



POSITION DESCRIPTION

Position Title:	Allied Health Assistant (1.0 FTE)
Location:	Dunstan Hospital
Reports to:	Allied Health Clinical Leaders Allied Health Director (professional)
Date:	September 2023

Our Vision

To be a lead provider and educator of rural healthcare for our communities.

Purpose of the Role

You will assist Allied Health professionals and other staff in the provision of care for inpatient, outpatient and community based patients/clients of Central Otago Health Services Limited (COHSL). You will provide support to Allied Health professionals to implement person centred inter professional plans of clinical care. This is where multiple health workers from different professional backgrounds work together with patients, families, caregivers and communities to deliver the highest quality of care.

COMPETENCIES

Organisational Competencies

Role Model	Be ready to embrace change for the improvement of patient and whanau care.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets firsthand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
Integrity & Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Drive For Results	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.

Role Specific Competencies

Listening	Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.
Priority Setting	Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what would help or hinder accomplishing a goal; eliminates roadblocks; creates focus.
Motivating Others	Creates a climate in which people want to do their best; can motivate many kinds of people; can get the best out of people; empowers others; invites input from each person and shares ownership and visibility; makes each individual feel that their work is important; is someone people like working with.

KEY RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> Clinical Leader Physiotherapy 	<ul style="list-style-type: none"> Patients, Family / Whanau & Community
<ul style="list-style-type: none"> Clinical Leader Occupational Therapy 	<ul style="list-style-type: none"> ENABLE
<ul style="list-style-type: none"> Allied Health Service Leader 	<ul style="list-style-type: none"> Allied Health Assistants at SDHB
<ul style="list-style-type: none"> Allied Health Director 	<ul style="list-style-type: none"> ACC
<ul style="list-style-type: none"> Allied Health Seniors and Staff 	<ul style="list-style-type: none"> Other Community Services as appropriate
<ul style="list-style-type: none"> Clinical Services Manager 	
<ul style="list-style-type: none"> Other health professionals 	
<ul style="list-style-type: none"> Non-clinical Staff – Administration, Finance and Support Services staff 	

PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role:

	ESSENTIAL
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> Year 11-NCEA Level 1 English (or equivalent) Year 11-NCEA Level 1 Maths (or equivalent) NZQA Level 3: New Zealand Certificate in Health and Wellbeing - Health Assistance Strand* <p><i>*If not previously obtained; to be completed within 2 years of commencement or to be commenced within 1 year of employment. On the job support will be provided to attain this qualification.</i></p>
Experience	<ul style="list-style-type: none"> Ability to learn new skills and competencies Experience working in health/disability settings or with the general public
Knowledge and Skills	<ul style="list-style-type: none"> High level of interpersonal and communication skills Ability to communicate clearly Basic Computer skills Current Driving Licence
Personal Qualities	<ul style="list-style-type: none"> Ability to work in a supportive and honest manner Ability to work under direction of Allied Health Professional(s) Ability to Accept responsibility for own actions

KEY RESULT AREAS

Key Accountabilities

Examples of Successful Delivery

Delegated Clinical Responsibilities

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| <ul style="list-style-type: none"> • Under direction of relevant Allied Health professional(s), implements person centred goals/ programmes that takes into consideration client/patient preferences and interprofessional working • Accepts responsibility for own actions and decisions within area of work • Relays information and educates appropriately to the needs of the client/patient • In partnership with the patient/client, monitor their progress toward expected outcomes • Participates in on-going health education of patients/clients in a way that they can understand • Facilitates client/patient responsibility to maintain and promote health | <ul style="list-style-type: none"> • You show evidence of assisting others to achieve their goals (partnership) • You demonstrate respect, empathy/understanding and interest in client/patients. • You provide practical support for other team members to facilitate patient/client goals • You are involved in Clinical Task Indicator sign off (Calderdale) for your delegated skills |
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Communication

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| <ul style="list-style-type: none"> • Regularly reports information about the patient/client's intervention to relevant Allied Health professional • Relays information to patients/clients in a way that protects their rights and to allow informed decisions. • Uses a variety of communication strategies when required • Establishes rapport and trust with client/patient/family/whānau | <ul style="list-style-type: none"> • You update Allied Health professional/multidisciplinary team (MDT) on progress and effectiveness of interventions • You have an ability to use alternative modes of communication |
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Teamwork

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| <ul style="list-style-type: none"> • Participate in and contribute to the functioning of the team • Establish and maintain an effective working relationship with other colleagues | <ul style="list-style-type: none"> • You participate as a team member to ensure the best outcomes for patients/ people |
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Clinical Competencies – Safe and Culturally Sensitive

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| <ul style="list-style-type: none">• With support of others, identifies own level of competence, seeks assistance, advice and knowledge as necessary• Takes responsibility for developing and maintaining identified competencies with support of appropriate Allied Health professional(s)• Undertakes learning activities relevant to own role, shares knowledge gained with others• Accesses supervision, debriefing and direction as necessary• Practices in a culturally safe manner | <ul style="list-style-type: none">• You meet the mandatory training requirements of the work place and of the relevant Allied Health profession(s).• You update your knowledge related to practice guidelines• You maintain an up to date professional development plan• You assist patients/clients to gain appropriate support and representation which reflects their cultural needs and preferences |
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Legislative Requirements and Health, Safety and Wellbeing

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| <ul style="list-style-type: none">• Demonstrates knowledge of policies and procedural guidelines that have implications for day to day work• As directed by Allied Health professional(s), practises in accordance with relevant legislation/codes/policies and upholds patients/clients' rights
• Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the COHSL's Health, Safety and Wellbeing policies, procedures and systems | <ul style="list-style-type: none">• You adhere to Central Otago Health Services Limited (COHSL) and legislative standards of practice• You maintain confidentiality of patient information
• You understand and consistently meet your obligations under COHSL's Health and Safety policy/procedures.• You actively encourage and challenge your peers to work in a safe manner.• Effort is made to strive for best practice in Health and Safety at all times. |
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Documentation

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| <ul style="list-style-type: none">• Adheres to Documentation Standards NB: clinical notes will be monitored/supported by appropriate Allied Health professional | <ul style="list-style-type: none">• Your documentation is timely, clear, concise and accurate• You demonstrate literacy and computer skills essential for own practice and to support other team members |
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Other Duties

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| <p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> | <ul style="list-style-type: none">• You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.• Live and support the COHSL values in everything you do |
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Treaty of Waitangi

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| <ul style="list-style-type: none">• Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis. | <ul style="list-style-type: none">• <i>Partnership</i> – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other.• <i>Participation</i> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education.• <i>Protection</i> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori |
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CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date