

Statement of Duties

Position Title: ACAT Assessor (Allied Health)	Position Number: Generic	Effective Date: October 2019
Group and Unit: Tasmanian Health Service (THS)		
Section: Assessment and Case Management	Location: South, North, North West	
Award: Allied Health Professionals Public Sector Unions Wages Agreement	Position Status: Permanent/Fixed-Term/Casual	
	Position Type: Full Time/Part Time/Casual	
Level: 3	Classification: Allied Health Professional	
Reports To: Relevant Manager		
Check Type: Annulled	Check Frequency: Pre-employment and Recurrent	

Focus of Duties:

Within a primary health care framework assess the needs of older persons and appropriate younger people with disabilities and their carers, within the region. Facilitate access to appropriate community and residential services, through a multi-disciplinary team approach.

Duties:

1. Act as a consultant providing discipline specific input to Aged Care Assessment Team (ACAT).
2. Conduct a comprehensive assessment of the restorative, physical, medical, psychological, cultural and social needs of people referred to ACAT, which includes liaising and consulting with other ACAT members, medical personnel, carers and appropriate service providers to identify appropriate care options for clients.
3. Work autonomously and in collaboration with all members of the health care team as appropriate, undertaking a coordination role during the assessment process.
4. Provide needs based information, support and advocacy to clients and carers throughout the assessment, referring to appropriate personnel as necessary. Ensure that clients understand and are able to exercise their rights, including confidentiality and privacy.
5. If occupying a delegated position, act appropriately as delegate to the Secretary of the Department of Health and Ageing, determining eligibility for Australian Government subsidised Aged Care Services, including residential aged care, and packaged services. Undertake delegation training as required.
6. Participate in Aged Care Assessment Program data collection processes, for evaluation and research purposes.

7. Promote ACAT services and provide community awareness of ACAT's role and function and how they can assist the target group.
8. Participate in the development and review of quality improvement, injury prevention and management, performance review and development activities, and contribute to the formulation and evaluation of statewide Aged Care Assessment Program policies.
9. Identify and participate in staff training and development activities, including all relevant ACAT training modules, providing education and support to students attached to the Aged Care Assessment Team.
10. Undertake the Duty Officer role, by screening incoming referrals and determining their appropriateness for ACAT.
11. 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.
12. 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:

The ACAT Assessor - Allied Health works under the limited direction of the relevant Manager and is responsible for:

- Working in accordance with Agency policies and legal requirements, practicing as a member of a multi-disciplinary team.
- Being able to access professional support from experienced ACAT staff.
- Complying 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.

- Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers; or
- Registered with the Occupational Therapy Board of Australia; or
- Registered with the Psychology Board of Australia; or
- Registered with the Physiotherapy Board of Australia.
- Current Driver's Licence.

- 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.

* as required by the *Aged Care Act 1997*, occupants of this role are required to undertake a conviction check assessment every three years.

Desirable Requirements:

- Holds or is working towards a qualification in the human services area which includes units of case management/case work practice.

Selection Criteria:

1. Proven competence in a relevant professional field and a commitment to and understanding of the principles of Primary Health Care, with the ability to incorporate these principles into practice.
2. Ability to function instructively as a member of an interdisciplinary team with the capacity to act in a leadership role, set realistic goals, evaluate work performance and provide own self care.
3. Expertise, formal training and/or experience in assessment and management of clients with dementia, with the ability to develop, implement and evaluate comprehensive care plans.
4. Well-developed written and verbal communication skills, together with the capacity to liaise effectively with individuals and agencies in the provision of ACAT services, and knowledge of the availability of services for elderly persons and/or younger disabled.
5. Knowledge of ethico-legal boundaries and injury prevention and management requirements related to practice within ACAT.
6. Knowledge of the principles of quality improvement and their practical application in the provision of Aged Care Assessment Team services.
7. Demonstrated Information Technology (IT) competence, including data entry, and keyboarding, or a willingness to undergo training to obtain these skills.

Working Environment:

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.