



HSS REGISTERED

Allied Health Assistant
Health Salaried Officers Agreement: HSO Level G2
Position Number: 114250; 114248 and 114481
Allied Health
Fiona Stanley Fremantle Hospital Group / South Metropolitan Health Service

Reporting Relationships

FSFHG Director Allied Health & Service 6
 HSO Level G14
 Position Number: 113657



FSFHG Allied Health Education Director
 HSO Level G10
 Position Number: 113819



This Position



Directly reporting to this position:

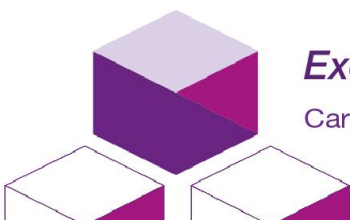
Title	Classification	FTE
• Nil		

← Also reporting to this supervisor:

- FSFHG Allied Health Educators
- FSFHG Telehealth Service Staff
- FSFHG AHA Staff

Key Responsibilities

As part of the inter-disciplinary team, supports the delivery of patient care by supporting Allied Health professionals with the provision of patient care programs including group and individual treatments, and related activities under the Allied Health professional's direction.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

Brief Summary of Duties (in order of importance)

1. Clinical

- 1.1 Under direction or delegation and supervision of an Allied Health professional:
 - Practice within the agreed scope of Allied Health Assistant practice.
 - Implement and/or assist with patient care interventions.
 - Prepare, manufacture, modify and maintain therapy resources and assist with equipment provision.
 - Prepare for, conduct and tidies up after individual interventions, group or educational classes.
 - Assist allied health staff in patient handling and mobility.
 - Ensure that appropriate stores are supplied and replaced as directed.
 - Attend clinical review meetings and case conferences and presents information.
- 1.2 Independently:
 - Prioritises and manages workload within allocated time.
 - Liaises with clinical staff to ensure achievement of service goals.
 - Maintains patient records and other documentation as directed.
 - Provides feedback on patient care and outcomes to delegating Allied Health professional.
- 1.3 Undertakes clinical shifts at the direction of the line manager including participation on the on- call/after-hours/weekend roster if required.
- 1.4 Participates in quality improvement activities in consultation line manager.

2. Education/Training/Research

- 2.1 Engages in continuing development and education.
- 2.2 Undertakes supervision and development of Allied Health Assistant students as directed.
- 2.3 Participates in clinical research activities, where applicable, as directed by line manager.

3. SMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 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.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Knowledge and understanding of the role of the Allied Health Assistant in an acute tertiary and rehabilitation hospital setting.
2. Demonstrated ability to operate within set standards and protocols.
3. Demonstrated ability to show initiative, organise work tasks, manage time, set priorities and show willingness to learn and develop problem solving skills.
4. Demonstrated effective communication (written and verbal).
5. Demonstrated ability to work effectively in a team.
6. Demonstrated basic computer skills.

Desirable Selection Criteria

1. Possession of a Certificate III or IV in Allied Health Assistance or equivalent experience.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Provision of the minimum identity proofing requirements.
- 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	Signature	or	HE Number	Date
Dept. / Division Head Name	Signature	or	HE Number	Date

Dept. / Division Head Name	Signature	or	HE Number	Date
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As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature	or	HE Number	Date
Effective Date				

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on
	15 November 2018