

Example: Individual Scope of Practice – Aboriginal Health Worker (General)

1	Personal Details										
	<i>Record the details of the Aboriginal and/or Torres Strait Islander (A&TSI) Health Worker/Health Practitioner for whom this scope of practice is written.</i>										
	Name	Don Marks									
	Position	Aboriginal Health Worker (General)									
	Qualification <i>List Nationally recognised qualifications and other accredited training programs and endorsements (include year completed)</i>	HLT30113 Cert III Aboriginal and/or Torres Strait Islander Primary Health Care (Community Care)									
	Previous Roles <i>Provide details on current and previous roles and the corresponding states/territories worked in the past five years.</i>	2012-2014: Clinic driver 2014-2015 – AHW Trainee (completing Cert III) 2016-2018 – AHW									
	Registration <i>Details of registration with the Aboriginal and Torres Strait Islander Health Practice Board of Australia (ATSIHPBA)</i> *ATSIHBRA is supported by the Australian Health Practitioner Regulation Agency (AHPRA) under the National Registration and Accreditation Scheme. See www.ahpra.gov.au	<table border="1"> <tr> <td colspan="2">Registered with ATSIHBA? Yes <input type="radio"/> No <input checked="" type="radio"/></td> </tr> <tr> <td>Endorsements</td> <td>N/A</td> </tr> <tr> <td>Notations</td> <td>N/A</td> </tr> <tr> <td>Conditions</td> <td>N/A</td> </tr> <tr> <td>Undertakings</td> <td>N/A</td> </tr> </table>	Registered with ATSIHBA? Yes <input type="radio"/> No <input checked="" type="radio"/>		Endorsements	N/A	Notations	N/A	Conditions	N/A	Undertakings
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Summary of current skills/knowledge/experience:	<p>Lived and grew up in the Aboriginal community in QLD – well known and respected by community members.</p> <p>Previously worked in clinic as an Aboriginal Health Worker trainee.</p> <p>Has worked in and alongside Health Promotion and clinical teams.</p>										

2	Work setting and skill mix of the team
	<p>Describe the work setting (e.g. remote clinic; urban primary health service; hospital). List the team members (including supervisors), their qualifications and current skills. Some functions within the scope of practice of any profession may be shared with other individuals. Discuss this skill mix and any overlap.</p>
<p>Urban Primary Health Service</p> <p>Manager: Thomas Smith (Senior Aboriginal Health Worker)</p> <p>Clinical supervisor: Clare Fisher (Practice Nurse)</p>	

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<p>Works directly with:</p> <ul style="list-style-type: none">• Team of Aboriginal Health Workers (Clinical and Community Settings)• Practice Nurses (Clinical and Community Settings) <p>Also Works with:</p> <ul style="list-style-type: none">• General Practitioners• Reception• Drivers <p>External agency staff:</p> <ul style="list-style-type: none">• Allied Health• Visiting staff
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3	Activities required by the role
	<p>Starting with the position description (PD), develop a list of activities that reflect the needs of the health service and community. Highlight which of these activities are in line with the individual's experience, education and abilities.</p>
	<p>Consult with and advocate for clients – Don is skilled and competent in this area supported by indirect Supervision</p> <p>Provide brief interventions on nutrition, physical activity, smoking and alcohol – Don is skilled in this area having worked in health promotion team previously, requires only indirect clinical supervision</p> <p>Undertake basic observations and measurements – Don is skilled in most areas (height, weight, heart rate, blood pressure, temperature, blood glucose, oral check), but does require direct supervision for diabetic foot assessment, neurological assessment, basic visual check, cast care (basic) and haemoglobin measurement (POC), venepuncture</p> <p>Provide basic wound care according to care plans – Don has had limited training and very little experience in this area</p> <p>Record information in the patient record system – Don is trained in Communicare, but with the Health Service is changing to Medical Director will need to be trained in the system</p> <p>Deliver health promotion and prevention to all clients – Don is skilled in this area having worked in health promotion team previously, requires only indirect clinical supervision</p> <p>Perform adult and child health checks – Don is skilled and competent to undertake assessments and registered with Medicare Benefits Scheme so is able to claim items (signed off GPs).</p>

4	Practice Restrictions and Exclusions
	<p>The A&TSI Health Worker/Health Practitioner and their supervisor should discuss and determine any particular activities which are outside the scope of the job role and which should not be performed, including due to legislation, workplace policy and/or a lack of appropriate supervision. These may include activities that the A&TSI Health Worker/Health Practitioner has performed in previous roles</p>
	<p>The following restrictions apply:</p> <ul style="list-style-type: none">• Cannot administer or supply medication.

