



## Position Description

<b>Position Title:</b>	<b>Allied Health Assistant</b>  This position description is a supporting document to an employee's "Letter of Appointment" and "Variation to Letter of Appointment"
<b>Department:</b>	Allied Health
<b>PD Issue Date:</b>	April 2025
<b>Classification/Award:</b>	<b>Award:</b> Health and Allied Services, Managers and Administrative Officers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement (2021-2025)  <b>Classification:</b>
<b>Performance Review:</b>	A six-month probation will apply to this position (6 months from date of commencement). Performance reviews will then be held annually.
<b>ROLE</b>	
The South Gippsland Hospital (SGH) Allied Health Assistant (AHA) role: <ul style="list-style-type: none"><li>• provides Allied Health Professionals with clinical, administrative and clerical support, under the direction and delegation of an Allied Health Practitioner (AHP)</li><li>• participates in a multi-disciplinary approach to care planning (including discharge planning and ongoing liaison with the care team) that includes the client and client's family/carer as appropriate,</li><li>• provides appropriate supports and interventions to clients in hospital, community and home-based settings</li><li>• works within contractual, legislative and statutory requirements relevant to AHA practice and decision making</li></ul>	
<b>ORGANISATIONAL RELATIONSHIPS</b>	
Reports to: Allied Health Manager  Manages/Coordinates: N/A  Liaises with: <ul style="list-style-type: none"><li>• All South Gippsland Hospital Staff</li><li>• Foster Medical Centre</li><li>• External service providers as required</li></ul>	
<b>KEY RESULT AREAS</b>	
<b>General Key Result Areas</b> <ul style="list-style-type: none"><li>• Follow care/treatment plans established by AHP's, within the relevant AHA scope of practice, in a range of settings including community clinics, groups, and on the ward. This</li></ul>	



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care/treatment facilitates improved health outcomes and support clients to meet their goals and care needs

- Provide feedback to AHP's and input into care planning and discharge planning as required
- Assist with the preparation, maintenance and cleaning of equipment, supplies and materials required for Allied Health services
- Maintain adequate equipment levels including Urgent Care and ward stock levels, based on recommendations by relevant AHPs
- Establish sound, collaborative working relationships with the multi-disciplinary Allied Health team, other internal staff, external clinicians and other stakeholders
- Maintain timely statistical data and documentation on all patient contact and clinical support activity in compliance with relevant South Gippsland Hospital Record and Documentation policies.
- Report effectively to the Allied Health Manager including escalating all clinical and non-clinical concerns
- Participate in relevant organisational/team meetings
- Participate in professional development and educational activities as relevant
- Contribute to the planning, development, quality improvement initiatives and evaluation of AH services
- Set priorities and work in a timely and efficient way according to various program requirements and all SGH Policies and Procedures, spending a minimum of 80% of time on client related activities
- Actively participate in regular supervision, the annual staff performance review and professional development opportunities
- Complete annual SGH mandatory competency training and assessment
- Demonstrate knowledge and commitment towards quality improvement activities and actively participate in departmental accreditation processes
- Demonstrate a commitment to safety and quality of care
- Perform other duties reasonably required as directed

### Grade 3 responsibilities:

A Grade 3 AHA will undertake the tasks listed above, as well as the following additional responsibilities:

- Prioritise own workload in consultation with the delegating AHP as required
- Assisting in the development of policy and procedure documents
- Providing professional development to the AHA workforce
- Assisting the AHPs with the orientation and general supervision of Grade 2 AHAs
- Leading the orientation and supervision of student AHAs.

Note: Grade 3 AHA's are required to have completed the Certificate IV Allied Health Assistance certification and have at least 3 years' experience in a Grade 2 role.

