POSITION DESCRIPTION: Grade 3 Allied Health Assistant, Transitional Living Service, Caulfield Hospital

DATE REVISED: 20/8/20

POSITION: Allied Health Assistant

AWARD/AGREEMENT: Health Professional Service Award

CLASSIFICATION TITLE: Allied Health Assistant, Grade 3 Qualified

DEPARTMENT/UNIT: Transitional Living Service

CLINICAL PROGRAM: RACC

DIVISION: Community and Ambulatory Services

ACCOUNTABLE TO: Manager, Community & TLS Service

ALFRED HEALTH

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham.

Further information about Alfred Health is available at www.alfredhealth.org.au

OUR VALUES

Our staff are expected to demonstrate and uphold our values of:

  Integrity, Accountability, Collaboration and Knowledge.

Our values provide the platform for the way we work and the decisions we make. Through this approach, our Vision and Mission are achieved.

THE ABI SERVICE

The Alfred Health Acquired Brain Injury (ABI) Rehabilitation Service provides statewide rehabilitation for people with moderate to severe acquired brain injuries including traumatic brain injuries, stroke, hypoxic brain injuries and other causes of non-progressive brain injury. It provides assessment, rehabilitation and care planning for patients with complex needs following an ABI. The service is comprised of a 42-bed inpatient rehabilitation service, a community rehabilitation service and a 4-bed transitional living service.

Transitional Living Service

The Alfred Health Transitional Living Service (TLS) is a purpose built facility to provide suitable people, aged 18 years and over with an Acquired Brain Injury, continuation of rehabilitation in a homelike environment. The rehabilitation program will be a more extensive transition period with a focus on development of community living skills to facilitate a return to community living.

The TLS is a four bedroom house with 24 hour supervision provided to our clients. An interdisciplinary rehabilitation team supports the residents and provides individual program development.
The service will be guided by the following key principles:

- Comprehensive interdisciplinary, evidence based, model of care focusing on person centred rehabilitation to achieve functional ‘SMART’ goals.
- A rehabilitation programs with residents receiving ongoing therapy and care in the least restrictive environment to promote independence.
- Access to a community rehabilitation service providing long term management and support, in partnership with local services, focusing on lifelong, evolving needs of people with an ABI.
- Extensive family/ carer and client education and engagement in the process.

The service will be underpinned by a culture of client safety, excellence in service delivery and continuous quality improvement through the use of current, and emerging, evidence in clinical practice. An active research program will also underpin the service model, ensuring ongoing service evaluation and the development and translation of new evidence into practice.

Whilst this position is advertised for the TLS, it is important to be aware that the staff member may be required to work in/rotate to other areas of Alfred Health as required. This position may be involved in clinical rotations with other areas within Alfred Health to optimise skill development, provide clinical support during times of leave, and reduce burnout. Rotations may include but are not limited to neurological rehabilitation. This position will be required to work on weekends and outside normal business hours as necessary.

POSITION SUMMARY

The Allied Health Assistant (AHA) will be located primarily in the TLS and is one of several AHA positions within the service. The overall objective of the position is to provide therapy support services to individuals and groups as directed by the Allied Health Professional/s with which they work. The Allied Health Assistant works as part of the interdisciplinary team to provide a flexible and responsive service that works to meet each client’s identified therapeutic goals. The Allied Health Assistant will also be responsible for administrative and cleaning duties which assist with client management and will contribute to the smooth operation and ongoing development of the service.

The AHA is responsible for:

- Contributing to an interdisciplinary team approach to achieve optimal patient care and outcomes and to minimise clinical risk.
- Contributing to quality improvement and research activities within TLS & community program
- Contributing a culture of ongoing learning and development within TLS & community program

KEY RESPONSIBILITIES

To foster excellence in the delivery of allied health services to clients in the TLS whilst working under the direction of Allied Health Professionals and to work with other colleagues to assist in improving the standard of care for clients in the TLS.

Under the supervision of an Allied Health Professional the Allied Health Assistant is responsible for:

Clinical

- Providing high level management of clients residing in the TLS.
- Assist and supervise individual client treatment programs and group program, regularly liaising with Allied Health Professionals.
- Monitor and report changes in the client’s health status to the treating therapist.
- Document treatment in the client medical records as directed by the supervising therapist in accordance with medico-legal documentation requirements.
- Ensure infection control standards are adhered to during the treatment of clients and in the preparation of the area and the cleaning of equipment between clients.
- Meeting work volume requirements.
Professional Standards
- Abiding by the written standards for practice and professional conduct as provided by the organisation. These standards include aspects of practice relating to professional conduct, behaviour, systems, procedures and the required knowledge and skill for professional practice.
- Ensuring that they work within the defined scope of practice for the position
- Participating in the Alfred Health Professional Development Program on an annual basis.
- Meeting statistics KPI - 85% direct clinical care and 15% clinical service management

Quality and Research
- Contributing to quality improvement activities for the within TLS & community program
- Contribute to the review and development of policies and guidelines for the within TLS & community program, ensuring that it is underpinned by the best available evidence.
- Contributing to an organisational culture that promotes research and quality improvement, service improvement, evidence-based practice and innovation.

Supervision and Education
- Providing clinical supervision of Grade 1 and/or Grade 2 Allied Health Assistants
- Supervising work experience and Allied Health Assistant students.
- Conducting in-services to hospital personnel such as nursing, medical and other allied health staff

Quality, Safety, Risk and Improvement
- Maintaining an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives
- Following organisational safety, quality & risk policies and guidelines
- Maintaining a safe working environment for self, colleagues and members of the public.
- Escalating concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify independently.
- Promoting and participate in the evaluation and continuous improvement processes.
- Complying with principles of Patient Centred Care.
- Complying with Alfred Health mandatory continuing professional development requirements.
- Complying with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.

OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF:
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
- Comply with Alfred Health medication management and medication safety policies and guidelines.
- In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.

PERSON SPECIFICATION/ KEY CAPABILITIES
Skills and Attitude
- High level communication and interpersonal skills to facilitate effective teamwork with staff and patients and their carers.
- Commitment to interdisciplinary practice teamwork.
- Commitment to patient-centred care.
- Sound conflict resolution skills.
- High level of counselling skills for patients, staff and carers.
- Promotion and marketing skills with respect to allied health services.
QUALIFICATIONS/EXPERIENCE REQUIRED

Qualifications

Essential:

1. Certificate IV or higher qualification as an Allied Health Assistant or other relevant health-related qualification
2. Victorian Drivers licence

Desirable:

- Previous experience working in a healthcare setting
- Previous experience working with clients who have an acquired brain injury
- Advanced computer skills

Experience and Knowledge

Essential:

1. Previous experience within a community setting or working with an interdisciplinary health team
2. Clinical experience in rehabilitation
3. High level of English literacy
4. Strong verbal and written communication skills
5. Sound knowledge base of medical terminology

Desirable:

- Past experience in supervision of an area and/or staff members would be an advantage.
- Experience assisting Allied Health Professionals
- Experience leading adult groups
- Fluent in a language relevant to the main ethnic communities Caulfield Hospital supports.

Position Description authorised by: Jacqui Morarty

Position Description reviewed by: Michelle Farquhar, Date: 20/8/20