

Position Title:	Allied Health Assistant
Operationally reports to:	Manager Occupational Therapy
Professionally reports to:	Chief Allied Health Officer
Department:	Occupational Therapy
Directorate:	Community Care & Mental Health
Cost centre:	N2702
Code & classification:	Allied Health Assistant, Grade 2 (IN29)
Performance review:	Upon completion of probationary and qualifying period and annually or as requested
Employment conditions:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2025 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura and Rushworth. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services across the Goulburn Sub-Region within the Hume Region.

The *Goulburn Valley Health Strategic Plan 2024-26* provides the direction for GV Health with key elements summarised below.

OUR PURPOSE

Improving community wellbeing through high quality health services, outstanding care and learning.

OUR VALUES AND BEHAVIOURS

Our culture is made up of our CREATE values and behaviours, through which we commit to delivering ongoing quality healthcare for our community. Our CREATE values and behaviours are the foundations for our strategic pillars, and for achieving our goals.

Compassion

- We treat others with kindness and respect;
- Our deep connection to the community enhances our care for patients;
- We support the whole patient journey;
- We are understanding of each other.

Respect

- We respect the patient’s voice and their choices;
- We celebrate diversity and are proud of multiculturalism;
- We respect differences of opinions;
- We respect the input of different disciplines and areas of expertise.

Excellence

- We are encouraged to grow professionally and personally;
- We are leaders in what we do;
- We invite feedback and are always striving to do better;
- We connect patients to further care and information.

Accountability

- We are responsible for our actions;
- We are courageous in our decision making and grow from our mistakes;
- We deliver what we promise;
- We don’t compromise on our standards.

Teamwork

- We are a multi-skilled workforce and we pool our resources together;
- We mentor and support one another;
- We take a collaborative approach to care;
- We are approachable.

Ethical behaviour

- We hold ourselves to high standards;
- We rigorously uphold professional boundaries in our regional setting where patients may be friends or family too;
- We value and respect our patient’s privacy and trust;
- We stand up against unsafe practice.

CREATE Outstanding

CREATE Outstanding encompasses foundation elements of the *Goulburn Valley Health Strategic Plan 2019-23* to link GV Health’s purpose, values and our Culture of Care with fundamental organisational systems and



processes. GV Health is striving to achieve CREATE Outstanding in every interaction with the people services are provided for as well as how staff work with each other.

ROLE STATEMENT:

The Allied Health Assistant (AHA) assists health professionals to deliver client centred services across the hospital, community and home environments. The AHA works across a variety of inpatient and non-admitted patient services. The role involves completing a variety of direct and indirect clinical and administrative tasks. The AHA may assist a client to complete an exercise program or activity of daily living, assist with facilitating a group program, order, clean and manage delivery of equipment and assist with the co-ordination of resources required for health professionals and clients.

AHAs work under the direction of health professionals including Physiotherapists, Podiatrists, Occupational Therapists (OT), Speech Pathologists, Dietitians, Social Workers and Registered Nurses. This position provides support to the OT department, working predominantly with OTs on the sub-acute and acute wards.

KEY RESPONSIBILITIES, ACTIVITIES AND DUTIES:

- Complete therapy programs (exercise or activity) as directed by the health professional
- Facilitate or assist with therapy groups – including upper limb group, breakfast group and others – patient information, booking, equipment organisation, set up and pack up and delivering group therapy program
- Provision of equipment and instructions of use as per direction of the Occupational Therapist
- Complete documentation and statistical information of clinical input in line with GV Health and departmental policies
- Equipment management – stocktake, ordering, preparing, cleaning and patient delivery of equipment
- Administrative tasks – photocopying, collating files, discharge paperwork and processing, complete time tables/schedules and cleaning therapy spaces
- Assist with work experience, AHA and VETiS student's programs
- Participate in regular mentoring and clinical supervision with health professional (minimum of monthly attendance)
- Attendance at Allied Health Assistant meetings and other departmental meetings depending on rotation
- Assist the organisation in achieving clinical effectiveness, including audits, by providing the appropriate systems, information or services to clinical areas
- Carry out duties as per the relevant duty routines
- Provide a high quality service to internal customers and consumers that reflects best practice and adds value to GV Health

1. Provide quality and safe clinical care for consumers

- Ensure consumers, families/representatives or carers are provided with timely information and are involved in decision making about their care planning and treatment
- Accept accountability for own actions and seek guidance when a situation exceeds experience and/or knowledge
- Uphold and protect consumer rights, maintain strict confidentiality and continually practice to the principles of open disclosure
- Comply with best practice healthcare standards, legislation, and GV Health's Clinical Governance Framework and clinical practice guidelines
- Consumer feedback and complaints are responded to appropriately and escalated to management to ensure that issues are resolved and quality and safe clinical care is provided
- Maintain accurate and current clinical records ensuring documentation meets professional and legal standards
- Support an effective discharge from hospital or services that reflects the needs of the consumer.