### SPECIALIST SKILLS AND KNOWLEDGE

- Demonstrate willingness to undertake relevant training / course to develop skills and acquire knowledge
- Participate in the Performance and Development Review process
- Evidence of knowledge of and compliance with the AHA capability and competency framework and ability to work within scope of practice and safe practice standards according to qualifications
- Work according to the conduct, policies and standards of relevant external bodies and SGH



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QUALIFICATIONS AND EXPERIENCE
<ul style="list-style-type: none"><li>• Certificate IV Allied Health Assistance or equivalent. A qualification of Certificate III Allied Health Assistance (Grade 2 only) will be considered if working towards a Certificate IV.</li><li>• A current Victorian Driver's Licence</li><li>• Current Police and Working with Children checks</li><li>• Experience in organising and guiding groups (desirable)</li></ul>
KEY SELECTION CRITERIA
<ul style="list-style-type: none"><li>• Certificate IV Allied Health Assistance or equivalent. Certificate III qualification will be considered if the suitable applicant is working towards a Certificate IV qualification</li><li>• Demonstrated clinical skills and best practice knowledge relevant to AHA duties.</li><li>• Ability to prioritise and work both independently and collaboratively with a range of stakeholders.</li><li>• Well-developed decision-making and consumer advocacy abilities.</li><li>• Ability to collaborate and liaise with a variety of people including clients, other professionals and care giver.</li><li>• Demonstrated ability in administration, documentation and record keeping processes. Including proficient verbal, written and IT communication and negotiation skills.</li></ul>
MANDATORY COMPETENCIES
<p>Unless an employee is able to produce authorised evidence of successfully completing an approved mandatory competency, the employee will be required to successfully complete the competencies within the first three months of employment.</p> <p>Each employee is then required to successfully complete mandatory clinical competencies annually.</p>
ORGANISATIONAL VALUES
<p>South Gippsland Hospital (SGH) staff work with each other according to the Values listed below and the behaviours these values require when carrying out business.</p> <p>These values are:</p> <p><b>Accountability – accepting responsibility for our actions</b> <b>Trust- acting with integrity and being able to count on each other</b> <b>Excellence – doing our best at all times and looking for ways to improve</b> <b>Adaptability – being flexible and accepting of new ideas and change for the better</b> <b>Mutual Respect – treating others in the way that want to be treated</b></p> <p>It is expected that staff will work according to these Values when working directly with other staff, clients and members of the community.</p>
OCCUPATIONAL HEALTH AND SAFETY



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SGH recognises its obligation for full compliance with the *Occupational Health and Safety Act 2004* and associated Occupation Health and Safety regulations 2017. All staff are required:

- to comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures.
- to take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace.
- to seek guidance about new or modified work procedures.
- to ensure that any hazardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to their supervisor.

If the role includes people management duties, these include the requirement to manage the health and safety of people under this control and support the actions contained in SGH OH&S policies.

### INFECTION PREVENTION AND CONTROL

An effective, integrated organisation-wide Infection Prevention and Control Program is dependent upon the support, recognition, motivation, commitment and integrity of every staff member.

All staff members have a responsibility to maintain infection prevention and control knowledge levels commensurate with the requirements of the position, and to adhere to the organisation's Infection Prevention and Control policies and procedures at all times.

### LEARNING AND DEVELOPMENT

SGH is committed to education.

All staff have a responsibility to undertake their own professional development and actively participate in the learning and development of others. This may involve colleagues, health professionals from other disciplines or students. Inter-professional education is strongly encouraged and supported and is integral to a small rural hospital

### HEALTH AND WELLBEING

The health and wellbeing of employees is a priority for SGH and the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals is recognised in this workplace.

Staff are expected to:

- partake in the promotion of the health and wellbeing of employees
- contribute to an inclusive and health promoting environment
- promote our values of trust, excellence, accountability, adaptability and mutual respect
- promote an organisational culture of positive mental health and wellbeing through supportive leadership, employee participation and shared decision making

### DIVERSITY STATEMENT

SGH is committed to providing employment, health care and all related business based on the principles of access, equity and respect. SGH acknowledge the Traditional Custodians of the land on which we work and pay our respect to their Elders past, present and emerging.

