil

Key Relationships/ Interactions:
<u>Internal</u> > Interact with the Allied Health Team in the course of performing the duties of the AHA role.
<u>External</u> > Work with patients/carers/families as may be required by the role under the direction of the supervising AHP.

Challenges associated with Role:
Major challenges currently associated with the role include: > Managing a busy workload and competing demands requiring the ability to organise and prioritise workload and time. > Ability to assist with diverse activities and key accountabilities requiring the ability to work as a member of a team across a number of allied health professionals. > Working around patients/carers/families who may display aggressive, distressed or unpredictable behaviour. > Maintaining professional boundaries when responding appropriately to client and family/carer expectations.

Delegations:
> Nil

Resilience:
SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development
The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:
Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to: <ul style="list-style-type: none"> > Work Health and Safety (WHS). > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation). > Keeping Them Safe Legislation (inclusive of Mandatory Notifier). > Disability Discrimination. > Code of Fair Information Practice. > Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual. > Relevant Australian Standards. > Duty to maintain confidentiality. > Smoke Free Workplace. > To value and respect the needs and contributions of SA Health Aboriginal staff and clients; and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery. > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate. <p>The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.</p>

Handling of Official Information:
By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.
SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.
SA Health employees will not misuse information gained in their official capacity.
SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Cultural Statement:

FUNLHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. FUNLHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture

Special Conditions:

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory National Police Certificate (NPC).
- > Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.
- > Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of unsupervised contact with vulnerable groups.
- > Prescribed positions under the Disability Services Act 1993 must obtain a satisfactory Disability Services Employment Screening through the Department of Human Services (DHS) Screening Unit
- > Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Working Screening Check through the Department of Human Services (DHS) Screening Unit.
- > NPCs, DHS Disability Services Employment Screenings and National Disability Insurance Screenings must be renewed every 3 years thereafter from date of issue.
- > WWCCs must be renewed every 5 years thereafter from date of issue.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Assistance with patient care activities under direct supervision of AHP staff	<p>Duties pertaining to an AHA-2 are required to be clearly and specifically directed by the supervising AHP, and operation against clearly demarcated work instructions is required</p> <p>Duties may include, but not necessarily be limited to (depending on service requirements and or AHP supervision format):</p> <ul style="list-style-type: none"> > Monitoring patient response to therapies and reporting to the supervising AHP > Assisting patient transport to/from AHP therapy/intervention > Assisting patient preparation for therapy and at the conclusion of therapy > Assisting patient in personal care needs to maintain privacy, cleanliness and dignity before, during and after therapy interventions > Assisting with patient movement and/or physical tasks as part of a directed therapy intervention > Providing chaperone for therapy interventions where a patient requests stand-by chaperone and is agreeable to the AHA acting in that role. > Apply screening assessments, treatments and use standardised assessment tools to initiate changes to treatments under the direction of AHP staff > Provide basic education to patients/groups of patients as directed by AHP staff on discreet topics
Administrative tasks associated with AHP clinical work	<ul style="list-style-type: none"> > Accurately maintain therapy related databases and patient documentation under the explicit direction of the supervising AHP > Administrative tasks directly related to a patient intervention or episode of care (as distinct from administration specific roles)
Compliance with workplace Health and Safety requirements	<ul style="list-style-type: none"> > Participating and engaging in workplace health and safety procedures > Adhere to relevant WHS requirements including infection control and hand hygiene, reporting of incidents and near misses, safe operation of workplace equipment and manual handling, and maintenance of patient/client confidentiality > Assist in manufacturing, repairing and maintaining clinical and patient equipment and associated records
Lead group interventions	<ul style="list-style-type: none"> > Under instruction from AHP therapist, lead group- based therapy for relevant patients

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS (Those characteristics considered absolutely necessary)

Educational/Vocational Qualifications

- > Hold or be working towards Certificate 3 in Allied Health Assistance, or equivalent

Personal Abilities/Aptitudes/Skills:

- > Demonstrated aptitude for work in a healthcare environment
- > Ability to work under close supervision and direction from Allied Health Professionals
- > Ability to attend to routine work on a daily basis
- > Ability to use documented resources such as policies and procedures and work instructions to enable safe work practices
- > Sound communication and interpersonal skills – able to demonstrate the ability to work with people from a variety of cultural and linguistically diverse backgrounds
- > Ability to work in a physically demanding environment to assist patient therapy and / or handling of patient related equipment and devices
- > Capacity to work flexibly across a range of therapeutic and program related activities

Experience

- > Experience working in a service environment

Knowledge

- > Knowledge of the role of Allied Health Assistants in the FUNLHN Local Health Network Inc. workplace
- > Knowledge of working within boundaries of patient confidentiality and ethical practice

DESIRABLE CHARACTERISTICS (To distinguish between applicants who have met all essential requirements)

Educational/Vocational Qualifications

- > Other relevant community, lifestyle, health certificate level training

Personal Abilities/Aptitudes/Skills:

- > Willingness to learn new skills and develop areas of practice under the guidance of supervising AHP and staff

Experience

- > Experience in an Allied Health Assistant role
- > Experience working in a health-care setting
- > Experience in manual handling for patients and/or patient related equipment and devices

Knowledge

- > Working knowledge of Work health and Safety practices
- > Knowledge of sound manual handling principles and techniques

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and Far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

Community & Allied Health Division, Flinders and Upper North Region Local Health Network.

The role of the AHA is to provide assistance and support to the Allied Health Team in the delivery of allied health services to patients/clients of the Flinders and Upper North Region, under the supervision of an allied health professional.

Partnering with Consumers

The Flinders and Upper North Local Health Network is committed to involving consumers, communities and carers in the planning, design and evaluation of our health services. We do this through (but not limited to) Flinders and Upper North Local Health Network Board Consumer and Community Engagement Committee, Health Advisory Councils, Community Network Register and with consumer representation on operational committees. Furthermore, advocacy and advice is sought as appropriate from specialist support group Experts by Experience and representatives for mental health, aged care, child and youth care, disability and other groups.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document

Name:

Signature:

Date: