

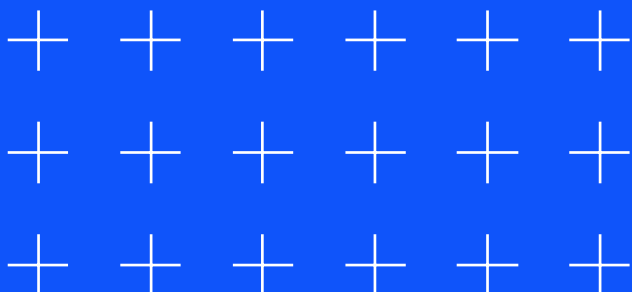
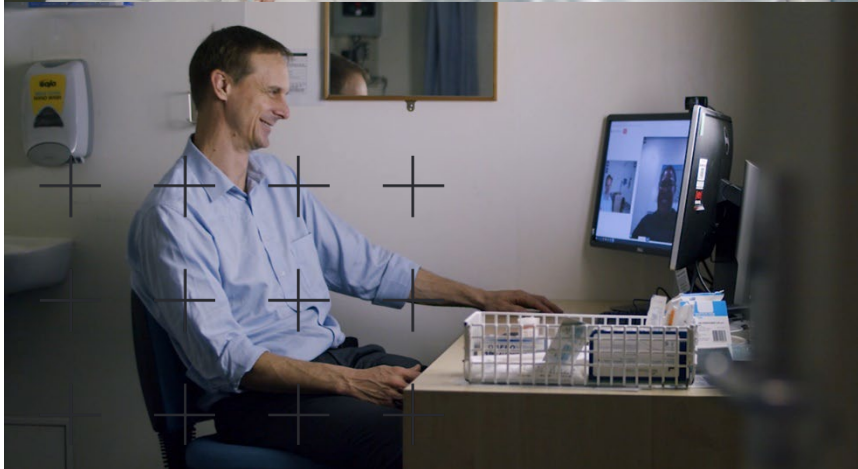


**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Allied Health Assistant - Grade 2

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

Advancing health for everyone, every day.

True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability

Position Title:	Allied Health Assistant - Grade 2
Service:	Allied Health
Location:	The Royal Melbourne Hospital – City and Royal Park Campuses
Reports To:	Allied Health Profession Manager & Senior Clinician Allied Health Professionals (Profession specific)
Enterprise Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021–2025
Classification:	Allied Health Assistant Grade 2 (IN29)
Employment Status:	Full Time/ Part Time
Immunisation Risk Category:	Category A
Date of Review:	March 2025

The Grade 2 Allied Health Assistant, under supervision, aids the relevant Allied Health Professionals in patient treatments (individual and group) to promote therapy objectives and deliver quality patient care. In addition to patient related responsibilities, this role involves administrative duties, which are an important part of the ongoing service operation and development.

The scope of practice is determined through formal competency assessment and training. Relevant scope of practice will be reviewed and updated annually. Allied Health clinicians remain ultimately accountable for patient care.

The Allied Health team provides patient care within the acute, sub-acute and community therapy services. This position may also involve servicing patient caseloads from other Allied Health Professions. Allied Health is committed to providing evidence-based care to improve physical function, independence and quality of life with a patient centred focus. Supervision, professional development and quality improvement initiatives are key focuses of Allied Health at RMH.

The Allied Health team provides integrated multidisciplinary care across the acute, subacute and community sectors of Melbourne Health (with the exception of Mental Health). Allied Health professionals and support team work to improve the patient's physical and psychosocial functioning. The Allied Health structure complements a series of new and exciting developments aimed at supporting our workforce and creating innovative solutions in order to provide excellent patient care.

- Provide quality care to patients in collaboration with and under the direction and supervision of Allied Health Professional (AHP)
- Under the direction and / or supervision of the AHP, assist patients in activities of daily living, such as personal care tasks, toileting and cooking
- Assist/supervise patient transfers, exercise programs, and mobilisation as directed by the AHP
- Assist the therapist(s) by setting up treatment areas and positioning patients or equipment ready for treatment
- Assist the therapist(s) in the provision of ongoing individual and group treatment programs
- Provide feedback to the supervising AHP regarding outcome of interventions and any observed changes in physical or medical status
- Perform administrative tasks as requested by the AHP
- Work with minimum supervision to implement therapeutic and related activities, including maintenance of appropriate documentation
- If required assist in the supervision of the work being performed by Grade 1 AHA and those in training
- Demonstrate efficient time and resource management and the ability to prioritise workload appropriately
- Attendance at departmental &/or clinical team Professional Development
- Contribute to the operational needs of the department across a 7-day service model
- Demonstrate effective communication and interpersonal skills
- Maintain standard and condition of equipment
- Demonstrate involvement in a formal supervision program with documented goals and learning objectives & outcomes achieved
- Take reasonable care for your safety and wellbeing and that of others including maintaining a safe environment
- Work in your scope of practice and seek help where required
- Work in partnership with consumers, patients and where applicable carers and families
- Work collaboratively with colleagues across all RMH teams
- Continue to learn through mandatory training and other learning activities related to the role
- Seek feedback on your work including participation in annual performance discussion and demonstrate appropriate action in response
- Speak up for safety, our values and wellbeing
- Respect that the RMH is a smoke-free environment

Internal

- Allied Health Professionals
- Allied Health Manager(s)
- Patient appliance centre
- RMH nursing, medical and allied health staff
- Patient Appliance Centre

External

- Clients and their family/carers
- Equipment providers
- Community Services

Formal Qualifications

- ### Essential:

- Desirable:

- Previous health sector experience (employment or student placement experience in a hospital setting)
- Experience working within a team, preferable in a health-related area
- Understanding of principles of supervision
- Understanding of the hospital structure
- Understanding of ethical, multicultural, and medicolegal issues
- Skilled in Microsoft 365 suite of programs - word, excel, teams

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Effective, Person-centred Care (STEP) in line with our clinical governance framework.
- Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Name (please print)

Date