



Health
Riverland Mallee Coorong
Local Health Network

Selection Panel Report

Following approval by the delegate this document must be uploaded to the relevant requisition in eRecruitment (PageUp)

TO: TANIA VANDERPEER, A/E EXECUTIVE DIRECTOR COMMUNITY & ALLIED HEALTH

Agency Details

Branch:	Country Health Connect Riverland Mallee Coorong		
Position Title:	Casual Allied Health Assistant	Classification:	AHA-3
E-Recruitment Req Number:	862723	Position Number:	862723

Broad Summary of the Position

Provide assistance and support to the Allied Health team in the delivery of allied health services to patients/clients of the Riverland and Mallee Coorong area, under the supervision of an allied health professional.

Duties pertaining to an AHA-3 are required to be clearly and specifically directed by the supervision AHP, and operation against clearly demarcated work instructions is required.

Duties may include, but not necessarily limited to (depending on service requirements and/or AHP supervision format):

- 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 the 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

Provided basic education to patients/groups of patients as directed by AHP staff on discreet topics.

Advertising Details

Position was advertised as:

<input type="checkbox"/> Ongoing / Permanent			
<input type="checkbox"/> Temporary Contract	Up to: X Months	OR	End date:
<input type="checkbox"/> Temporary Contract (<i>Up to 12 months for Weekly Paid</i>)	Up to: X Months	OR	End date:
<input type="checkbox"/> Health Care Act 1-5 year contract (Project/Externally Funded)	Up to: X Years	OR	End date:
<input type="checkbox"/> Health Care Act – Temporary	Up to: X Years	OR	End date:
<input checked="" type="checkbox"/> Casual	Hours per Week: to be determined.		

Advertising Media:

<input type="checkbox"/> Expression of Interest (Internal)	Date Advertised: <input style="width: 100px;" type="text"/>
<input type="checkbox"/> Expression of Interest (Whole of Govt)	Date Advertised: <input style="width: 100px;" type="text"/>

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<input checked="" type="checkbox"/> Notice of Vacancies	Vacancy Number: 862723	Date Advertised: 28/03/2024
<input checked="" type="checkbox"/> External Media (specify):	iWorkforSA website, SA Health careers, and SA Health Intranet – open to everyone	Date Advertised: 28/03/2024
<input type="checkbox"/> Other (specify):		Date Advertised:

Closing Date of Applications:

31/12/2024

Applicant Details

The advertisement attracted (**insert number**) number applicants. Please refer to the attached Applicant Listing for a complete list of applicant details.

A letter acknowledging receipt of applications was sent to all applicants on:

At time of submission.

Panel Composition

Consistent with Regional LHNs commitment to Reconciliation, Aboriginal representation is required on the selection panel in the following circumstances (please indicate which criteria in this instance):

- An applicant identifies as Aboriginal (this may require adjustment to the selection panel after reviewing the applications and prior to shortlisting), or
- The position specifically requires an Aboriginal person; or
- The position is a senior management position (ASO7 or RN5 and above); or
- The position provides services for Aboriginal people.

Have you considered a consumer for your panel? The inclusion of a consumer on the interview panel promotes the co-design of healthcare in RMCLHN.

The selection panel comprised of:

Chairperson: Khaleisha Barnett – AHP2 Occupational Therapist

Panellist: Anabelle Stephenson – AHP1 Social Worker

Panellist: Tracey Walding – Allied Health Assistant

The Selection Process

Shortlisting

Each Panel member received a copy of the applications and employee declarations from e recruitment to consider and examine on an individual basis the relative merit in accordance with the requirements of the role.

Following this assessment and discussion, the panel completed the shortlist on (27/06/24), and agreed that the following applicants would be short listed for interview.

Shortlisted applicants:

1. Michelle Loechel
2. Toral Mehta
3. Mackenna Knight

Selection Methods/Techniques

The panel agreed on the following selection technique(s) to assess the individual merits of those shortlisted applicants:

- Written applications
- Interviews

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- Presentations / exercises / demonstrations / role plays
- Skills / Aptitude tests / Assessment Centre
- Other testing (*provide brief summary:*)
- Reference / Referee checking
- Other

Interviews

Interviews were arranged for Monday the 8th and Friday the 12th of July. Applicants were advised in writing of the times, date, venue and panel membership.

