

Allied Health Assistant 2/3 Broad banding

The Support Service Enterprise Agreement 2023-2026 Section N.35 details the criteria for assessment to determine if an Allied Health Assistant (AHA) 2 is eligible for progression to an AHA3. This document details how the criteria is applied and the assessment approach to AHA 2/3 broad banding at Canberra Health Services.

Scope

This document applies to AHA2.3's and managers assessing suitability for progression to an AHA3.

Eligibility

AHA 2.3's who meet the five criteria below are eligible for progression to an AHA3.

Criterion

AHA2's must have:

1. Completed 12 months at an AHA 2.3 pay point,
2. Successfully completed a Certificate IV in Allied Health Assistance (or equivalent or higher qualification,)
3. Completed at least three years of practical experience as an AHA2,
4. Met relevant competency requirements of an AHA3, and
5. There is sufficient work and an approved business need at the AHA3 level to support service delivery in the relevant service area.

Where an AHA2.3 meets the first three criteria, they will then proceed to assessment of competency and business need outlined in this document.

Competency Assessment

The competency assessment is undertaken by the Line Manager with the AHA2.3 and team leader (where relevant).

1. Assessment of the AHA2.3 capabilities against the Work Value Factors

Circle the AHA2.3's level of capability on the table below

WORK VALUE FACTORS	ALLIED HEALTH ASSISTANT 1	ALLIED HEALTH ASSISTANT 2	ALLIED HEALTH ASSISTANT 3	ALLIED HEALTH ASSISTANT 4
Organisation of work	Low Responsibility	↑ Limited Responsibility	↑ Limited – Moderate Responsibility	↑ Moderate Responsibility
Implications of failure	Minor	→ Minor	↑ Moderate	→ Moderate
Autonomy and decision making	Routine Supervision	↑ Routine – General Supervision	↑ General – Limited Supervision	→ Limited Supervision
Accountability	Low	↑ Limited	↑ Limited - Moderate	↑ Moderate
Physical Environment	Moderate	→ Moderate	→ Moderate	→ Moderate
Degree of Physicality	Moderate	↑ Moderate	→ Moderate	↓ Limited
Cognitive complexity	Low complexity	↑ Procedural Complexity	↑ Moderate Complexity	→ Moderate Complexity
Application of knowledge and skills	Basic	↑ Intermediate	↑ Intermediate – Substantial	↑ Substantial
Mental Stress	Low Exposure	→ Low Exposure	→ Low Exposure	→ Low Exposure
Team environment	Moderate Interaction	→ Moderate Interaction	↑ Moderate - High Interaction	↑ High Interaction
Customer and client relationships	Basic Customer Service	↑ Basic – Routine Customer Service	↑ Routine Customer Service	↑ Routine – Moderately Complex Customer Service

↑ Higher work value than the lower Classification level → Equivalent work value to the lower Classification level ↓ Lower work value than the lower Classification

Sourced from the Allied Health Assistant Work Level Standards, 2023

2. Detailed competency requirement

Competency Requirement	Requirement Met
Staff member has demonstrated the capability to regularly perform a broad range of tasks that require advanced skills and/or experience when compared to the AHA2 position description they are employed against.	Choose an item.
Comment:	
Staff member has demonstrated the capability to exercise independent judgement in different environments addressing moderately complex matters. They can generate innovative solutions to complex matters reducing the need for health professional involvement.	Choose an item.
Comment:	
Staff member has demonstrated the capability to be the principal supervisor for AHA students.	Choose an item.
Comment:	



Staff member actively participates in identifying, implementing, progressing and achieving outcomes in regard to quality improvement initiatives within their service area.	Choose an item.
Comment:	
Staff member has demonstrated the capability to work with limited task supervision when completing therapeutic and related activities.	Choose an item.
Comment:	
Staff member has demonstrated the capability to apply advanced communication and interpersonal skills with a range of stakeholders and where there is opportunity, represent their work area at meetings/working parties etc.	Choose an item.
Comment:	
Staff member has demonstrated the capability to organise their own workload and set priorities within the tasks delegated by the AHP.	Choose an item.
Comment:	

Outcome

On review of the Work Value Factors and Competency Requirements, has the AHA2.3 met competency requirements to progress to an AHA3?

Yes / No

If yes, proceed to assessment of Sufficient Work and Business Need.

Sufficient Work and Business Need

The Line Manager must consider the following to determine there is sufficient work and business need for an AHA3. Assessment must be 'Yes' or N/A to each question below to demonstrate this criteria has been met.

Business Need	Requirement Met
Would an AHA3 be able to take on additional lower complexity tasks currently undertaken by a Health Professional (HP)?	Choose an item.
Comment:	



Is there a need for the workload assigned to the AHA to increase in nature to moderately complex?	Choose an item.
Comment	
Where there is opportunity the AHA, under limited supervision of a HP, is able to provide supervision/training to: <ul style="list-style-type: none"> • AHA students, and/or • AHA 1 and/or 2, and/or • Provide general orientation to new team members in service area. NB: if there is no opportunity mark this criterion as NA.	Choose an item.
Comment:	
Is there benefit to the work area if the AHA functions with less direct and/or remote supervision?	Choose an item.
Comment:	

Outcome

Is there sufficient work and a business need in the work area for a AHA3?

Yes / No

Recommendation

The AHA2.3

- Has met the criterion and is recommended for transition to an AHA3

OR

- Has not met the criterion and is to remain AHA2.3

Where the AHA2.3 has not met criterion for progression to AHA3.1, the manager is to provide advice on:

- Areas the AHA2.3 requires development
- Timeframe for reassessment (maximum of 12 months).

Approval

Line manager to provide brief to their Director Allied Health for formal approval.





Acknowledgement of Country

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and contribution to the life of this region.

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