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- Wound care is currently outside of Don's scope of practice. Further training and supervised practice is required

5 Current scope of practice

The A&TSI Health Worker/Health Practitioner and their supervisor should discuss and determine the individual's current scope of practice in the role, based on the activities highlighted in Step 3. Use the space below to define the A&TSI Health Worker's/Health Practitioner's current scope of practice. This is not intended to be a complete list of activities or responsibilities, but should be indicative of the types of activities that the A&TSI Health Worker/Health Practitioner may perform in the role.

Mark with an asterisk (**) the activities that require direct supervision.

Mark with an asterisk (*) the activities that require indirect supervision

Perform consultations and physical assessments (for example: blood pressure, height, weight (BMI), blood sugar levels, HbA1c, temperature, TPR).

Enter clinical information into the patient record system.

Advocate for clients – including assisting with GP meetings, talking with families and kin, negotiating with other services.*

Follow-up and assist clients to ensure they are able to attend their follow-up appointments in the GP Management Plans.

Provide brief interventions on nutrition, physical activity, smoking and alcohol*

Diabetic foot assessment, neurological assessment, basic visual check, cast care (basic) and haemoglobin measurement (POC), venepuncture**

Deliver health promotion and prevention to all clients*

6 Required activities currently outside scope

From the list of activities that the individual is expected to do (Step 3) copy below the activities the A&TSI Health Worker/Health Practitioner does not yet have the training, experience and/or skills to undertake. These are the activities that are not highlighted.

Provide basic wound care according to care plans

Record information in the patient record system (Medical Director)

7 Supervision requirements and referral pathways

In consideration of the work setting and skill mix of the team (Step 2), any restrictions to supervision identified (Step 4) and the A&TSI Health Worker's/Health Practitioner's current scope of practice (Step 5):

» determine their supervision requirements, including whether this should be direct, indirect or remote supervision; who can provide supervision, under what circumstances and how it will be structured – noting that these requirements may vary across different types of activities

» list any activities in Step 4 for which the service is unable to provide appropriate supervision

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8	<p>» determine the process for referring and escalating patient/client care, and the conditions under which these processes would apply.</p>
	<p>It most circumstances the Aboriginal Health Worker will be clinically supervised by the Practice Nurse or Senior Aboriginal Health Worker. All potential referrals should be discussed with this team, prior to seeing the GP.</p> <p>HW → Senior HW or PN → GP</p>

8	<p>Continuing Professional Development (CPD)</p> <p>Develop a plan for professional development for the next 6–12 months. The plan should:</p> <ul style="list-style-type: none"> » help the A&TSI Health Worker/Health Practitioner maintain their current scope of practice » identify any educational and/or experience/skills requirements the individual needs to meet in order to work at full scope of practice (if limitations apply) » address the A&TSI Health Worker's/Health Practitioner's career aspirations » ensure that requirements for registration are met (if applicable). <p>If the organisation uses a CPD template, complete it and attach to this document instead.</p>
	<p>Wound care training through Wound Healing Institute Australia</p> <p>Don has an interest in specialising in diabetes care, particularly foot care.</p> <p>Other CPD activities in the next 6 months – Diabetes Australia National Conference, NATSIHWA conference, attend in-house training for new patient information records system (Medical Director)</p>

9	<p>Arrangements for practice review</p> <p>Using the supervision and support needs described in Step 7, agree on a supervision structure (e.g. fortnightly meetings etc. including expected duration and location of the meetings).</p>
	<p>Don will attend fortnight meetings with Senior Health Worker and Practice Nurse. This team will meet fortnightly, prior to all staff meeting for ½ hour to review progress and assess development of competencies.</p> <p>This Scope of Practice will be reviewed by the team every 12 months, to ensure it is up-to-date and relevant.</p>

10	Agreement		
	A&TSI Health Worker/Health Practitioner Name:		
	Signed:	Date:	
	Supervisor Name:		
	Signed:	Date:	
	Line Manager Name:		
	Signed	Date:	
11	Next Review of Scope of Practice Due		
	Date:		
	<input type="checkbox"/> A&TSI Health Worker/Health Practitioner given copy of this document.		