Staff are expected to provide excellence in care and a safe, welcoming and inclusive health service by:

- extending respect to Aboriginal and Torres Strait Islander people at all times,



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- engaging respectfully with all cultures and
- respecting and appreciating what makes each individual different, in terms of age, gender, ethnicity, religion, disability, sexual orientation, education and national origin.

### MULTI AGENCY RISK ASSESSMENT MANAGEMENT (MARAM)

Family Violence is a health issue and SGH provide support to any staff member experiencing family violence. All public hospitals are legislated to screen, identify and respond to family violence. The Multi Agency Risk Assessment Management (MARAM) framework is a whole organisation, multi-level approach to family violence. At SGH, we are committed to align our organisation with the 4 pillars of the MARAM framework: Shared understanding, Collaborative practice, Responsibility for risk assessment and management and Systems, outcomes and improvement. We respectfully, safely, and sensitively engage with all. We work collaboratively to increase the safety of people experiencing family violence, and to keep perpetrators in view and accountable for their actions and behaviours. We are committed to ensuring that all staff have access to adequate training to enable them to fulfil the responsibilities assigned to their role in the MARAM framework. Employees will undertake MARAM training as appropriate to their position and adhere to related policies.

At SGH all staff either contributes to or holds the following responsibilities;

Responsibility 1: Respectful, sensitive and safe engagement with clients and colleagues

Responsibility 2: Identification of family violence risk

Responsibility 5: Seek secondary consultations and referrals for comprehensive risk assessment and management

Responsibility 6: Contribute to information sharing with other services in line with SGH Information Sharing Policy

Responsibility 9: Contribute to coordinated risk management

Responsibility 10: Collaborate for ongoing risk assessment and risk management

In addition to the above, some senior nursing staff hold responsibilities of

Responsibility 3: Intermediate risk assessments

Responsibility 4: Intermediate risk management.

### CONFIDENTIALITY

Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of SGH.

Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information.

Failure to comply with this agreement may result in disciplinary action and may include termination of employment.



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### QUALITY AND RISK MANAGEMENT

In order to ensure patient safety and high quality of care:

- Staff are required to participate in the development and maintenance of a quality service through the application of professional standards; participation in quality improvement activities; and compliance with the policies, procedures, practices and organisational goals and objectives of SGH.
- Staff are required to encourage the patient to partner with the health care team and be at the center of all care decisions.
- Staff are required to contribute to the development and maintenance of the SGH Risk Management Framework and apply the framework to identify, evaluate and minimise exposure to risk.
- Staff are required to abide by the Code of Conduct for Victorian Public Sector Employees
- Clinical leaders are required to help support other clinicians to understand and perform their delegated safety and quality roles, and ensure clinical staff are working within their designated scope of clinical practice

### SPECIAL REQUIREMENTS

- Staff will be required to satisfactorily complete a National Police Records, and Working with Children Check prior to commencing employment.
- Staff are strongly recommended to be vaccinated and remain up to date with their COVID-19 vaccinations
- Should your role require you to drive a SGH vehicle, a current Victorian Drivers Licence is required. Loss of licence or any licence infringement must be reported by the employee to Management immediately.
- A completion of pre-existing injury or illness declaration will be required prior to appointment to the position.
- SGH employees are expected to be familiar and work according to:
  - policies and procedures of SGH, including Risk Management Policy & Framework
  - Industrial Agreements that provide terms and conditions of employment
  - Scope of Practice and professional codes of conduct established for your profession
  - Code of Conduct for Victorian public sector employees and
  - Code of Conduct for Aged Care
  - Provisions of the Fair Work Act.



# South Gippsland Hospital

Adaptability. Trust. Excellence. Accountability. Mutual respect.

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### INCUMBENT STATEMENT

I, \_\_\_\_\_ have read, understand and accept  
*(please print name)*

the above Position Description.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Copy to staff member:  Yes  No

Details certified correct by:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_