2. Develop and maintain collaborative relationships with all disciplines

- Collaborate and communicate with all members of the health care team to achieve desired consumer outcomes
- Respect the decisions and actions of others
- Contribute to interdisciplinary team meetings and clinical education sessions to facilitate consumer care goals.

3. Support and participate in evidence-based programs to evaluate and improve the quality of consumer care and outcomes

- Maintain current knowledge of clinical practice
- Actively participate in identifying where improvements can be made to the quality of consumer care
- Participate in clinical audits, research, process redesign and accreditation against healthcare standards to ensure ongoing clinical practice improvement and the quality of consumer care.

4. Commit to ongoing professional development of self, other employees and the profession

- Maintain and demonstrate regulated clinical skills and competencies by undertaking professional development and completing mandatory training as defined by GV Health
- Undertake credentialing and review of scope of practice and work within these
- Improve performance by seeking feedback, setting goals and participating in annual performance reviews
- Support the development of others by acting as a resource to colleagues and participating in orientation and precepting of new employees and supervising students

QUALITY, SAFETY, RISK and IMPROVEMENT

- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce
- Contribute to organisational quality and safety initiatives
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements.

OTHER REQUIREMENTS FOR ALL CLINICAL EMPLOYEES:

- Where relevant collaborate with consumers and the community in the development, implementation and review of health service planning, policies and quality improvement activities
- Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others at all times
- Assist with the supervision of students where appropriate
- Understand and act in accordance with the GV Health Code of Conduct, values and relevant policies, procedures and guidelines
- Comply with the principles of Patient and Family Centred Care
- Promote GV Health as a quality regional health care provider



KEY PERFORMANCE INDICATORS:

- Working within scope of practice under direct or indirect supervision from an Allied Health Professional
- Comprehensive and regular patient intervention data input, utilising ABC or related data collection methods
- Active participation in clinical supervision
- Attendance and active participation at meetings as required
- Active participation in the Performance and Development Review process
- 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework

Other Position Requirements

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required.

GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

KEY SELECTION CRITERIA:

Mandatory

- Commitment to the GV Health Values of *Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour*.
- Minimum qualification of Certificate III in Allied Health Assistance (including Nutrition & Dietetics Module) from a registered training organisation or a tertiary equivalent.
- Excellent interpersonal and verbal communication skills, including the ability to communicate effectively with other staff, patients and families
- Ability to complete prescribed tasks independently (within the guidance/supervision of a health professional)
- Ability to work collaboratively as part of an interdisciplinary team
- Ability to follow instructions and take direction and feedback from health professionals
- Good organisational skills with the ability to prioritise and manage a diverse workload
- Commitment to ongoing professional development and mentoring
- Good computer literacy skills
- Current full driver's licence
- Evidence of full immunisation against Influenza
- Satisfactory National History Criminal Check prior to commencement of employment
- Satisfactory Victorian 'Employee' Working with Children Check prior to commencement of employment
- Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment.

Desirable

- Minimum of 12 months experience working as an Allied Health Assistant in either a hospital, aged care or community setting



Inherent Requirements

GV Health has a duty of care to all employees. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others.

The role may require the following tasks among other things:

Consumer Care Role	
<ul style="list-style-type: none"> ▪ manual handling (pushing, pulling equipment) ▪ general consumer handling and clinical duties ▪ sitting, standing, bending, reaching, holding ▪ pushing pulling trolleys and equipment ▪ working alone ▪ general clerical, administration work, computer work ▪ use of personal protective equipment and handling ▪ operating equipment ▪ handling general and infectious waste ▪ participating in shift work and on-call 	<ul style="list-style-type: none"> ▪ Exposure to substances and hazardous materials ▪ working at other locations may be required ▪ dealing with anxious or upset consumers or members of the public ▪ driving a motor vehicle

Reviewed by	Manager – Occupational Therapy
Issued	November 2023
Reviewed	November 2024

I acknowledge:

- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That GV Health has a zero tolerances of child abuse and all allegations and safety concerns will be treated very seriously. For more information refer to GV Health’s Child Safety Standards procedure.
- That I have read and fully understand the Position Description and Inherent Physical Requirements of the position.
- I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by: _____ / ____/____

(Print Name)