

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	AHP in training
Position Number:	Generic
Classification:	Allied Health Professional Level A
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Department of Health
Position Type:	Fixed-Term, Full Time/Part Time; Casual
Location:	South, North, North West
Reports to:	Nominated Supervisor
Effective Date:	December 2023
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Currently enrolled in the final year of an approved allied health professional tertiary qualification/program of study and registered with the relevant National Board as a student or, in the case of self-regulated allied health professions, eligible for student membership with the relevant professional association.</p> <p>Current Working with Vulnerable People (where applicable and as determined by individual position requirements)</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>
Desirable Requirements:	Current Driver's Licence
Position Features:	Some intrastate or interstate travel may be required

Note: 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:

This role is designed to facilitate employment of AHP students, generally during the period between completion of pre-entry tertiary program requirements and conferring of their qualification. In this period, essential requirements for employment as an AHP Level 1-2 are not yet met, but are expected to be met within a maximum of 12 months.

The role may be used to employ AHP students across the course of their final year of study. However, employees must not be employed during a period of professional experience placement or work integrated learning that is a requirement of the approved allied health professional tertiary qualification they are currently enrolled in.

Employees at this level are not autonomous practitioners and must work under the direct supervision of an experienced AHP of the same profession to provide a limited range of routine tasks that their supervisor has deemed them competent to perform, consistent with professional standards, established practices or methods and operational guidelines, systems and processes.

The role supports effective provision of allied health services and achievement of objectives and outcomes for the allied health service.

Duties:

1. Participate in induction and orientation activities and complete mandatory training.
2. Under direct supervision and with close direction from an experienced AHP of the same profession, assess, plan, implement and evaluate routine treatment programs for patients/clients.
3. Ensure patient/client information is documented in appropriate administrative and clinical records. Information includes but is not limited to referrals, details of assessments, interventions and education/advice, discharge summaries and other correspondence. Clinical information must be co-signed by the supervisor.
4. Actively participate within the team and build effective relationships with patients/clients, colleagues and stakeholders to support safe, high-quality and effective care.
5. Contribute to management activities such as collection of statistics, data and other information for legal, statistical and evaluation purposes.
6. Appropriately use allocated resources to support safe, high-quality and effective allied health professional services.
7. Participate in activities related to education and training, research, quality improvement, service improvement, projects, policy and or regulation under direct supervision.
8. 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.
9. 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:

- Works under the direct supervision of an experienced AHP of the same profession and receives close direction.
- May work alongside allied health assistants, technicians and other employees but must not have supervisory responsibilities.
- Expected to manage own professional standards and regulatory requirements relating to pre-entry level registration, accreditation, certification and/or membership as applicable to the profession.
- Operates within legislation, regulations, professional standards, established practices or methods and operational guidelines, systems and processes under direct supervision.
- 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.

Selection Criteria:

1. Demonstrated theoretical professional knowledge approaching the threshold for entry to practice and understanding of relevant legislation, regulations, professional standards and established practices and methods relevant to the profession.
2. Sound reasoning skills and ability to explain decision making to supervisors and patients/clients.
3. Ability to apply effective written and verbal communication skills.
4. Ability to work in a team and build effective relationships with staff, patients/clients and other stakeholders.
5. Ability to participate in activities related to education, training, research, quality improvement, service improvement, projects, policy and/or regulation and collect required statistics, data and other information.

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 | Tasmanian Department of Health](#).