



(LHN)
JOB AND PERSON SPECIFICATION
(NON-MANAGERIAL)

Role Title:	Allied Health Assistant
Classification Code:	OPS2
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local health Network (CALHN)
Hospital/ Service/ Cluster	Central Adelaide Rehabilitation Service (CARS)
Division:	Allied Health/ Complex Medicine
Department/Section / Unit/ Ward:	Day Rehabilitation Service (DRS) / Rehabilitation in the Home (RITH)
Role reports to:	Program Manager DRS/ Program Manager RITH
Role Created/ Reviewed Date:	December 2016
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

JOB SPECIFICATION

Preamble:

This role assists with the delivery of a high quality ambulatory rehabilitation service for CALHN serviced by the Royal Adelaide Hospital, Queen Elizabeth Hospital, Hampstead Rehabilitation Centre consistent with the Transforming Health plan.

The OPS 2 Allied Health Assistant (AHA) provides rehabilitation services, under supervision as a member of the multi-/ inter- disciplinary ambulatory rehabilitation team. In this role the AHA works in collaboration with other members of the team to effectively provide therapeutic interventions based on client goals as well as provide services which support early supported discharge and hospital avoidance strategies within CALHN. This role promotes client centred practice within the ambulatory services and incorporates evidence based service delivery into daily practice. This position delivers services to a complex client group, under supervision, including individuals with a diagnosis of stroke, amputation, orthopaedic condition or surgery, brain or spinal cord injury or other conditions resulting in functional decline.

As well as providing rehabilitation services to clients, the AHA is expected to carry out other tasks as directed by the rehabilitation team and manager which support the team to deliver rehabilitation services which may include but are not limited to administrative duties, equipment ordering, management and cleaning and procurement processes.

Summary of the broad purpose of the position in relation to the organisation's goals:

The Allied Health Assistant participates as a member of the Ambulatory Rehabilitation team assisting with patient care and delivery of rehabilitation, as directed by the relevant allied health professionals, to patients receiving supported early discharge and home rehabilitation within the Central metropolitan area. Tasks may include installing prescribed equipment, assistance with self-care tasks and carrying out specified components of rehabilitation programs such as exercise, mobility activities or therapeutic groups. The AHA may also ensure cleanliness and proper functioning of the therapy areas, and undertakes administrative support as required. The position is classified at the operational services level 2 by virtue of the requirement to work under general

direction only and undertake a range of health related activities which require the practical application of learned health provision skills in field and rehabilitation care.

Key Relationships/ Interactions:

Internal

- Supervised by the relevant Senior Allied Health clinician
- Reports to manager RITH/DRS
- Works collaboratively with staff and all members of the rehabilitation and broader health care team, including General Practitioners and relevant community care providers
- May be required to supervise students in the provision of clinical care to clients in Ambulatory Rehabilitation.
- Contributes to the day to day operations of the unit.

External

- Patients and their carers attending ambulatory rehabilitation;
- Relevant government and non-government organisations as required to meet the needs of the client group.

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:

- Work Health and Safety Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements.
- Return to Work Act 2014 (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia 2014.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'.
- 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.

Special Conditions. (such as non-metropolitan location, travel requirements, etc)

- 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 Background Screening and National Criminal History Clearance.
- Prescribed Positions under the Children's Protection Act (1993) must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the Children's Protection Act 1993 (Cth) or 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth).
- 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.
- Participation in rehabilitation clinical rotation roster across CALHN sites may be required.
- Flexible working hours can be negotiated dependent on service requirements and some out of hours work may be required.
- May be required to work on weekends as part of a 7 day roster.
- Must have current South Australian driver's license and willingness to drive a government plated vehicle when employed in a community setting.
- Will be required to work off site, travel between locations and work within the client's own environment within the metropolitan region.
- Support values consistent with the aims of SA Health and the LHN, including honesty, respect and integrity.
- May be required to undertake a health assessment prior to commencement.

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.

STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES (group in to major areas of responsibility / activity and list in descending order of importance).

