

## Position Description

<b>Position title</b>	Allied Health Assistant – Neonatal Neurodevelopment clinic
<b>Department / Division</b>	Neonatal Medicine / Critical Care
<b>Classification</b>	Allied Health Assistant Grade 3 IN30
<b>Position reports to</b>	Team Leader, Neonatal Neurodevelopment Clinic
<b>No. of direct &amp; indirect reports</b>	N/A
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville
<b>Risk category</b>	Category A - works in a direct patient contact role and has or potential to have exposure to blood or body fluids.

The Royal Children's Hospital
<p>The Royal Children's Hospital's (RCH) vision is <i>a world where all kids thrive</i>.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <a href="https://www.rch.org.au/quality/child-safety/">https://www.rch.org.au/quality/child-safety/</a>.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at <a href="http://www.rch.org.au">www.rch.org.au</a></p>

ROLE CONTEXT
<p>The Department of Neonatal Medicine specialises in the management of newborn infants with surgical and complex medical conditions. We have in excess of 800 admissions per year. We recognise the importance of structured, targeted neurodevelopmental follow-up and to this end have developed a dedicated multi-disciplinary Neonatal Neurodevelopment Clinic in which targeted sub-groups of our patients can be assessed at key time points in their early development.</p>

The Allied Health Assistant will play an integral role in the new service by supporting the team to deliver care to children and families in a timely and efficient manner.

## ROLE PURPOSE

The Neonatal Neurodevelopment Clinic, a follow-up service at RCH, provides services to outpatient populations in the areas of physical, cognitive, and social-emotional development. Medical and allied health staff contribute to the service.

The Allied Health Assistant assists the neuropsychology and medical staff on the team to provide optimal care to children most at risk of neurodevelopmental challenges, in an outpatient setting. They will work closely with clinical and administration staff. A large proportion of this work involves supporting developmental intake (questionnaires), preparing files for assessments, supporting appointments for neurodevelopmental assessments (e.g. by preparing materials and equipment), contributing to data management, maintaining equipment and spaces, setting up for clinics, and resource development for patients and the team.

## KEY ACCOUNTABILITIES

### Provision of Care

- Assist in preparation for clinics and appointments (e.g., preparing assessment packs (files, testing equipment), developing resources, scoring screening assessments, gathering additional information)
- Assist in maintaining equipment and developing resources for patients and the Neonatal Medicine Neonatal Neurodevelopment clinic follow up team (e.g., developing communication boards, cleaning equipment, iPad maintenance.)
- Assist with filing confidential allied health assessment materials, paper and electronic
- Assist with data entry from allied health assessments for the purpose of mandatory reporting (e.g. 2 year old assessments), quality improvement, or research activities within the department.
- Assist allied health colleagues to summarise information gathered from assessments for the purposes of reports
- Maintain records of allied health staff assessment status to support timely feedback and reporting
- Assist team members to obtain outstanding information to support clinical care (e.g. questionnaire completion)
- Maintain assessment and therapy test cupboards (tests, assessment forms, stationary)
- Collect, record and access information in timely manner and ensure that it is relevant to the patient/client's needs
- Put the patient/family at ease by clearly explaining upfront the healthcare activity/activities to be undertaken
- Ensure consent has been obtained and documented by the responsible practitioner
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- Constructively assist others to plan and prepare for clinical care
- Seek guidance and assistance when required
- Participate in safety and quality programs that seek to reduce the causes of harm in healthcare
- Document information in patient record according to RCH guidelines

### Collaborative Practice

- Negotiate appropriate boundaries with the patient/family and ways of working together
- Treat patients/families as partners in their own care
- Work in partnership with other health professionals towards common goals

- Work in partnership with departmental administration professionals, towards common goals for the clinic/service
- Understand own role and the roles of others in the provision and coordination of care
- Effectively communicate with patients, their families and other team members
- Organise own workload and set priorities

#### **Health Values**

- Help promote an open, friendly and supportive professional environment
- Respect others' ideas and efforts
- Respond positively to individual and cultural differences by valuing others equally
- Recognise areas for improvement and suggest new ways of working to improve team functioning and effectiveness

#### **Professional, ethical and legal approach**

- Understand and work within the scope of the allied health assistant role.
- Identify, document and address any potential ethical issues if and as they arise.
- Consult with senior allied health colleagues about legal matters pertaining to a patient/their caregivers to support appropriate information sharing
- Prioritise workload appropriately
- Recognise accountability to the supervising/delegating practitioner who has responsibility for overall provision of care and work within the guidelines of supervision/delegation

#### **Lifelong learning**

- Participate in lifelong learning, participate in professional development and performance development
- Critically evaluate own performance and encourage feedback on own performance
- Participate in any other projects or duties as allocated by the Team Leader - Neonatal Neurodevelopment clinic

### **QUALIFICATIONS AND EXPERIENCE**

#### **Essential:**

- Certificate IV in Allied Health Assistance or equivalent
- Experience in working directly with patients as an Allied Health Assistant
- Previous experience in a hospital setting
- Proficient computer skills

#### **Desirable:**

- Experience working with paediatric populations as an allied health assistant
- Experience working in a multidisciplinary team

### **KEY SELECTION CRITERIA**

- Demonstrated skills to implement and facilitate activities for clinical assessment by an Allied Health practitioner
- Demonstrated skills in assisting professionals in the safe use of equipment and maintaining equipment
- Maintain records of work undertaken with patients

- Evidence of well-developed interpersonal skills and communication strategies, interaction and self-reflection skills to enable effective work with people of different personalities and backgrounds and to maintain excellent intra and interdisciplinary team dynamic.
- Highly motivated, with demonstrated enthusiasm and initiative.
- Demonstrated ability to work with competing demands and to appropriately prioritise
- Demonstrated solution-based approach to overcoming challenges.
- Computer literacy
- Evidence of data literacy / management skills

#### OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

#### IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

#### RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

#### QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

**The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTIQI community and people with disability.**

**Position description last updated**

**May 2025**