



Guidelines AHP1 to AHP2

Allied Health Peer Assessment Process (AHPAP)

November 2020

(updates are denoted in italics)



Government
of South Australia

SA Health

This document is to be used as a guide only and must be read in conjunction with the Allied Health Professional Work Level Definitions prescribed in the South Australian Government Wages Parity (Salaried) Enterprise Agreement 2017 (the 'Enterprise Agreement').

Principles

These guidelines are for **permanent** Allied Health Professionals (AHPs) and **temporary appointed** AHPs, Managers and Human Resources staff for the Allied Health Peer Assessment Process (AHPAP) described in the Enterprise Agreement 2017 *Appendix 6*.

- > An application for peer assessment is the responsibility of either:
 - The **permanent employee** who has completed 12 months on the top increment at AHP1 (increment 5); or
 - The **temporary employee** who has completed a minimum of five (5) consecutive years of temporary contracted service OR for a non- metropolitan temporary appointed AHP, a period of not less than 3 years.
 - A Supervisor or Manager of an eligible **permanent** AHP1 may initiate an application for assessment for that employee without the need to complete 12 months at the top increment of AHP1.
 - A Supervisor or Manager of an eligible **temporary** AHP1 may initiate an application for assessment provided the temporary employee has a minimum of five (5) aggregate (collective) years of eligible temporary contracted service OR for a non-metropolitan temporary appointed AHP, a period of not less than 3 years.
- > Applications will be lodged with and receipted by the *Human Resources Department of your Local Health Network (LHN)*
- > The AHPAP Panel will include a profession specific Allied Health representative from another Local Health Network (at a minimum level of an AHP3) and a regional Allied Health Director or delegate. The Panel will also have a Human Resources representative as the Chair. Further Panel information is contained in the following section, *Role and Composition of the Allied Health Classification Assessment Panel*.
- > The AHPAP panel will provide a detailed response (via the AHPAP Panel Form) for each application. This response form will be made available to the applicant to aid Performance Review & Development (PR & D) planning with his/her Manager and/or Professional Supervisor.
- > The Panel may consider the information and assess with or without a discussion with the applicant/Manager.
- > It is recommended that the requirements for this progression process (where possible) be considered as part of the PR & D plan for 12 months prior to the application being lodged.
- > Following assessment should an applicant not progress to AHP2, the relevant Manager and/or Professional Supervisor is responsible for revising the application and PR & D Plan in consultation with the employee to address issues identified within the Panel Form.
- > Following further progress of a collaboratively agreed application and PR & D Plan process, re-lodgement of an application can occur at any time. Re-lodgement processes are the responsibility of the applicant. Re-lodgement initiates a new application date.
- > For dispute processes, see Part 5.

- > This process does not remove or diminish the opportunity for an AHP to apply for a reclassification and is the recommended option if the position (not the applicant) is under classified. A reclassification application will be considered and determined in accordance with existing Agency (e.g. SA Health) policies and procedures.

Submitting of Applications

- > Completed applications should be submitted to *the Human Resources Department of your Local Health Network (LHN)*. *The Human Resources Department will convene an appropriate panel to assess the application.*

