

POSITION DESCRIPTION

This position description is a guide and will vary from time to time, and between services and/or units to meet changing service needs

Canterbury

District Health Board

Te Poari Hauora o Waitaha

August 2017

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Position Title:	Allied Health Assistant	
Reports to:	<u>Christchurch Campus:</u> Allied Health Clinical Manager, Physiotherapy and Allied Health Team Leader; Physiotherapy, Medical Specialities and Neurosciences.	
Key Relationships:	Internal: <ul style="list-style-type: none">• Allied Health Clinical Manager, Physiotherapy• Allied Health Team Leaders – Physiotherapy, Occupational therapy / Speech and Language therapy.• Physiotherapy Staff• Occupational therapy staff• Speech and Language therapy staff• CDHB Clinical Staff• CDHB support services• Physiotherapy, Occupational therapy, Speech and Language therapy Students	External: <ul style="list-style-type: none">• Patients/clients and their family/carers• Community support groups• Physiotherapy, Occupational therapy, and speech and Language therapy colleagues• Rehabilitation and equipment suppliers
Organisational Vision:	The Canterbury District Health Board's vision is to promote, enhance and facilitate the health and wellbeing of the people of the Canterbury District.	
Organisational Values & Philosophy:	The Canterbury DHB is committed to being an excellent and caring funder / provider of health and hospital services. Integral to the achieving our vision, goals and objectives of the DHB are the values of the organisation: <ul style="list-style-type: none">• Care & respect for others• Integrity in all we do• Responsibility for outcomes	
Role Purpose:	<p>This post is primarily based on Ward 24 at Christchurch Public Hospital, a 27 bedded Acute Stroke Unit and Medical ward.</p> <p>The Allied Health Assistant (AHA) role is to support the work of qualified Physiotherapists, Occupational Therapists and Speech and Language Therapists through delivery of a quality service to stroke survivors and their family/whanau.</p> <p>The AHA is accountable for their actions and accountable to Canterbury District Health Board. They must have the appropriate skills and knowledge to undertake activities that are delegated and supervised by a</p>	

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	<p>registered physiotherapist / occupational therapist/ speech and language therapists..</p> <p>The key deliverables are:</p> <ul style="list-style-type: none"> • To be clearly identifiable as a AHA by patients / clients, their family / whanau and other health professionals • To undertake a treatment plan developed by a registered physiotherapist who has undertaken a comprehensive assessment. • Maintain patient documentation, records and accurate statistical information to reflect care provided and meet professional standards both locally and nationally. • Completing set objectives for each rotation. • Contribute to service development and change through liaison with team leader and clinical manager • Active participation in professional supervision.
Complexity:	<ul style="list-style-type: none"> • Prioritising and managing a rapidly changing, acute caseload as delegated by a registered physiotherapist / occupational therapist / speech and language therapist. • Prioritising an additional caseload to support and provide cover when required. • Transfer knowledge and skills to practise safely and effectively in unfamiliar settings.

KEY ACCOUNTABILITIES:

The Allied Health Assistant:	The Allied Health Assistant will be successful when they:
<p>1. Delivery of responsive and high quality service to a designated area of work.</p> <ul style="list-style-type: none"> • Communicates with a wide range of people, including patient and family/whanau on a range of matters in a form that is appropriate to them and the situation • Constructively manages barriers to effective communication • Keeps accurate and complete records that are consistent with legislation, policy and procedures. • Maintain confidential communication at all times • Act in a way that are in accordance with legislation, policies, procedures and good practice • Treats everyone s/he comes into contact with respect and dignity • Recognises and reports behaviour that undermines equality and diversity. 	<ul style="list-style-type: none"> • Attend daily assistant meetings • Safely and effectively delivers interventions prescribed by registered staff and or students. • Gives timely feedback to staff about patients • Feedback clear, concise results of therapy interventions, and is able to discuss any modifications to treatment with the therapist • Understands the barriers to effective communication (e.g. hard of hearing patients) and changes behaviour accordingly • Able to receive and give information in different forms <ul style="list-style-type: none"> - e-mail - using the page system - telephone • Has read and complies with: <ul style="list-style-type: none"> - the Health Information Privacy Code - the release of patient information policy • Participation in notes audit once per rotation

