

AHP2 (increment 1) to AHP2 (increment 2)

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 2010 (the 'Enterprise Agreement').

Principles

- > These guidelines are for Allied Health Professionals (AHPs), Managers and Human Resources staff for the Allied Health Peer Assessment Process (AHPAP) described in the Enterprise Agreement 2010 Appendix 5A.
- > A Professional Officer Level 1 who translated to AHP1 step 5 in accordance with the SA Government Wages Parity (Salaried) Enterprise Agreement 2010 will have their service at Professional Officer Level 1 step 5 count in aggregate towards the 12 month period at the top increment of AHP1 for the purposes of being eligible to apply to the AHPAP Panel to progress to AHP Level 2.
- > Permanent Professional Officers Level 1 increment 6 and 7, who translated to the first increment of AHP2 in accordance with the Enterprise Agreement from the first full pay period (ffpp) on or after 14 January 2010 will be eligible to apply to an AHPAP Panel to progress to AHP2 increment 2 not earlier than 14 January 2011.
- > This assessment process is based on an active and appropriate Performance Review and Development (PR & D) Plan being sighted by the panel, along with confirmation of demonstration of the AHP2 Work Level Definitions by the applicants' Manager and/or Professional Supervisor.
- > The Panel will include a discipline specific Allied Health representative (at a minimum level of an AHP3) and a Regional Allied Health Director or delegate as the Chair. The panel may also have a Human Resources representative. Further Panel information is contained in the following section, *Role and Composition of the AHPAP Panel*.
- > The Panel will provide a written response (via the Peer Assessment Panel report form) for each application. This response form will be made available to the applicant to aid Performance Review & Development (PR & D) planning and training with his/her Manager and/or Professional Supervisor.
- > The Panel may consider the information and assess with or without a discussion with the Manager and/or Professional Supervisor.
- > It is recommended that the requirements for this progression process 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 increment 2, the relevant Manager and/or Professional Supervisor is responsible for revising the PR & D Plan in consultation with the employee to address issues identified by the assessment.
- > Following further progress of a collaboratively agreed PR & D Plan, reconsideration of an application can occur when outcomes have been achieved. Re-lodgement processes are the responsibility of the applicant and can occur at any time. Re-lodgement initiates a new application date.
- > For dispute processes, see Part 2.
- > This progression process does not remove or diminish the opportunity for an AHP to apply for a reclassification. A reclassification application will be

considered and determined in accordance with existing Agency (e.g. SA Health) policies and procedures.

Role and Composition of the Allied Health Peer Assessment Panel


- > Initially the panel will be convened by the Allied and Scientific Health Office and the office will be responsible for provision of the collated Panel Form to the appropriate Delegate (i.e. Regional Director Workforce).
- > The Panel will comprise of:
 - A discipline specific Allied Health representative (from the same discipline as the applicant) at AHP3 or above.
 - A regional Director of Allied Health or delegate (Chair)
 - A local HR representative (where possible).
- > The Chair of the panel is responsible for:
 - Sighting of the applicant's active Performance Review and Development Plan
 - Gaining further information from the applicant's Professional Supervisor/ Manager to aid the determination if required
 - Provision of the collated panel comments form (Panel Assessment Form) to the Allied and Scientific Health Office
 - For unsuccessful applications, being available for discussion with the applicant, his/her Manager and/or Professional Supervisor to support further PR & D planning processes. The Chair cannot independently overturn the panel's decision. The resubmission process is utilised to reconsider an application including relevant additional information.
- > The Peer Assessment Panel will assess the applicant's merit to progress to a new classification by:
 - An active PR & D plan process inclusive of clinical goals
 - Confirmed demonstration (by Manager and/or Professional Supervisor) of the AHP2 Work Level Definition criteria.
- > It is recommended that all submitted forms are typed as scanning of handwritten documents decreases the legibility.

Part 1: Performance Review and Development Plan

- > An approved/endorsed copy of the applicant's active Performance Review and Development Plan must be attached to the Peer Assessment application. This PR & D should consider clinical performance goals and outcomes over the previous 12 months.
- > The applicant's Professional Supervisor and/or Manager 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 can not be confirmed, the Professional Supervisor and/or Manager must provide written details on why this is so.
- > 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 performance goals and outcomes over the previous 12 months, particularly those of a clinical nature.

Part 2: 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 Assessment Form.
- > The Chair of the Panel is responsible for completing the documentation inclusive of recording comments from the entire panel, indicating the recommendation status, signing and dating the application.

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- > The Allied and Scientific Health Office will forward the signed reports to the appropriate Delegate for approval.
 - > The appropriate Delegate will be the Regional Director Workforce unless local processes for progression differ. The Delegate is responsible for forwarding the signed document to the appropriate local HR.
 - > The relevant HR Department will notify the applicant of the outcome utilising the Outcome Advice letter (successful/unsuccessful) template including the Panel Form.
 - > 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 Peer Assessment Panel determines that an AHP201 is eligible for progression to AHP202 the application can occur 12 months after the ratification of the WPEA, so not before 14/01/2011. For successful applications the date of operation for the new salary will be either from the date of receipt of 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 application for assessment into the Allied and Scientific Health Office.

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 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