Role and Composition of the Allied Health Peer Assessment Panel

- > The Panel will comprise of:
 - A profession specific Allied Health representative (from the same profession as the applicant) at a level of AHP3 or above. It is recommended that the representative is from a different Local Health Network to ensure transparency and consistency across the *agency*.
 - A LHN Director or Manager of Allied Health.
 - A local HR consultant.
- > The Chair of the panel (Human Resources consultant) is responsible for:
 - Setting panel dates including location, time, room bookings and computer and teleconference facilities.
 - Notifying the LHN Allied Health Director of panel dates, times and locations and the required Allied Health professional representatives.
 - Creating and forwarding a running sheet dealing panel times – normally ½ hour per application to panel members.
 - Forwarding copies of applications to the panel members for consideration at least two weeks prior to the meeting dates.
 - Uploading the applicants personal details on the application form and save on a USB for use at the time of the panel meeting.
 - Collating the panel's comments against the Work Level Definition criteria
 - Collating the panel's comments and rating against the 5 Professional Criteria including an overall rating.
 - Sighting of the applicant's Performance Review and Development Plan or equivalent with detail of clinical performance outcomes over the previous 12 months and planning for the next 12 months.
 - Indicating on the Panel Form if the above criteria have been met or not.
 - Gaining further information from the applicant's Manager/Professional Supervisor to aid the determination if the panel is unable to agree on the applicant's accomplishment of the progression criteria.
 - For unsuccessful applications, being available for further discussion with the applicant and his\her Manager and/or Professional Supervisor to support PR & D planning processes, if further input is required. The Chair cannot independently overturn the panel's decision. The resubmission process is utilised to reconsider an application including relevant additional information.

- > LHN Allied Health Directors will be responsible for:
 - Providing profession specific Allied Health representatives for each professional group requiring assessment (once confirmed by HR).
 - A LHN Director or Manager of Allied Health.

Assessing Applications

- > The AHPAP Panel will assess the applicant's merit to progress to a new classification by:
 - **Part 1, successful achievement of all mandatory Work Level Definition criteria (1 - 6).**
 - **Part 2, overall achievement of satisfactory to excellent qualitative rating across the 5 Professional Criteria.**
 - **Part 3, a current PR & D plan process.**
 - **Part 4, considering the summary of employment history provided.**
- > All submitted forms should be typed as scanning of handwritten documents decreases the legibility.

Part 1: Assessment against Work Level Definitions

- > Comments and evidence sources must be supplied for each of the six (6) mandatory Work Level Definitions, preferably in a dot point format with a maximum of a half page per definition. Particular attention should be given to demonstration of the bold text components in the application form.
- > Evidence sources can be the description of items such as work plans, reports, developed resources, evaluation processes/methods; evidence based practice/critical analysis processes, committee participation, recognition of professional expertise, peer reports, policy/service delivery development, policy/service delivery analysis, research projects and stated outcomes of any of these items. Evidence sources are to be referred to in order to demonstrate criteria achievement rather than attached to the application.
- > The mandatory Work Level Definitions are:
 - a) Demonstration of **increased professional expertise, competence** and **experience** to perform any **standard professional** task within the discipline;
 - b) Demonstration of having **attained greater specialised knowledge** within the discipline;
 - c) Demonstration of the provision of **professional services** to client groups in circumstances requiring increasingly **complex practice skills**;
 - d) Demonstration of the exercising of **greater specialised/generalist knowledge** within the discipline and achieving of higher level **outcomes** under **reduced professional/clinical supervision** within the discipline;
 - e) Demonstration of the application of **professional judgement to select**;
 - f) and **apply** new and existing **methods** and **techniques**; and
 - g) Demonstration of **expertise** obtained through appropriate **professional development** and **operational experience** or **tertiary qualification(s)**, post graduate education or other formal qualification(s).
- > A statement of support (or otherwise) is to be provided by the applicant's Manager and/or Professional Supervisor.
- > The AHPAP Panel is able to seek further additional information to clarify achievement of Work Level Definition criteria.

Part 2: Assessment against Professional Criteria

- > The application will also be assessed by the AHPAP Panel against the professional attributes of performance, aptitude, experience, responsibilities and initiative of the Allied Health Professional. The preferred formatting is a series of dot points relating to each criteria to an overall maximum to 1 to 1 ½ pages.
- > These attributes have been defined as follows:
 - a) **Performance**
The accomplishment of work assignments or responsibilities and contributions to organisational goals, including demonstrated approach, behaviour and professional demeanour (actions, attitudes and manner of performance).
 - b) **Aptitude**
The ability to learn or develop proficiency in the discipline.
 - c) **Experience**
The knowledge or skill acquired through professional involvement in or exposure to discipline-based situations or circumstances.
 - d) **Responsibilities**
Able to be entrusted with achieving, maintaining and/or evaluating an appropriate result.
 - e) **Initiative**
Readiness to embark on new ventures or to initiate actions to address needs or issues.

