



North Metropolitan Health Service  
**Job Description Form**

HSS Registered January 2017

**Allied Health Assistant**

**Health Salaried Officers Agreement: Level G2**

**Position Number: 006263**

**Occupational Therapy / Allied Health / Corporate Medical Services  
 Sir Charles Gairdner Hospital/North Metropolitan Health Service**

**Reporting Relationships**

Allied Health Coordinator  
 HSO Level P5  
 Position Number:1030



Coordinator Allied Health Coordination Team  
 HSO Level P3  
 Position Number: 5544



**This Position**



← Also reporting to this supervisor:

Directly reporting to this position:			Other positions under control
<b>Title</b>	<b>Classification</b>	<b>FTE</b>	

**Prime Function / Key Responsibilities**

The Allied Health Assistant provides direct patient care according to clinician defined programs, supports clinicians when multiple therapists are required and provides administrative support to clinicians in creating therapy resources and discharge support materials.

**Brief Summary of Duties (in order of importance)**

**1. Clinical- Direct Patient Care (60%)**

Under the direction of a qualified Allied Health Professional

- 1.1 Prepares resources for individual therapy.
- 1.2 Implements patient treatment; including transfer training, exercise programs, range of motion exercises, and activity of daily living re-training.
- 1.3 Monitors and reinforces therapy programs.
- 1.4 Provides feedback on patient progress with therapy program to the supervising/responsible Allied Health Professional.
- 1.5 Undertakes patient handling including lifting, positioning and preparing patients for treatment.
- 1.6 Transports patients to and from the therapy area.
- 1.7 Uses screening tools as directed by Allied Health Professionals.

**2. Clinical- Group Programme (20% breakdown)**

- 2.1 Prepares resources for the group program
- 2.2 Implements patient treatment in a group setting as directed by Allied Health Professionals.
- 2.3 Provides feedback regarding group program and patients to supervising/responsible Allied Health Professional.

**3. General and Administrative Duties (20%)**

- 3.1 Prepares, cleans and tidies equipment and treatment areas.
- 3.2 Participates in quality activities.
- 3.3 Manages and orders supplies as directed by the supervising/responsible Allied Health Professional.
- 3.4 Undertakes clerical and office duties as required eg. telephone and personal reception, photocopying, and collating.
- 3.5 Assists with administrative duties e.g. production of handouts, forms, QI projects, compilation of education material etc.
- 3.6 Records statistics using the AHS system.
- 3.7 Actively participate in continuing education activities to improve work performance and skills.

**4. NMHS Governance, Safety and Quality Requirements**

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

**5. Undertakes other duties as directed.**

## **Work Related Requirements**

### **Essential Selection Criteria**

1. Completion of or progress towards Certificate of Allied Health Assistant or similar.
2. Ability to implement patient treatment in individual and group settings as directed by a qualified Allied Health Professional.
3. Demonstrated effective communication and interpersonal skills.
4. Ability to work under direct and indirect supervision as part of a multidisciplinary team.
5. Demonstrated initiative and time management skills including the ability to manage stress and set priorities.

### **Desirable Selection Criteria**

1. Current "C" or "C.A." class drivers licence.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### **Appointment Prerequisites**

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## **Certification**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

### **Manager/Supervisor**

Name: Kate Sainsbury  
Signature/HE:84777  
Date:09/11/2016

### **Dept./Division Head**

Name: Kim Brookes  
Signature/HE: 45692  
Date: 15/12/2016

### **Position Occupant**

Name:  
Signature/HE:  
Date: