

Statement of Duties

Position Title: Allied Health Assistant	Position Number: Generic	Effective Date: April 2020
Group: Hospitals South and Hospitals North/North West		
Section: Various	Location: South, North, North West	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Permanent/Fixed Term/Casual	
	Position Type: Full Time/Part Time/Casual	
Level: 5	Classification: Health Services Officer	
Reports To: Relevant Department Manager		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Assist the daily functioning of allied health professional services throughout the Agency.

Undertake tasks, under the supervision and delegation of allied health professionals, including preparation of equipment for use in treatment and other related tasks.

Duties:

1. Assist in the planning and implementation of treatment programs for referred patients under the supervision and delegation of an allied health professional, as well as, the evaluation of patient progress, communication of treatment outcomes to the allied health professional staff, and where necessary, documentation in the patient's medical progress notes.
2. Assist allied health professionals and other therapy assistants with preparation for, and treatment of, patients including transportation of patients to and from treatment areas and in the provision of home assessments as required.
3. Construct, repair or adapt patient aides as directed by allied health professional staff.
4. Provide basic reception, administrative and clerical support to the allied health department as and when required. This support includes data entry, recording of statistics, word processing, filing, photocopying, managing correspondence and referrals, booking appointments, retrieving and tracking medical records and ordering and maintaining consumable stores.
5. Prepare and maintain the therapy environment including cleaning of equipment and managing loan stocks, ensuring that optimal physical condition is always maintained and report any damage or faults to allied health professional staff.
6. Participate and contribute to staff meetings, ongoing education, performance development agreements, and the orientation of new staff.
7. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.

8. 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.

Scope of Work Performed:

- Works under the general direction from the relevant Department Manager/s with respect to policy and procedural matters and under the general supervision from allied health professional staff and therapists with respect to day to day duties.
- Exercise initiative and independent judgement in undertaking tasks under the supervision and delegation of allied health professionals.
- Responsible for the quality of own work and assist with the orientation and/or skill development of other staff as required.
- Responsible for patient safety during treatment including recognition of changes in the patient's condition and reporting those observations to relevant staff.
- Exercise reasonable care in the performance of duties consistent with the relevant Work Health and Safety legislation.
- Provide labour in an efficient, effective and safe manner.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

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 of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Current Tasmanian Working with Children Registration (where applicable and as determined by individual position requirements).
- 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.

Desirable Requirements:

- 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.
- Current Driver's Licence.

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 initiative, independent judgement and flexibility, and carry out safe working practices whilst working within a multidisciplinary team.
3. Demonstrated interpersonal and communication skills (verbal and written) and the ability to establish a rapport with a wide range of people including people with a disability.
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.
6. Ability to apply safe manual handling techniques and infection prevention and control measures relevant to the role.

Working Environment:

- Regular Weekend work will be required.
- Some intrastate travel may be required.

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.