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## SA Health Job Pack

Job Title	Allied Health Assistant – Relief Pool
Eligibility	Open to Everyone
Job Number	766642
Applications Closing Date	18 March 2022
Region / Division	Northern Adelaide Local Health Network
Health Service	Lyell McEwin Hospital & Modbury Hospital
Location	Elizabeth Vale & Modbury
Classification	AHA3
Job Status	Full-Time Temporary – up to 5 September 2022
Salary	\$72,054 - \$76,779 p.a.

## Contact Details

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## Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Working with Children Screening - **DHS**
- ☒ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☐ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

# Immunisation

## **Risk Category A (direct contact with blood or body substances)**

*This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category A (direct contact with blood or body substances). [Please click here for further information on these requirements.](#)*

## Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✎ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✎ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

\* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



## ROLE DESCRIPTION

<b>Role Title:</b>	Allied Health Assistant
<b>Classification Code:</b>	AHA-3
<b>LHN/ HN/ SAAS/ DHA:</b>	Northern Adelaide Local Health Network
<b>Hospital/ Service/ Cluster</b>	SA Health - Northern Adelaide LHN
<b>Division:</b>	AHCOPS
<b>Department/Section / Unit/ Ward:</b>	Allied Health
<b>Role reports to:</b>	Senior Discipline Manager
<b>Role Created/ Reviewed Date:</b>	
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working With Children Check - WWCC (DHS) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category</b>	<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:

- > The Allied Health Assistant coordinates and oversights the assignment and rostering of a team of Allied Health Assistants (AHA2) to support the Allied Health team in the delivery of services.
- > The Allied Health Assistant (AHA3) will provide assistance and support to the Allied Health team in the delivery of allied health services to patients/clients of the NALHN under general direction and minimal clinical supervision.
- > The Allied Health Assistant (AHA3) will be deployed to clinical service areas in response to short term vacancy, on a day to day basis relative to need.
- > The position will be required to support a broad range of Allied Health Disciplines.
- > The AHA-3 will be required to assist in the supervision of AHA-1 and AHA-2 in their daily duties.

### Key Relationships/ Interactions:

#### Internal

- > Accountable to the relevant Senior Allied Health Professional.
- > Interact with the Allied Health Team while performing the duties of the AHA role.
- > Will be required to assist AHA-1's and AHA-2's in their daily activities.

#### External

- > 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.

## 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-3 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"><li>&gt; Contributing to patient care by providing advanced clinical support tasks delegated under the direct or indirect supervision of an AHP.</li><li>&gt; Provides a defined range of specialised clinical screening assessments for patients with complex needs.</li><li>&gt; Provides a defined range of treatments for patients with complex conditions.</li><li>&gt; Provides comprehensive education on a defined range of topics to patients or patient groups.</li><li>&gt; Leads a defined range of group interventions for patients with diverse and complex needs.</li></ul> <p>Contributes to patient records according to organisational guidelines and legal requirements.</p>
Administrative tasks associated with AHP clinical work	<ul style="list-style-type: none"><li>&gt; Accurately maintain therapy related databases and patient documentation under the explicit direction of the supervising AHP.</li><li>&gt; Administrative tasks directly related to a patient intervention or episode of care (as distinct from administration specific roles).</li></ul>
Compliance with workplace Health and Safety requirements	<ul style="list-style-type: none"><li>&gt; Participating and engaging in workplace health and safety procedures.</li><li>&gt; 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.</li><li>&gt; Assist in manufacturing, repairing and maintaining clinical and patient equipment and associated records.</li></ul>
Assist training of other AHA staff	<ul style="list-style-type: none"><li>&gt; Assist in supervising and training AHA-1 and AHA-2 staff where suitable</li><li>&gt; Assist AHA-1 and AHA-2 staff with management of workload and prioritisation where suitable.</li></ul>
Assist in the supervision of AHA certificate students	<ul style="list-style-type: none"><li>&gt; Assist AHP staff in providing guidance and training to AHA certificate level students.</li></ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- > Certificate 4 in Allied Health Assistance or equivalent.

#### **Personal Abilities/Aptitudes/Skills:**

- > Demonstrated experience working in a healthcare environment with people from a variety of cultural and linguistically diverse backgrounds.
- > Demonstrated ability to work under general direction and minimal direct supervision.
- > Ability to adapt to changing needs on a daily basis.
- > Ability to use documented resources such as policies and procedures and work instructions to enable safe work practices.
- > High level communication and interpersonal skills –demonstrate ability to work with people from a variety of cultural and linguistically diverse backgrounds.
- > Ability to problem solve through use of policies, guidelines and procedures relevant to the role.
- > Sound time management, organisational and communication skills.
- > 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.
- > Demonstrated commitment to improve personal and professional skills through self-directed learning and evaluation in line with NALHN objectives.
- > Demonstrated commitment and ability to work effectively in teams.
- > Demonstrated appropriate interpersonal skills with patients of all ages, their carer's and staff at all levels in the organisation.
- > Demonstrated competency in computer skills including word, excel processing and data entry.