Under the direction and supervision of the Senior Allied Health Professional, provide support to clinicians in the provision of therapy services by:

- Assisting with the preparation of the patient for treatment, including manual handling, transferring, dressing, undressing, donning/doffing splints

- Assisting with supervision of groups of patients within specified exercise programs
- Providing independence training for Activities of Daily Living (ADLs), personal care, transferring and limb management including education on donning/doffing splints and one-handed techniques.
- Teaching patients to use different aids e.g. walking frames, walking sticks, four wheeled walkers and pick up sticks
- Implementing therapy programme, providing education and advice to ensure the programme is completed appropriately and adapting programmes to individual needs
- Providing direct hands on assistance to the Allied Health Therapist in the provision of therapy when patient requires two people to transfer
- Providing education and training of independent living skills
- Conducting group therapy sessions
- Conducting community visits with patients as part of a therapy programme
- Issuing prescribed equipment and instructing on use
- Attending to the general maintenance and cleanliness of equipment, accessories and other therapeutic equipment provided to the patient
- Reporting to relevant clinicians with accurate observation of patient performance
- Observing all occupational health, safety and emergency procedures including following given safety protocols and alerting the appropriate staff in case of emergencies
- Preparing resources / materials for therapy interventions
- Assisting with administrative and clerical tasks as required
- Participating in relevant meetings and in-service / training as directed
- Perform any other duties required by supervisors to facilitate patient treatment.
- Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Conduct and departmental human resource policies, including the OHS&W requirements
- Recognise the hospital's ongoing commitment to Industrial Democracy, Equal Employment Opportunity and Quality Activity through personal professional accountability for standards of work and clinical care.
- Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including WHS requirements.
- Commitment to achieving and complying with National Safety & Quality Health Service Standards.

Acknowledged by Occupant: _____ Date: ____/____/____

PERSON SPECIFICATION

1. ESSENTIAL MINIMUM REQUIREMENTS (those characteristics considered absolutely necessary)

Educational/Vocational Qualifications

Personal Abilities/Aptitudes/Skills

- Ability to work co-operatively within an interdisciplinary team setting including recognising skill limits in terms of therapy and medical intervention, and carry out tasks for therapy sessions as designated by therapists
 - Ability to communicate effectively and sensitively with clients and staff, and respect clients' values and opinions including maintaining confidentiality and privacy.
 - Ability to observe and report on patient behaviour and progress in therapy sessions to the supervising therapist.
 - Ability to work under specific direction but without direct supervision, to be able to work flexibly and complete required daily tasks.
 - Ability to use a computer for word processing, e-mail, electronic patient record and data entry functions.
 - A level of fitness commensurate with the duties, particularly with regard to manual handling capacity.
 - Current SA driver's license.
 - Proven commitment to the principles and practise of: EEO, Ethical Conduct, diversity and OHS&W; Quality management and client oriented service; Risk management."
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Experience

- Previous experience with patient care or experience in working with people with varying degrees of disability and/or backgrounds.
 - Previous relevant experience providing exercise opportunities for older and frail persons
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Knowledge

- Understanding of Occupational Health, Safety & Welfare principles and procedures
- Understanding of Quality Management principles and procedures
- Understanding of equal employment, quality assurance, industrial democracy and OH&S principles and capacity to implement them.
- Knowledge of manual handling procedures.
- Basic knowledge of a variety of medical and surgical conditions requiring rehabilitation, including their presentation, common therapy treatment approaches and related issues.

2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

Personal Abilities/Aptitudes/Skills

- Ability to enter data into various computer programs
 - Demonstrated effective problem solving skills.
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Experience

- Proven experience in basic computing skills, including email and word processing
 - Experience of working within an interdisciplinary team.
 - Previous work with adult clients in a health care setting.
 - Previous work experience as an allied health assistant.
 - Experience in manual handling of patients.
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Knowledge

- Advanced knowledge of therapy treatment techniques in all aspects of rehabilitation and in particular intervention for self care and mobility.
 - Knowledge of medical and allied health terminology
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Educational/Vocational Qualifications (considered useful in carrying out the responsibilities of the position)

- Completed or undertaking Certificate III or IV Allied Health Assistant qualifications or other relevant qualification, such as an Enrolled Nurse.
 - Paramedical Aide qualification
 - Completed First Aid Course
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Other details

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, socio economic, 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 Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

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.

