

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 **permanent** 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.
- > An application for peer assessment is the responsibility of either:
 - o The permanent employee who has completed 12 months on the top increment at AHP1 (increment 5) or
 - o A Supervisor or Manager of an eligible AHP1 may initiate an application for assessment for that employee without the need to complete 12 months at the top increment of AHP1. The employee is subject to assessment by the AHPAP Panel.
- > Initially applications will be lodged with the Allied and Scientific Health Office.
- > The AHPAP 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 Allied Health Peer 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) training and 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 by the assessment.
- > Following further progress of a collaboratively agreed application and PR & D Plan process, relodgement of an application can occur at any time. Relodgement 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. 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) for final approval.
- > The Panel will comprise of:
 - A discipline specific Allied Health representative (from the same discipline as the applicant) at a level of AHP3 or above
 - A regional Director of Allied Health (Chair)
 - A local HR representative (where possible).
- > The Chair of the panel is responsible for:
 - Collating the panel's comments against all of 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
 - 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.
- > 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 P R & D plan process.
 - Part 4, considering the summary of employment history provided.
- > It is recommended that all submitted forms are 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 in the application form. Evidence sources can be 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 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 and apply** new and existing **methods and techniques**
 - f) 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 not) 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, as a combined answer.
- > 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

- > An approved/endorsed current copy of the applicant's Performance Review and Development Plan must be attached to the application form. This PR & D should consider clinical performance goals and outcomes over the previous 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 can not 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 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, signing and dating the application.
- > 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 applicant's local HR.
- > The relevant HR Department will notify the applicant of the outcome utilising the Outcome Advice letter (successful/unsuccessful) template and include the Panel Report 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 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 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.

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