Question Design

The panel discussed and designed interview questions, which directly related to the person specification and to ensure all members were conversant with the selection process and the merit principle. In particular the panel agreed that the priority factors to investigate further at interview were:

1. Why the applicant applied for the position and what skills and knowledge they bring to the role.
2. Work Health and safety, and respectful behaviour in the workplace
3. Aboriginal Health
4. Practice in a clinical situation
5. Practice in a clinical situation
6. Prioritising and managing workload

Referee Reports

The panel agreed to seek **2 referee** referee reports on applicants. Referee questions were designed following the interview process to seek further information on the applicants. Referee reports completed on **(6/08/24)**.

Decision Process

The panel met after the interviews, and the decision process involved panel members systematically evaluating and discussing all information gathered on each applicant.

The decision was unanimous and a summary of the relative merit of the applicants for the position is detailed below.

Assessment of Interviewees

The following assessments were made:

TORAL MEHTA – RECOMMENDED AND 1st PREFERRED

Application:

Toral's application discussed her current role working as an Allied Health Assistant in a private practice and supporting residents in nursing homes within a part time capacity. She mentioned her eagerness to continue working as an Allied Health Assistant in a larger capacity. Toral highlighted her key skills being able to conduct both group and individual therapy plans, working across various sites and managing challenging situations.

Interview:

Toral participated in an interview over Microsoft TEAMS and was provided with 15 minutes of reading time to prepare for the interview questions. At the beginning of the interview Toral expressed her preference for working at the Murray Bridge site if successful. Toral explained how her passion for working as an Allied Health Assistant was a motivator for her own health and wellbeing and that she loved the personal satisfaction of helping clients achieve good outcomes. When prompted Toral explained that she was experienced in providing 1:1 and group therapy and was able to effectively prioritise her work demands.

In order to promote and model respectful behaviour Toral mentioned that respecting the people within the team and larger business makes for a more positive work environment and one, consumers can have confidence in. Toral did not address a time where she was involved in a conflict scenario and did not refer to a respectful behaviour policy. However, the panel acknowledge that this may not be something she is aware of given her work

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in the private industry. Showing respect, appreciating their culture, and treating all people equally is how Toral described she would remain culturally safe. Toral's approach to a busy day at work with competing demands was well thought out and level-headed. Toral identified priorities in her day and discussed that she would bring up concerns with her supervisor and provide suggestions to how she may approach them ie: delegate to another AHA, reschedule an appointment or link into a meeting online/via phone call.

Throughout the clinical questions Toral prioritised the safety of the clients. When uncertain of program instructions Toral explained how she would start with the basic exercises and contact the therapist about the program and what she was uncertain of. Toral demonstrated great care and logic if a client was to present with discomfort explaining she would investigate the type of discomfort with the client through conversation and call for help if required, ensuring she would stay with the client providing reassurance until handover to medical professional was completed. When presented with a scenario where a client was not answering the door, Toral discussed that she would knock on the door, check around the property in case they may be outside, contact her supervisor to see whether the client had contacted them and to get the supervisor to contact the clients next of kin.

References:

Toral's referee's all agreed that Toral works well in a team environment, offering support going out of her way to introduce herself to others. Strengths identified by Toral's referees were her communication skills with clients and coworkers, detailed handover and notes of clients and ability to follow through on her tasks. All referees were unable to identify a weakness of Toral and recommended Toral as someone they would employ if given the opportunity. Toral's referees were both physiotherapists who she worked under as an allied health assistant.

MICHELLE LOECHEL – RECOMMENDED AND 2nd PREFERRED

Application:

Michelle has a background in remedial massage and conveyancing however discussed her newfound interest in rehabilitation and helping others following a severe car accident and having to experience a rehabilitation journey of her own. Michelle's application highlighted some of her key skills as; being a fast learner, team player, strong initiative, great written and verbal communication skills and attention to detail. Despite not holding a current certificate 4 in Allied Health Assistance Michelle's knowledge of the human body from her studies completing a Diploma of remedial massage and willingness to participate in further study were deemed equivalent to the educational qualifications required.