#### **Experience**

- > Experience working with patients in an acute health care setting.
- > Demonstrated experience in assisting patients with diverse of clinical condition.
- > Demonstrated experience in assisting AHP's in the manual handling of patients.
- > Demonstrated experience assistant patients with ADL activities under the direction of an AHP.
- > Demonstrated experience in undertaking routine multi-disciplinary screening tools.
- > Demonstrated experience working with a broad range of AHP discipline staff
- > Demonstrated experience in the use of Microsoft Office (including Word and Excel) and database packages.

#### **Knowledge**

- > Knowledge of the role of an Allied Health Assistant in the NALHN workplace.
- > Knowledge of working within boundaries of patient confidentiality and ethical practice.
- > Understanding of the Australian National Safety & Quality Health Service Standards.
- > Basic understanding of a broad range of health conditions/injuries.
- > Competency understanding of clinical screening assessments.
- > Basic understanding of medical/therapy terminology.
- > Basic knowledge of infection control principles.
- > Knowledge of the role of AHP's within the acute setting.

## **DESIRABLE CHARACTERISTICS**

### **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.
- > Demonstrated commitment to excellence and innovation in work practices.
- > Demonstrated flexibility and ability to adapt to changing service provision needs.
- > Demonstrated ability to work within a multi-disciplinary team.

### **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.
- > Knowledge of continuous quality improvement principles and methods.

#### **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 Criminal and Relevant History Screening.
- > *Prescribed Positions* under the *Child Safety (Prohibited Person) Act (2016)* must obtain a satisfactory Criminal and Relevant History 'Working With Children Check' (WWCC) employment screening through the Screening and Licensing Unit, Department of Human Services.
- > Criminal and Relevant History Screening must be renewed every 5 years thereafter from date of issue for 'Prescribed Positions' under the *Child Safety (Prohibited Person) Act (2016)*.
- > Criminal and Relevant History Screening must be renewed every 3 years for 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* 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.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

### **General Requirements:**

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, 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).*
- > *Child Safety (Prohibited Person) Act (2016).*
- > *Disability Discrimination.*
- > *Independent Commissioner Against Corruption Act 2012 (SA)*
- > *Information Privacy Principles Instruction*
- > *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.*

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.

### **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.

### **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 Commitment:**

NALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, NALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce

**Resilience:**

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



## Organisational Context

### SA Health

SA Health is committed to protecting and improving the health of all South Australians by providing leadership in health reform, public health services, health and medical research, policy development and planning, with an increased focus on wellbeing, illness prevention, early intervention and quality care.

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health, the Minister for Health & Wellbeing. The State Government has reformed the governance of SA Health, including establishing 10 Local Health Networks (LHNs), each with its own Governing Board.

These reforms have taken a staged approach, with the most significant changes to taking place from 1 July 2019 when the new Governing Boards become fully operational.

SA Health is comprised of the Department for Health and Wellbeing and the following legal entities:

- > Central Adelaide Local Health Network
- > **Northern Adelaide Local Health Network**
- > Southern Adelaide Local Health Network
- > Women's and Children's Health Network
- > Barossa Hills Fleurieu Local Health Network
- > Eyre and Far North Local Health Network
- > Flinders and Upper North Local Health Network
- > Riverland Mallee Coorong Local Health Network
- > South East Local Health Network
- > Yorke and Northern Local Health Network
- > SA Ambulance Service

### Northern Adelaide Local Health Network

The Northern Adelaide Local Health Network (NALHN) provides care to more than 400,000 people living in the northern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. NALHN works to ensure quality and timely delivery of health care, whilst building a highly skilled, engaged and resilient workforce based on a culture of collaboration, respect, integrity and accountability.

NALHN offers a range of primary health care services across the northern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Clinical leadership of care systems is central to the current national and state-wide health reforms. NALHN care delivery is configured within clinical divisions that are patient-focused, clinically led groupings of services. Clinical Divisions are responsible for managing service delivery activities across NALHN campuses and units, bringing together empowered experts to directly make relevant decisions.

NALHN includes:

- > Lyell McEwin Hospital (LMH) - a 336-bed specialist referral public teaching hospital which has links to the University of Adelaide, University of South Australia and Flinders University. LMH provides a full range of high-quality medical, surgical, diagnostic, emergency and support services.
- > Modbury Hospital is a 174-bed, acute care teaching hospital that provides inpatient, outpatient, emergency services, Aged Care, Rehabilitation and Palliative Care. GP Plus Health Care Centres and Super Clinics
- > Aboriginal Health Services
- > Mental Health Services (including two statewide services – Forensics and Older Persons)
- > Sub-acute Services

The total operating budget for 19/20 for NALHN is \$790M with a workforce of 3,857 FTE / 5,240 head count.

## NALHN Governing Board

The Governing Board members bring to NALHN a wealth of knowledge and experience across many areas.

NALHN is confident that with the support of our highly qualified Governing Board, NALHN will be well placed to achieve better health service decisions tailored to local needs and deliver a safe, high quality and financially sustainable LHN into the future.

## 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.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics and contribute to a culture of integrity within SA Health.

## 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 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:**