Part 3: Performance Review and Development Plan

- > A complete and endorsed current copy of the applicant's Performance Review and Development Plan should be attached to the application form. This PR & D should consider clinical performance goals and outcomes over the previous 12 months and detail proposed training directions for the future 12 months.
- > The applicant's Manager and/or Professional Supervisor must confirm (or otherwise) that the applicant has complied with all of the requirements of the Performance Review and Development Plan.
- > If the Plan's compliance or availability cannot be confirmed, the Manager and/or Professional Supervisor must provide written details on why.
- > If the applicant chooses not to supply a PR & D due to confidentiality concerns, the Manager and/or Professional Supervisor must supply a statement indicating the achieved performance goals and outcomes over the previous 12 months, particularly those of a clinical nature.

Part 4: Summary of Employment History

- > To demonstrate the breadth of clinical experience, provide a brief summary of employment history of past and present roles with the main clinical responsibilities.

Part 5: Allied Health Peer Assessment Process Outcome of Assessment

- > The AHPAP Panel will collectively take into account all information obtained via the assessment process to determine the outcome and indicate this on the Panel Form.
- > The Chair of the Allied Health Peer Assessment Panel is responsible for:
 - completing the documentation inclusive of recording comments from the entire panel;

- indicating the recommendation status; and
 - gaining signatures from panel members.
 - Forwarding the signed reports to the appropriate Delegate for consideration and approval.
 - *Maintain copy of the report for Enterprise Agreement auditing purposes as required.*
- > The appropriate Delegate will be the LHN Director of Workforce unless local processes for progression approvals differ. The Delegate is responsible for forwarding the signed document to the applicant's local HR.
 - > The LHN Human Resources will notify the applicant of the outcome utilising the Outcome Advice letter (successful/unsuccessful) template and include the Panel Report Form.
 - > THE LHN Human Resources will send the final outcomes of the AHPAP Panels to record on the database for Enterprise Agreement Auditing.
 - > For unsuccessful applications, the Chair of the Panel will be available for further discussion with the involved Manager and/or Professional Supervisor and applicant, if required, to assist planning for resubmission of the application.
 - > For unsuccessful applications the resubmission process is the preferred option for consideration of additional information. The alternative is the appeals process which follows the current local protocol and process of the Administration Grievance process (see below), and is based on the original application submission.

Effective Date of Operation

Where the Allied Health Peer Assessment Process determines that an AHP is eligible for progression the date of operation for the new salary will be:

- > For those progressing from AHP 1 to AHP 2 (increment 1), the date of operation will be either from the date of receipt of a completed application for assessment or the employee's incremental service date, whichever is the later.

If the application is supervisor or manager initiated, the date of operation for the new salary will be from the date of receipt of the **completed** application for assessment.

If applications are incomplete and unable to be assessed due to a lack of correct documentation e.g. PR & D or employment history not submitted, they will be returned to the applicant. The date of receipt will be from when a completed (assessment ready) application is received.

Appeals/Grievance Process

Health Care Act: In accordance with Part 3 of the SA Health (Health Care Act) Human Resources Manual, an Administrative Grievance is able to be lodged with the Chief Executive, Department of Health after genuine conciliation attempts have been made at the local level.

For Public Sector Act employees, a review pursuant to Section 61 of the Public Sector Act is able to be lodged within 21 days from the date written notification of the outcome is received.

Acknowledgments

SA Health, Department for Correctional Services, Department for Families & Communities

For more information

Property Name

Division etc

Address Line 1

Address

Telephone:

www.sahealth.sa.gov.au

Confidentiality (caveat if required)-I#-A#



www.ausgoal.gov.au/creative-commons



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