Interview:

Michelle participated in an interview over Microsoft TEAMS and was provided with 15 minutes of reading time to prepare for the interview questions. At the beginning of the interview Toral expressed her preference for working at the Murray Bridge site if successful. Michelle provided a great response to why she had applied for the position and how her own experience through injury and the rehabilitation process inspired her to change careers and work in a meaningful field where she can support others. Michelle believes that along with her compassionate and understanding nature her own lived experience can provide great skills in supporting clients with their health.

When asked how Michelle may promote and model respectful behaviour in the workplace, Michelle clearly explained the importance of communication in the workplace and how using good clear communication can prevent larger conflicts arising. Michelle did not discuss how she would model respectful behaviour or discuss a respectful behaviour policy however was able to provide an example of working through a conflict with prompting, stating that she put her own ideas to the side, sat down with the colleague, discussed the issue and talked through to find a solution. Michelle considered possible ways to provide a culturally safe environment to Aboriginal community members including understanding their situation and they will have been subject to judgment, prejudice and challenges every day that she has not. Michelle's response to the prioritisation question was brief, though she highlighted that she would make the client appointment and meeting a priority she did not provide any suggestions on how she may problem solve any issues in her competing timetable.

Michelle addressed clinical questions with appropriate reasoning and logic. Michelle explained that when posed with uncertainty about implementing a program with a client that she would review the exercises, discuss with the therapist any concerns/uncertainty she may have, practice the exercises herself and seek support from someone else if the therapist was not available. For clients who were experiencing discomfort in a program Michelle stated that she would not push clients, reassure them that it is okay and see how the movement may be adapted. We encourage Michelle to consider discussing any adaptations with a supervisor before altering any client programs and wish for her to consider other steps she may take if the client discomfort escalated. Despite being uncertain of appropriate steps to take, Michelle demonstrated great awareness that if a client was not home at the time of an appointment she would contact her supervisor for next steps and suggested a welfare check for the client.

References:

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Michelle's referees highlighted what a valued team member she was within the workplace. They described her as being friendly, approachable and always offering to help out wherever needed. A key strength of Michelle's highlighted in all of her referee feedback was her ability to build and make connections with clients. Other strengths were her high attention to detail, performs tasks in a timely manner as well as being a flexible, reliable and a quick learner. When asked what Michelle's weaknesses may be, referees described that she can often undervalue herself and skills and can sometimes get side tracked at times. All referees reported that they would hire Michelle again if given the opportunity and that she is a great asset in the workplace.

Mackenna Knight – 3rd RECOMMENDED

Application:

Mackenna's written application highlighted her recent study in completing a Certificate IV in Allied Health Assistance. Mackenna discussed her skills and knowledge she gained through her study including experience across different healthcare settings and working in a multidisciplinary team, implementing exercise programs and completing documentation.

Interview:

Mackenna engaging in an interview over Microsoft TEAMS and was provided with 15 minutes of reading time to prepare for the interview questions. At the beginning of the interview Mackenna expressed her preference for working at the Riverland site if successful. She discussed how completing her certificate IV in Allied Health Assistance made her realise how much she enjoys supporting others with their health and that she is very excited about looking at using the skills she attained during her study. When prompted Mackenna was able to identify key skills she attained during her study including conducting exercise programs with clients in both a 1:1 and group environment, completing paper work, manual handling and supporting hydrotherapy classes.

Mackenna reported that she found professionalism, politeness and treating others with respect as necessary to promote and model respectful behaviour in the workplace. Mackenna explained that when a client had a conflict to the therapy that was recommended by a therapist, she was able to listen to the client and their concerns, discuss with the therapist and come to an appropriate conclusion that both parties were agreeable to. If Mackenna was to work with an aboriginal client she discussed that she would be mindful of their culture, keep an open mind, complete extra training or learning on their culture and ask how she may be able to make them more comfortable. Mackenna demonstrated sound time management and prioritisation skills when posed with a busy schedule. Whilst she answered well, we encourage Mackenna to look at other ways she may manage a conflicting schedule such as discussing with her supervisor and using creative problem-solving skills.

