

Eastern Health

POSITION DESCRIPTION

Position Title:	ACAS Assessment Clinician
Award Classification:	Allied Health Grade 2 (Occupational Therapy, Social Work, Physiotherapy), Nurse Grade 4a
Award / Agreement Name:	ALLIED HEALTH PROFESSIONALS (VICTORIAN PUBLIC SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2021- 2026 Nurses And Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Position Reports to:	Operational Report: Manager Ageing Well, Professional reporting line: Director of Allied Health Discipline / Director of Nursing

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



1. POSITION PURPOSE

The core objective of the Aged Care Assessment Program (ACAP) is to comprehensively assess the needs of frail older people and facilitate access to available care services appropriate to their care needs. The Clinical Assessor plays a key role in implementing the Commonwealth ACAP guidelines and representing the My Aged Care competencies and philosophies.

The key role of a clinician is to:

- Conduct a comprehensive assessment of the restorative, physical, medical history, medications psychological, cognitive, cultural and psychosocial dimensions of care and provide the options of appropriate services and;
- Provide information, referral and care co-ordination of services that are appropriate and available (including facilitating access to broader clinical and community services such as RAS, Mental Health or Disability Services) to meet their needs and preferences.

The Clinical Assessor is required to provide high quality service to clients through the predominantly autonomous use of high level proficient clinical assessment skills and effective communication. As well as demonstrated professional leadership through proactive participation within the service in quality improvement and professional development, whilst meeting individual KPI's.

The Clinical Assessor is also expected to have an advanced level of experience, knowledge and skill in the area of Aged Care, particularly with regard to the Aged Care Assessment Program Guidelines.

The successful candidate will be expected to work across both the Peter James Centre and Wantirna Health sites or within Eastern Health as required.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

Direct Practice:

Utilise multiple approaches to gather assessment information about the client and their situation to determine the performance, functional levels and capacity of the individual.

Indicators:

- Ability to conduct a comprehensive assessment of the restorative, physical, psychological, cognitive, cultural, psycho-social dimensions of care and reflect on medical history including listing medications.
- Ability to establish rapport with clients and describe purpose of assessment.
- Identifies the client's abilities and strengths, and deficits during assessment.
- Utilises and promotes discipline specific knowledge when appropriate as demonstrated through comprehensive assessments, participation in case conferences and other relevant forums.
- Seeks additional clinical advice to validate clinical decisions.
- Initiates strategies to confirm/ discount information collected e.g. conducts case conference involving relevant stakeholders.
- Integrates information from all sources.
- Able to question and interview clients using appropriate language, intent and style.
- Able to respond to client and carer questions appropriately, confidently and assertively.
- Analyses assessment data and considers possible interventions to maximise an individual's well-being, safety and performance.
- Able to independently formulate assessment findings and summarise these.
- Able to independently analyse the assessment data using professional theoretical frameworks as basis for clinical reasoning and determining of identified issues.
- Able to independently formulate a care plan with respect to the assessment findings and needs.

- Able to independently assess need for referrals on to other services
- Able to accurately discuss assessment and care plan in case conference setting, clearly articulating the reason for referral, recommendation from assessment findings and evidence of eligibility.
- Able to reflect on performance and independently identify areas and strategies for improvement.
- Assessment and Care Plans accurately reflect assessment outcomes and recommendations as an outcome of case conference.
- Documentation is complete, including accurate recording of phone calls, follow up undertaken and referrals made.
- Able to use interpretative and analytical skills to make decisions in complex situations.
- Able to engage in systematic and ethical clinical decision making.
- Ability to maintain individual KPI's and able to discuss any barriers to these as appropriate.

Knowledge, skills and resources of the assessor

- Demonstrate autonomous behaviour, independence of thought, awareness of own effectiveness and internalised responsibility.
- Demonstrate flexibility/responsiveness within professional practice/duties/roles in order to meet organisational goals/priorities.
- Demonstrate an understanding of relevant community resources and systems.
- Demonstrate an advanced level of knowledge and skill in the area of Aged Care.
- Demonstrate a comprehensive understanding of relevant theory and its relationship to clinical practice.
- Demonstrate knowledge and utilisation (where possible) of appropriate standardised clinical processes and outcome measures.
- Demonstrate a developing awareness/understanding of contextual State or Commonwealth governmental programs/initiatives and their potential impacts on service provision.
- Demonstrate knowledge of professional bodies associated with area of clinical practice and professional group.
- Demonstrate proficient communication with sound verbal, non-verbal and written skills within the team, the organisation, and with external agencies.
- Demonstrate proficient conflict resolution and negotiation skills and a willingness to seek appropriate support/assistance as required.
- Demonstrate a willingness to seek clarification, or support, with clinical duties as needed.

