

# Position Description

## Allied Health Assistant

<b>Classification:</b>	Grade 3 Allied Health Assistant
<b>Business unit/department:</b>	Allied Health / Podiatry
<b>Work location:</b>	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input checked="" type="checkbox"/> Other <input type="checkbox"/> (please specify)
<b>Agreement:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Employment type:</b>	Part-Time
<b>Hours per week:</b>	7 hours p/w
<b>Reports to:</b>	Grade 2, Grade 3 Senior Podiatrist & Podiatry Manager
<b>Direct reports:</b>	Nil
<b>Financial management:</b>	Nil
<b>Date:</b>	16.12.25

### Position purpose

The Grade 3 Allied Health Assistant (AHA) works within a defined scope of practice under supervision and delegation of Podiatrists, or other allied health professionals (AHPs), to deliver safe, effective and patient-centered care across a variety of settings within Austin Health. This role supports the Podiatry and High-Risk Foot Service by assisting with both clinical and non-clinical tasks that enhance service delivery, efficiency and contribute to positive patient outcomes.

The AHA collaborates closely with the multidisciplinary team and community partners to support coordinated care. In addition, AHAs have opportunities to participate in departmental research, quality improvement initiatives and support service development projects.

The AHA will be based at Repatriation campus; however there will be an expectation to travel and work across all 3 Austin health campuses.

### About the Directorate/Division/Department

This position is based within Austin Health's Podiatry Department. This department forms part of the Division of Allied Health, which comprises the following services:

- Allied Health therapies: Physiotherapy, Social Work, Speech Pathology, Occupational Therapy, Nutrition and Dietetics, Orthotics & Prosthetics, Podiatry, Clinical and Neuropsychology (Royal Talbot site) and Creative and Leisure Services
- Tracheostomy Review and Management Service
- Spiritual Care
- Language Services
- Ngarra Jarra (Aboriginal Health) Program
- Disability liaison Officers (DLO)

The Podiatry department is committed to promoting the highest levels of Podiatric service for our patients. In realising this goal, the department will lead and excel in research, teaching and the use of person centred evidence-based practice.

The Department provides services on all three campuses of Austin Health, across all Divisions. The department provides care across the continuum from the Emergency Department through bed-based services and ongoing ambulatory care.

The clinician employed in this position is expected to travel across campus as required and adopt a flexible approach to clinical caseload management and the provision of care during periods of planned and unplanned leave.

There are currently 3 streams that make up the Podiatry department, and these are:

**Acute Care-** *Inpatient program*

**Aged care & Rehabilitation-** *Inpatient programs*

**Outpatient-** *High Risk foot Service, Chronic Wound Service and Podiatry Outpatients*

These streams are led by a Podiatry Manager, HRFS Clinical Coordinator and Grade 3 Podiatrist.

The department is focused on developing the professional body of knowledge and practice of staff (which is evidence based) in a range of areas to ensure high quality service provision. This is achieved through staff participating in ongoing training and professional development, professional supervision and performance review, research, quality improvement activities and undergraduate and / or post-graduate student teaching. The department has a continuing education, student and quality improvement strategy which is developed and operationalised through senior leadership forums and committees.

## Position responsibilities

### Role Specific:

The Allied Health Assistant works within a defined scope of practice under the delegation and supervision of Podiatrists. Supervision may be direct or indirect, depending on the AHA's capabilities, experience, and demonstrated competencies. Ongoing learning and development in foot health is supported through structured internal competency packages and a formal delegation framework, ensuring safe and effective practice.

### Clinical Care

- Deliver safe, evidence-based care to consumers as delegated by an AHP independently, within the



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#### AHA's approved scope of practice

- Accurately recognises and escalated risk during the delivery of clinical care
- Identify clinical situations that require additional input from the AHP, including the monitoring and reporting of changes to the client's health status
- Assist with set up, pack down and restocking of clinical environments
- Adhere to infection control standards while in the workplace, particularly those related to direct clinical care
- Work collaboratively and flexibly with patient and the multi-disciplinary team
- Adhere to local prioritisation tools and organise own workload within the program established by the AHP
- Able to perform clinical photography and apply relevant local protocols
- Demonstrate an interest in and active pursuit of local competency and skill development
- Demonstrate commitment to involving clients and carers in shared decision making regarding their care
- Provide appropriate education to patients/clients and carer as directed by the AHP
- Acquires knowledge of relevant community resources, information and referral processes
- Support patient discharge by facilitation of referrals as directed by the AHP
- Demonstrates understanding of culturally and linguistically diverse communities (CALD)
- Accept other duties as directed by Podiatry Manager and supervisors

#### Clinical leadership

- Practices negotiation and conflict resolution skills
- Models professional & ethical standards
- Develops effective relationships internal and external to Austin Health

#### Report writing and administration

- Document in unit records for all patients according to Podiatry competency standards / hospital protocols and guidelines.
- Provide reports/ referrals to internal and external agencies as appropriate
- Utilise Austin Health clinical technologies and tools as per policies procedures and guidelines.
- Undertake departmental administration activities as directed.
- Be proactive and vigilant regarding Occupational Health and Safety systems and policies that ensure the health and safety of staff, patients and visitors
- Entering accurate service provision data for reporting as required

#### Governance

- Be accountable to program manager and stream leaders in clinical work areas and well as the Podiatry manager and clinical supervisor.
- Attend and participate in relevant staff and/or service meetings including in-service sessions
- Comply with Podiatry, Allied Health and Organisational policies and procedures
- Evaluate services provided, strive for continual improvement and participate in quality assurance activities.
- Participate in the review and development of policy and procedure
- Compliance with mandatory training as per Austin Health Policy is a requirement of this role.
- Contribute to improving patient safety and maintaining Austin Health's accreditation status by



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being familiar with the National Safety and Quality Standards and Criteria; how these relate to your work

- Follow the guidelines provided in the Code of Conduct for staff of Austin Health.

### **Professional Development**

- Participate in department performance appraisal, supervision and Professional Development Planning process as directed
- Participate in regular supervision with supervisor or Department Manager
- Undertake education and training to ensure clinical practice is current and evidence based

### **Information Management**

- Record in patient medical files/Cerner according to policy/ procedure and Austin Health documentation standards
- Adhere to Austin Health's policies for use of Information Technology
- Adhere to patient confidentiality in line with Austin Health Policy
- Record accurate statistics as per policy and procedures

### **All Employees:**

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub): <http://oppic/>
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks
- Comply with the Code of Conduct

## **Selection criteria**

### **Essential:**

- Demonstrated ability to work well in a team environment
- Demonstrated ability to undertake and participate in professional supervision
- Demonstrated interpersonal skills that promote team engagement
- An ability to problem-solve and self-manage competing demands
- Effective written and verbal communication skills
- A commitment to Austin Health values: Our actions show we care, we bring our best, together we achieve and we shape the future.

### **Desirable but not essential:**

- Experience working at a tertiary health setting
- Experience in data collection
- Experience working with Podiatry or Foot Health services

## **Professional qualifications and registration requirements**



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### Essential:

- Successful completion of at least a Certificate IV Allied Health Assistance and a minimum of 18 months experience as a Grade 2 AHA, OR;
- Equivalent recognised qualification (determine by the line manager) with relevant experience

### Desirable:

- Relevant discipline modules related to the advertise role- Podiatry support specialisation modules

## Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

## Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

## General information

### Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

### Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or



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Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

### **Austin Health is a child safe environment**

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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