

POSITION DESCRIPTION

Position Title:	Allied Health Assistant
Department:	Allied Health Department
Location:	Royal Rehab Private Petersham, 275 Addison Rd, Petersham, NSW

Employment Screening Check:	
National Criminal Record Check required:	Yes
Working with Children Check required:	No
Vaccination Category required:	Category A
Online Driving Record Check required:	Yes (full time permanent only), No if casual

Position Purpose:
To work under the instruction of Allied Health therapists (including Physiotherapists, Occupational Therapists, Exercise Physiologists and Speech Pathologists) within a multidisciplinary team in the inpatient rehabilitation unit, day rehabilitation program and outpatient/NDIS program at RRPP as determined by the Senior Therapists and Allied Health Manager. This may involve working in or providing cover to other units from time to time upon request.

Organisation Context:
Royal Rehab Private Petersham is a 34-bed private hospital specialising in multidisciplinary medical rehabilitation for both inpatients and day patients. Specialty programs include stroke and neurological rehabilitation, orthopaedic rehabilitation and reconditioning.

Organisational Relationships:	
Reports to:	Allied Health Manager, Royal Rehab Private Petersham Hospital
Responsible for:	N/A

Performance Review & Development Planning:
Assessment against service, professional and organisation performance indicators, and development of professional development plan will occur 3 months after commencement, and annually thereafter

Qualifications, Skills & Experience:
Essential <ul style="list-style-type: none"> • Excellent communication skills, both written and verbal • Excellent teamwork, time management and self-organisational skills • Willingness to learn • Computer literacy including demonstrated competence using Microsoft Word, email and Internet

Desirable

- Cert IV in Allied Health Assistance (or equivalent)
- Previous experience working within a private hospital or rehabilitation setting
- Experience working with people with physical and neurological disabilities
- Ability to independently implement treatment programs with individual clients and within a group setting
- Knowledge of disability specific or adaptive equipment
- Ability to swim

Key Internal & External Relationships:

Internal	<ul style="list-style-type: none"> • Allied Health Manager • Allied Health team, including Social Work, Occupational Therapy, Speech Pathology, Exercise Physiology, Clinical Psychology, Dietetics, Music Therapy • Nursing team, led by Nursing Unit Manager • Medical team, including Registrars and Rehabilitation Specialists • All colleagues at Royal Rehab Private Petersham
External	<ul style="list-style-type: none"> • Patients and their relatives / carers • Equipment suppliers

Delegations/Authority

Budget	N/A
Financial Delegations	As defined by the Delegations Authority policy

Key Responsibility Areas

Key Area of Accountability	Specific Tasks and Responsibilities
Clinical	<ul style="list-style-type: none"> • Implement individual and group therapy programs, following written/verbal instructions. • Maintain professional standards at all times. • Assist with hydrotherapy sessions as required, including getting into the pool. • Assist with walking and transferring clients. • Assist with outdoor mobility and community access practice. • Report changes in patient's condition and incidents to therapist immediately. • Document in the medical record in accordance with Royal Rehab Private Petersham guidelines. • Operate effectively with minimal direct clinical supervision (dependent on level). • Ensure continuity of care by providing detailed handovers to other therapists. • Maintain patient confidentiality at all times. • Perform duties in accordance with the MRH Policies and Procedures.
Clinical Support	<ul style="list-style-type: none"> • Tidy and clean therapy areas according to infection control guidelines. • Ensure Allied Health and ward equipment is maintained in good working order, maintain an inventory of items and organise supplies as required. • Monitor equipment stock, reporting back to therapists and AHM.

	<ul style="list-style-type: none"> Complete admin duties as requested by therapists/AHM.
Meet administrative responsibilities as per Royal Rehab Private Petersham policies	<ul style="list-style-type: none"> Promote Royal Rehab and the Allied Health service in a positive light at all points of contact with the public. Comply with Minimal Lift policies and Workplace, Health and Safety policy and obligations including adopting a risk management approach. Comply with Royal Rehab Private Petersham's Smoke Free Workplace Policy (and smoke only in designated areas on designated breaks). Perform duties in accordance with relevant Work Health and Safety and Equal Opportunity Legislation. Participate in MRH Performance Appraisal program. Comply with the MRH uniform/dress code policy.

GENERAL RESPONSIBILITIES	
Work Health and Safety	
<p>Royal Rehab Private Petersham is committed to providing a healthy and safe workplace for all employees, clients and visitors. To facilitate this safe and healthy workplace it is your responsibility to:</p> <ul style="list-style-type: none"> Ensure that all potential hazards, accidents and incidents are identified and notified Ensure your own safety and that of others 	
Equity and Zero Tolerance to Bullying, Harassment and Discrimination	
<p>Royal Rehab Private Petersham upholds the Federal and State government's policies to bring equality in employment for all employees to assist them to achieve their full potential. Royal Rehab Private Petersham will ensure merit based selection and that all facets of employment are fair, by making unlawful discrimination of persons based on gender, pregnancy, race, religion, marital status, age, sexual preferences, disability or carer responsibilities.</p> <p>As an employee of Royal Rehab Private Petersham it is your responsibility to:</p> <ul style="list-style-type: none"> Deal with others in a fair and equitable manner free from harassment and discrimination Ensure that a working environment free from sexual or any other harassment is recognised as a basic right 	
Principles of Multiculturalism	
<p>Employees are expected to:</p> <ul style="list-style-type: none"> Respect and make provision for culture, language and religion of others within an Australian legal and institutional framework where English is the common language Organise access to health care interpreting services to facilitate communication with clients who are from non-English speaking backgrounds as required Abide by the principles of the Multiculturalism Act 2000 Implement the Multicultural Policies and Services Program (MPSP) within their area of responsibility 	
Code of Conduct	
<p>Royal Rehab Private Petersham requires a professional standard of behaviour from staff which:</p> <ul style="list-style-type: none"> Demonstrates respect for the right of the individual and the community Promotes and maintains public confidence and trust in the work of the Centre <p>The purpose of the Code of Conduct is to provide a framework for decisions and actions in relation to conduct in employment. The code provides assistance to both employers and employees when they are required to decide</p>	

what the acceptable standards of behaviour are. It underpins commitment to a duty of care to all staff and clients receiving our services. Employees should refer to the Code of Conduct for further information

Safety & Continuous Quality Improvement

All employees of Royal Rehab Private Petersham are expected to be actively involved in the review, evaluation and continuous improvement of processes and services within the employee's area of responsibility and/or interest. Royal Rehab Private Petersham participates in a number of relevant external accreditation and certification programs which include a continuous quality improvement approach. These programs support and facilitate the effective and efficient provision of quality care and the safety of clients of Royal Rehab Private Petersham.

Organisational Values

Employees are expected to demonstrate a high standard of personal and professional behaviour and uphold Royal Rehab Private Petersham values being:

Honesty: We conduct ourselves with truth, openness and integrity.

I will:

- Be sincere and genuine with all interactions.
- Communicate openly and encourage others to do the same.
- Be trustworthy in all that I do.

Respect: We acknowledge and appreciate people's rights, roles, views, and feelings.

I will:

- Treat people with dignity.
- Acknowledge and value a person's perspectives, connections and diversity.
- Be thoughtful and considerate.

Working Together: We work as a team to achieve shared goals.

I will:

- Share my knowledge, skills, experience and resources.
- Foster a culture of learning.
- Build positive relationships.

Innovative Thinking: We embrace a culture of creativity to find the best solutions.

I will:

- Explore better ways to continuously improve.
- Welcome and encourage new ideas.
- Actively participate in change.

Environmental Policy and Waste Minimisation

Being a good corporate citizen Royal Rehab Private Petersham will seek to implement changes that will ensure that its activities are undertaken in a manner consistent with best environmental health and safety practice. Employees are expected to be accountable for efficient resource utilisation, the reduction of waste, and commitment to recycling

Smoke Free Policy

Royal Rehab Private Petersham is committed to adopting a smoke free workplace that will preclude all staff and visitors from smoking within the Centre

Royal Rehab Private Petersham Policies and Procedures

It is a requirement that all Royal Rehab Private Petersham employees read, understand and adhere to Royal Rehab Private Petersham policies and procedures, paying particular attention to the following:

- Manual Handling
- Confidentiality of Patient Information
- Infection Control
- Security
- Fire Safety
- Emergency Procedures
- IT and Internet Utilisation

Job Demands Checklist

Frequency Definitions

O = Occasional	Activity exists up to 1/3 of the time when performing the task
F = Frequent	Activity exists between 1/3 and 2/3 of the time when performing the task
C = Constant	Activity exists more than 2/3 of the time when performing the task
R = Repetitive	Activity involves repetitive movement
NA	Not applicable to this role