Within the clinical questions Mackenna demonstrated sound problem-solving skills and reasoning. If visiting an elderly client in the community who did not appear to be home Mackenna reported that she would double check the client wasn't home and get in contact with her supervisor for next steps and client information. If uncertain of implementing an exercise program Mackenna discussed that she would seek further clarification from the therapist regarding the program and asks lots of questions. When working with a patient who began to experience discomfort when completing an exercise program Mackenna explained that she would ask a clarifying question to the patient about their discomfort, move on from the exercise, cease the session if necessary and document.

References:

The interview panel had difficulty getting responses from Mackenna's listed referees however did collect feedback from one referee. Mackenna was described as a great team player who works well with others in high pressure environments in an efficient manner. Strengths identified by Mackenna's referee were her ability to follow systems, her professionalism and ability to manage conflict and difficulty situations. Mackenna's talkative nature can be a weakness however she is easily redirected when distracted.

Screening Requirements

- Recommended applicant has the required Criminal and Relevant History Screening check/s in accordance with the [SA Health and Regional LHN Criminal and Relevant History Screening requirements](#)
NB Criminal and Relevant History Screening check/s must be received and assessed prior to an offer of employment being made.
- Recommended applicant has been checked against the [Aged Care Code of Conduct Banning Order Register](#)
NB The Aged Care Code of Conduct Banning Order Register must be reviewed prior to an offer of employment being made.

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Recommended applicant has been checked against the [NDIS Provider Register Part 2\(a\) – Banning Orders](#)

NB The NDIS Provider Register – Banning Order must be reviewed prior to an offer of employment being made.

- Recommended applicant(s) is/are eligible to apply for the position, and original evidence of essential qualifications/licences/registration has been sighted (if applicable)
- Determined the commencing increment level for recommended applicant (information is to be included on the Contract Request Form)
- Relevant AHP & Doctor positions have gone through the appropriate credentialling process (Credentialling evidence to be attached to the Contract Request Form)
- HCW Pre Employment Health Assessment & any other follow up immunisations completed (*relevant employees only, please refer to the Health Assessment Form.*)

- For the purposes of the SA Health Immunisation for Health Care Workers in SA Policy Directive, this position has been identified as a **Category A / Category B / Category C** position. Recommended applicant(s) have completed the requisite immunisation requirements ([Regional LHN Certificate of Compliance form](#)) to be eligible for appointment to this position.
- In accordance with [Directions of the Premier – Recruitment](#), the recommended applicant(s) for this position have all submitted pre-employment declarations which have been carefully reviewed and appropriate referee checks have been undertaken for each recommended applicant.

Recommendation

It is therefore recommended that Toral Mehta be nominated for appointment of a casual position basis for the position of Allied Health Assistant at the Murray Bridge location.

If the preferred applicant does not accept the position the panel recommends that Michelle Loechel be offered the position. Applicant Mackenna Knight also scored a preferred applicant, it is encouraged that she also be considered for any Allied Health Assistant positions at the Berri Location.

If you concur please approve by signing as delegate below.

Panel members:

Khaleisha Barnett
CHAIRPERSON

Tracey Walding
PANELLIST

Anabelle Stephenson
PANELLIST

Delegated Approval

I acknowledge that the position I currently occupy has the delegated authority to approve this document as per [RMCLHN HR Delegations and Authorisations](#)

APPROVED / NOT APPROVED [Please note the panel chair cannot approve the panel report, it must be referred to senior management] PLEASE DELETE FROM FINAL VERSION

Name	Christene Eleftheriadis		
Position title	Senior Manager of Social Work	Delegation level	AHP4
Signature	<i>Chrissy Eleftheriadis</i>	Date	14/8/2024

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Note: The recommendation must be on the same page as the panellists' and delegate's signatures. Ensure all documents relating to the selection process are included in the Schedule.