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	<ul style="list-style-type: none"> • Participate in Peer Review • Has read and complies with the: <ul style="list-style-type: none"> - Te Reo Maori Policy - Tikanga Policy - Maori Health Policy
<p>2. Active personal and professional development and consolidation in their designated area of work.</p> <ul style="list-style-type: none"> • Identifies whether a) s/he can carry out the tasks within own job b) what s/he needs to learn to do current job better • Identify own learning needs • Takes an active part in agreed learning activities 	<ul style="list-style-type: none"> • Participates in professional development • Participates in clinical and professional supervision • Participates in annual performance review process using i-perform, establishes personal development plan and completes rotational objectives • Participates in peer review • Plays an active part in agreed learning activities and keeps a record of them
<p>3. Safe and effective participation in location and profession specific competencies</p> <ul style="list-style-type: none"> • Location competencies as appropriate • Physiotherapy • Occupational Therapy • Speech and Language Therapy • Other Allied Health professions as appropriate 	<ul style="list-style-type: none"> • Evidence of completion of competencies and objectives as required.
<p>4. Quality and service improvement</p> <ul style="list-style-type: none"> • Works within level of own competence and refers issues beyond these limits to appropriate people • Acts responsibly as a team member and seeks help when necessary • Prioritises own work load and organises these to meet service demand • Alerts team leader when direction / policies and strategies adversely affect service users • Adapts own practice and seeks support if necessary • Effectively carries out tasks related to evaluating services when asked 	<ul style="list-style-type: none"> • Knowledge and demonstrated use of quality tools • Shows an understanding of the complaints policy, and when necessary can advise patients / whanau of the procedure • Consistently and confidently performs therapy interventions to a high standard. • Carries out and participates in iPOD data information collection • Any other surveys / information gathering as requested
<p>5. Health and Safety Maintaining a high quality, safe and secure work environment by following relevant Canterbury DHB and divisional policies, protocols and standards</p> <ul style="list-style-type: none"> • Identifies and assesses the potential risks involved in work activities for self and others • Identifies how to best manage the risks 	<ul style="list-style-type: none"> • Participation in health and safety in the workplace occurs • Safe work practice is carried out • Safe use and maintenance of equipment occurs • Accidents/incidents/near misses are reported via Safety First incident reporting system as appropriate • Hazards are identified controlled and monitored

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<ul style="list-style-type: none">• Undertakes work activities consistent with policy, procedure and legislation• Reports actual or potential problems that may put health and safety at risk• Takes the appropriate action to manage an emergency	<ul style="list-style-type: none">• Emergency procedures are known• Advice in safe work practice is sought from your manager if required• Takes responsibility for reading the divisional and departmental policies and undertakes work consistent with the procedures.• Ensures all equipment / stock is maintained, clean and safe to use (consistent with departmental policies).• Reports any faulty equipment through the appropriate channels.• Delivers healthcare to patients adhering to health and safety and infection control policies• Attends yearly CPR, fire training and pool training (as appropriate)
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PERSON SPECIFICATION:

Leadership Capabilities <i>(as per the Leadership Capability Framework)</i>
Level 1 as set out by the Leadership Capability Framework. See attached.

Qualifications & Experience <i>(indicate years of experience required and level of learning)</i>	
Essential <ul style="list-style-type: none">• Have excellent communication skills, written and verbal• Year 11-NCEA Level 1 English (or equivalent)• Year 11-NCEA Level 1 Maths (or equivalent)• Flexibility and adaptability• Ability to work collaboratively in a team both physiotherapy and multidisciplinary• Understanding of the requirements for patient confidentiality• Be confident in water• Be in good physical health to undertake the duties expected.	Desirable <ul style="list-style-type: none">• Experience working with, or caring for the elderly and people with disabilities• New Zealand Certificate in Health and Wellbeing (NZQA Level 3) - relevant strand Health Assistants - to be completed within 2 years of commencement or to be commenced within 1 year of employment.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed in this job classification. Employees may be requested to perform job related tasks other than those specified.