Job Demands		Frequency				
		O	F	C	R	NA
Physical Demands	Description					
Kneeling/squatting	Tasks involve flexion/bending at the knees and ankle possible at the waist, in order to work at low levels		✓			
Leg/foot movement	Tasks involve use of leg and or foot to operate machinery		✓			
Hand/arm movement	Tasks involve use of hands/arms i.e. stacking, reaching, typing, mopping, sweeping, sorting, inspecting		✓			
Bending/twisting	Tasks involve forward or backward bending/twisting at the waist		✓			
Standing	Tasks involve standing in an upright position without moving about		✓			
Driving	Tasks involve operating any motor powered vehicle	✓				
Sitting	Tasks involve remaining in a seated position during task performance	✓				
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended		✓			
Walking/running	Tasks involve walking or running on even surfaces		✓			
	Tasks involve walking on uneven surfaces	✓				
	Tasks involve walking up steep slopes	✓				
	Tasks involve walking down steep slopes	✓				
	Tasks involve walking whilst pushing/pulling objects		✓			
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees	✓				
Working at heights	Tasks involve making use of ladders, footstools, scaffolding etc. Anything where the person stands on an object rather than the ground	✓				
Lifting/carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands		✓			
	1) Light lifting/carrying 0-9kg		✓			
	2) Moderate lifting/carrying 10-15kg	✓				
	3) Heavy lifting/carrying 16+kg				✓	
Restraining	Tasks involve restraining clients/clients, others					✓

Pushing/pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking		✓			
Grasping	Tasks involve gripping, holding, clasping with fingers or hands		✓			
Manual dexterity	Tasks involve fine finger movements i.e. keyboard operation, writing		✓			
Sensory Demands						
Sight	Tasks involve use of eyes as an integral part of task performance i.e. looking at screen/keyboard in computer operations	✓				
Hearing	Tasks involve working in a noisy area i.e. boiler room, workshop					✓
Smell	Tasks involve the use of the smell senses as an integral part of the task performance i.e. working with chemicals					✓
Taste	Tasks involve the use of taste as an integral part of task performance					✓
Touch	Tasks involve the use of touch as an integral part of task performance		✓			
Psychological Demands						
	Tasks involve interacting with distressed people	✓				
	Tasks involve interacting with people who as part of their lives may be aggressive, verbally or sexually uninhibited	✓				
	Tasks involve viewing/handling deceased and/or mutilated bodies					✓
Exposure to Chemicals						
Dust	Tasks involve working with dust i.e. sawdust					✓
Gases	Tasks involve working in areas affected by gas, or working directly with gases					✓
Fumes	Tasks involve working with fumes i.e. which may cause problems to health if inhaled					✓
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made e.g. dermatitis					✓
Hazardous substances	Tasks involve handling of hazardous substances including storage or transportation					✓
Biological matter	Tasks involve work with human biological matter through examination, storage, transport or disposal	✓				
Allergenic substances	Tasks involve exposure to allergenic substances					✓
Anti-biotics	Tasks involve handling, transport, administration or disposal of anti-biotics					✓
Working Environment						
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance e.g. glare, not enough natural light					✓
Colour	Tasks involve differentiation of colour	✓				
Sunlight	Exposure to sunlight	✓				
Temperature	Tasks involve working in temperature extremes e.g. working in a cool room, working outdoors, boiler room					✓
Confined spaces	Tasks involve working in confined spaces					✓
Accident Risk						
Surfaces	Tasks involve working on slippery or uneven surfaces	✓				
Housekeeping	Tasks involve working with obstacles within the area, bad housekeeping	✓				
Heights	Tasks involve working at heights					✓
Manual handling	Tasks involve manual handling			✓		
Noise	Tasks involve working in a noisy environment					✓
Radiation	Tasks involve exposure to x-rays					✓
Electricity	Tasks involve working with electrical apparatus and currents		✓			
Machinery	Tasks involve use of machinery and equipment:		✓			
	1) Light		✓			
	2) Heavy					✓
	3) Portable		✓			
Biological hazards	Tasks involve working with blood, blood products/body fluids	✓				

Other Issues						
Workplace access	Tasks involve difficult access or movement from site to site	✓				
Personal protective equipment	Tasks involve use of Personal Protective Equipment	✓				
Safety critical issues	Tasks involve responsibility for safety of others	✓				

Document Control (Hiring Manager use only)	
Effective Date: 1/4/2022	Authorised By: Emma Scriven (Allied Health Manager)

Acknowledgement:

I accept the position description as documented above and understand that the position description will be reviewed during the performance review time. I understand that the position description may need to be amended periodically due to changes in responsibilities and organisational requirements.

Name

Signature

_____/_____/_____
Date