Central Adelaide Local Health Network

Central Adelaide LHN is responsible for promoting and improving the health of central metropolitan Adelaide and the broader community by providing integrated health care and hospital services.

Central Adelaide LHN brings together the hospitals of (Royal Adelaide Hospital [RAH] as a major tertiary facility, The Queen Elizabeth Hospital [TQEH] as a general hospital, and our rehabilitation hospitals Hampstead Rehabilitation Centre [HRC] and St Margaret's Rehabilitation Hospital [SMRH]), and a significant number of mental health and primary health care services. Central Adelaide LHN also governs a number of statewide services including SA Dental Service, SA Prison Health Service, BreastScreen SA and DonateLife SA, and has financial administrative responsibility for Statewide Clinical Support Services incorporating SA Pathology, SA Medical Imaging and SA Pharmacy.

Central Adelaide Rehabilitation Service

Ambulatory Services in Central Adelaide Local Health Network sit under the Central Adelaide Rehabilitation Service (CARS) which is made up of acute and subacute inpatient services, early supported discharge homes based rehabilitation (Rehabilitation in the Home) and centre based rehabilitation (Day Rehabilitation Services).

Ambulatory Rehabilitation Services allow people to receive rehabilitation services in the community. Ambulatory rehabilitation services treat people with a range of conditions, some highly complex (e.g. hip fracture, amputation, acquired brain injury, spinal cord injury, stroke, multiple sclerosis, cancer, frailty, Hospital acquired Disability) to maximise recovery after a recent health event or injury and promote recovery and return to community participation. Ambulatory Rehabilitation Services can be delivered in a person's own home or a centre based environment or a combination of the two by a specialist rehabilitation team.

Rehabilitation teams consist of medical, nursing and allied health professionals delivering programs based on the Australasian Faculty of Rehabilitation Guidelines. <https://www.racp.edu.au/docs/default-source/advocacy-library/ambulatory-standards.pdf>.

The use of new technologies such as tablets for telerehabilitation are promoted to allow more people to access to specialist medical and therapy interventions and reduce the need for clients to travel. In South Australia, Ambulatory Rehabilitation services support early hospital discharge and hospital avoidance strategies. A small number of highly specialised clinics for people with disabilities are aligned with these ambulatory rehabilitation services and may include complex health assessments, spasticity clinics, stroke review, and paediatric transition clinics.

Carer training and a client centred approach are cornerstones of ambulatory rehabilitation services.

Rehabilitation in the Home (RITH) provides rehabilitation services to client in their own homes with a focus of supporting early discharge strategies from acute and sub-acute facilities. Short term intensive rehabilitation services are provided by an inter / multi-disciplinary rehabilitation team. Where appropriate clients may be transitioned to community services or another longer term rehabilitation service. An important transition service for RITH clients is the Day Rehabilitation Service.

The Day Rehabilitation Service (DRS) provides inter / multi-disciplinary rehabilitation services for clients who have complex health presentations in a mainly centre based setting with some home and community rehabilitation also available. The DRS provides rehabilitation to clients who have finished their inpatient hospital episode, including RITH. The DRS also provides services to people within the community who have significant and complex care needs and require a team based rehabilitation service or may be at risk of hospitalisation due to a functional decline.

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; it sets out the South Australian Public Sector values as:

- > Service – Proudly serve the community and Government of South Australia.
- > Professionalism – Strive for excellence.
- > Trust – Have confidence in the ability of others.
- > Respect – Value every individual.
- > Collaboration & engagement – Create solutions together.
- > Honesty & integrity – Act truthfully, consistently, and fairly.
- > Courage & tenacity- Never give up.
- > Sustainability – Work to get the best results for current and future generations of South Australians.

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

Domestic and Family Violence

CALHN recognises the devastating impact domestic or family violence can have on the lives of those who experience abuse and is committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety

LHN Vision

We believe in providing the standard of health care that we desire for our own families and friends.

LHN core value TRUST

Building positive relationships; with our patients, employees and partners.

Approvals

Job and Person Specification 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 understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date: