
POSITION TITLE:	Allied Health Cadetship
RESPONSIBLE TO:	Director Community Services
DEPARTMENT:	Community Services
AWARD:	Allied Health Professionals
CLASSIFICATION:	As per contract
REPORTS TO:	Manager Community and Clinical Services

POSITION STATEMENT

The Allied Health Team at Orbost Regional Health (ORH) is searching for its future workforce. As such, ORH are offering cadetship opportunities to students currently studying an allied health degree to support them into becoming highly capable clinicians who will make up the future workforce within the region.

Cadetships are a way in which health services can support students studying at a tertiary level to develop practical experience in their chosen field of study. A cadetship is more than a scholarship. It is a holistic approach to the development of a student in the workplace.

A cadetship comprises of two sub-components. The first component is a support payment during the semester to assist with study related costs such as textbooks or other learning materials. The second component is paid employment during mid-semester breaks as an allied health assistant within the health service under the supervision of an allied health practitioner.

While in paid employment, the cadet will assist the therapist to deliver allied health services in both the acute and community service settings to assist in the management and prevention of illness. The cadet will provide high quality allied health services in collaboration with the allied health practitioner to clients within a multidisciplinary framework, ensuring a best practice approach.

CADETSHIP OPPORTUNITIES

- Develop on the job skills in allied health treatment and discharge planning.
- Be paid to deliver quality and innovative client centred allied health services across the multi-purpose service including early years and community services, with support to acute and aged care when needed.
- Work with the allied health clinicians to best meet the needs of clients and put theoretical knowledge into practice.
- Undertake and participate in case management of clients with health professionals and other relevant service providers.
- Actively participate in formal and informal case conferences, appropriate referrals and participation in clinical duties as required.
- Understand how to document and maintain client files.
- Participate in professional networks and further develop knowledge in allied health.

ELIGIBILITY CRITERIA

- Currently studying a degree in Occupational Therapy, Speech Therapy or Physiotherapy
- Ability to work at Orbost Regional Health during mid semester breaks for a minimum of 3 weeks per semester break
- Can show evidence of having passed subjects in the previous year of study in an allied health degree with an unofficial academic transcript

Other requirements:

- Current Victorian Driver's licence.
 - Satisfactory criminal history check (National Police Certificate) and Working with Children Check is required prior to employment in the role.
 - All employees will undertake an organisational orientation induction program and complete mandatory training requirements relevant to position.
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HUMAN RESOURCES

- Employees must comply with and demonstrate the Organisational Behavioural Values **Respect, Integrity, Compassion, Excellence, Community**
 - All employees of Orbost Regional Health are required to participate in an annual Performance review and planning process, ensuring all documentation is provided for the personnel file.
 - Participate in the annual review and planning process, completing an annual performance review which is in line with the strategic objectives of Orbost Regional Health
 - During the annual performance review discussion review the annual information updates as listed in attachment 2.
 - All employees will undertake an organisational orientation induction program and complete training requirements relevant to position, including mandatory training as listed in attachment 1.
 - On an annual basis complete mandatory training as per attachment 1.
 - ORH promotes the safety and wellbeing of all children and particularly those from culturally and/or linguistically diverse backgrounds. Working with children checks are required for staff who work with children under 16, and understanding of implementation of safe practices with children including mandatory reporting of child abuse is a requirement of ongoing employment.
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ADMINISTRATION

- Be conversant with Orbost Regional Health policies and procedures and be able to demonstrate how to access relevant policies and procedures using the PROMPT system
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OCCUPATIONAL HEALTH AND SAFETY

- Ensure that work practices are carried out in accordance with the Occupational Health and Safety policies, and the operational policies and procedures of the organisation.

- Ensure daily tasks are carried out in such manner that minimises risks to patients/residents, other staff members and visitors.
- Are confidently able to complete a Riskman incident report and report any safety issues immediately to the supervisor and/or Safety Representative.
- Ensure that infection control guidelines and requirements are known and incorporated into daily work activities.

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QUALITY AND SAFETY

- Demonstrate a commitment to the delivery of quality services.
- Demonstrate a focus on partnering with consumers in the planning, delivery and evaluation of services and care, by actively seeking feedback and engaging consumers in their care planning as appropriate to employee role.
- Ensure all Multi-Purpose Service activities are in accordance with the
 - National Safety and Quality Health Service Standards (organisation wide)
 - Community Care Common Standards (Home and Community Care)
 - Department of Human Services Standards (Disability and Homelessness Support)
 - Royal Australian College of General Practitioners Standards (Medical Clinic);
 - Diagnostic Imaging Standards (Radiology).
- Actively participate in the Orbest Regional Health quality program and accreditation processes against the above standards.
- Are confidently able to complete a RiskmanQ quality activity.
- Be able to identify risks and follow the Orbest Regional Health Risk Management Policy and procedure.
- Have processes to monitor and evaluate the performance of the services provided by the work area.
- Be aware of Orbest Regional Health’s approach to quality and safety that includes: Risk management, Clinical governance, Patient centred care and Consumer rights and responsibilities, Diversity, Workplace Health, Safety & Wellbeing, Performance reporting and Monitoring, Partnering with Consumers, Quality Improvement and Open Disclosure. Refer Staff Guides located in Prompt.