Client involvement

- Demonstrate a commitment to client-centred practice (e.g. involve clients/carers/external providers in decision-making and advocate on their behalf as necessary) and provide specialised education and/ or information to clients/ carers appropriate to their needs.
- Understand the commitment of Eastern Health to consumer participation and accordingly promote active links with consumer groups.

Multi and/ or inter-disciplinary work environments

- Actively participate in a coordinated team approach to client care including facilitating multidisciplinary case conferences (as appropriate).

- Actively utilising discipline specific skills to enhance client outcomes including providing recommendations as appropriate to colleagues.
- Actively promote and develop positive relationships within the service, health sector, and community that promote appropriate service delivery and patient care.
- Effectively participate and contribute to meetings (eg, departmental team meetings, relevant ward/unit meetings).
- Effectively promote an understanding of the assessor's role within the organisation.

Supervision

- Actively participate in line supervision and professional discipline specific supervision as appropriate.
- Seek out and utilise informal consultation opportunities as required.
- Develop (and autonomously pursue) own learning plan in conjunction with supervisor.
- Respond appropriately/professionally to feedback on performance.
- Acknowledge limitations of professional knowledge and experience, and seek assistance as required.

Recording and record keeping

- Complete professional, thorough organisational and program documentation in a timely manner.
- Complete data required for statistical input.

Referral/termination/interruption of service

- Effectively identify client(s) needs for ongoing assistance and refer on as appropriate.

Service Management

- Demonstrate high-level organisational skills through efficient time management and professional responsibility including the ability to appropriately prioritise workload.
- Demonstrate efficient and effective use of resources.
- Demonstrate a willingness to assist the Team Leaders in the day-to-day management and effective functioning of the program/site/department (e.g. assist in the orientation of new staff; professional mentoring/support of less experienced staff).
- Able to meet individual Key Performance Indicators
- Demonstrate appropriate professional behaviours in all areas of practice, including punctuality and presentation.
- Comply with Eastern Health values and program policies and procedures (e.g. annual performance appraisal).
- Demonstrate willingness to assume extra responsibilities/duties consistent with employee's skill level and classification.
- Demonstrate flexibility to ensure all the requirements of the ACAS program are met.
- Participate in or lead appropriate portfolios within the team.
- Recognise, support and be involved in changes in work processes.

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity

to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Essential

One of the following;

- Registration with AHPRA for occupational therapist, physiotherapy, nurse
- OR an AASW accredited Bachelor Degree or entry level Masters Degree of Social Work that provides eligibility for membership of the Australian Association of Social Workers.
- Evidence of meeting annual continuing professional development requirements in line with AASW CPD standards and Eastern Health Credentialing Policy
- Advanced clinical skills (as evidenced by four or more years post-qualifying professional experience).
- Evidence of ongoing commitment to professional development (eg. post-graduate education, accredited courses, seminars conferences etc).
- Demonstrated capacity to function independently (needing consultation for exceptional cases rather than routinely requiring guidance/direction).
- Demonstrated capacity to articulate clinical practice frameworks.
- Demonstrated understanding of aged care systems.
- Advanced knowledge and skill in the area of comprehensive aged care assessment and care co-ordination in the community setting.
- Evidence of understanding of research/evaluation and quality improvement principles.
- Demonstrated understanding of role of the Aged Care Assessor within the Aged Care Assessment Program.
- High level of computer skills and literacy (eg Microsoft Word, Excel, PowerPoint).
- A current Victorian driver's licence.
- Previous experience working with older adults.

Desirable

- Membership of the relevant professional association(s) and other professional bodies within field of practice.
- Previous experience in an ACAS program.
- High level of integrity, honesty and commitment.
- Flexibility and adaptability.
- Excellent interpersonal skills.
- Innovative, lateral and solution-orientated thinking.
- High level of self-awareness and emotional intelligence.
- Proven conflict resolution and negotiation skills.
- Enthusiasm, energy and motivation.