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AUTHORITY AND CONDITIONS

- All employees of Orbest Regional Health must sign a Confidentiality Statement. This is to ensure that employees shall not at any time, either during the period of employment, or at its completion, divulge either directly or indirectly to any person, confidential knowledge or information acquired during the course of this employment.
- All employees of Orbest Regional Health are required to recognise consumer rights and operate within the Charter of Human Rights.
- Adhere to the level of authority under the Organisation Instrument of Delegation.
- This position carries a Level (n/a) under the Instrument of Delegation.

I have read, understood and accepted this Position Description.

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(Employee Name)

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(Director/Manager Name)

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Signature

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Signature

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Date

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Date

Orbost Regional Health reserves the right to review and amend this document at its discretion.

KEY SELECTION CRITERIA

Essential Criteria

- Currently studying a degree in Occupational Therapy, Speech Therapy or Physiotherapy
- Ability to work at Orbost Regional Health during mid semester breaks for a minimum of 3 weeks per semester break
- Can show evidence of having passed subjects in the previous year of study in an allied health degree with an unofficial academic transcript
- Current Police Check, WWC or Working with Aged as relevant
- Drivers Licence

Orbost Regional Position Description - Attachment 1

Organisation wide – Mandatory Training

Focus area	Frequency	Classification	Staff	Training Type	Committee Responsible
Emergency Response	Orientation & Annual	Mandatory	All ORH Staff	Online training	Emergency Preparedness & Resilience
Manual Handling	Orientation & Annual	Mandatory	All ORH Staff	Online training	OH&S
No Lift	Orientation & Annual	Mandatory	Nursing Staff	Online training and practical assessment	OH&S
Hand Hygiene	Orientation & Annual	Mandatory	All ORH Staff	Online training	Infection Control
Basic Life Support	Orientation & Annual	Mandatory	All Nursing Staff Medical Staff	Self-directed learning package- clinical skills practical assessment	Clinical Standards
Medication Administration General Adult & IV competency	Orientation & Annual	Mandatory	All Nursing staff (including medication endorsed ENs).	Online training	Clinical standards
Falls Prevention	Orientation & Annual	Mandatory	All nursing staff	Online training	Clinical Standards
Neonatal Resuscitation	Orientation & Annual	Mandatory	All Midwives	Online training	Clinical Standards
Advanced Life Support	Orientation & Annual	Mandatory	All ALS responders – grade 5/ ANUMs	Self-directed learning package- clinical skills practical assessment	Clinical Standards
Triage	Orientation & Annual	Mandatory	Grade 5 / ANUM	Online Training	Clinical Standards
Blood Safe	Orientation & Annual	Mandatory	All Nursing Staff	Online Training	Clinical Standards
Aseptic Technique	Orientation & Annual	Mandatory	All Nursing & Medical Staff	Online Training	Infection Control
Bullying and Harassment	Orientation & Annual	Mandatory	All ORH Staff	Online Training	People and Culture
Risk Management	Orientation & Annual	Mandatory	Managers	Online Training	OH&S
Occupational Violence	Orientation & Annual	Mandatory	All ORH Staff	Online Training	OH&S
OHS	Orientation & Annual	Mandatory	All ORH Staff	Online Training	OH&S
Cybersecurity training for health services	Orientation & Annual	Mandatory	All ORH Staff	Online Training	MPS Managers

Orbost Regional Health Position Description – Attachment 2
Organisation wide – Orientation & Annual Information Update

Focus area	Frequency	Classification	Staff	Training Type
Occupational Health & Safety	Orientation & Annual	Info Update	All ORH Staff	Manager Discussion
People & culture	Orientation & Annual	Info Update	All ORH Staff	Workshop
Diversity	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Clinical Governance	Orientation & annual	Info Update	All ORH staff	Manager Discussion
Resource Management	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Risk Management	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Quality Improvement	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Partnering with Consumers	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Performance Reporting and Monitoring	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Patient Rights & Responsibilities	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Emergency management & Business Continuity	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Review & Planning Process	Orientation & 2years	Info Update	All ORH staff	Manager Discussion
Environmental sustainability	Orientation & 2years	Info Update	All ORH staff	Manager Discussion