

## EXAMPLE

# Individual Scope of Practice - Health Promotion Worker

## STEP 1 Personal qualifications, registration, skills, knowledge and experience



### Personal details

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.

**Name:** Andrew Baker

**Position** Health Promotion Worker, Ballata Aboriginal Health Service

### Qualifications

List nationally recognised qualifications and other accredited training programs and endorsements (include year completed).

HLT30113 Cert III Aboriginal and/or Torres Strait Islander Primary Health Care

Quitskills Training

Certificate in Human Nutrition

### Previous roles

Provide details on current and previous roles and the corresponding states/territories worked in over the last five years.

2011-15 Administration officer, Greentown Shire Council

2015-2018 Health Lifestyles Officer, Greentown Shire Council

## Registration

Details of registration with the Aboriginal and Torres Strait Islander Health Practice Board of Australia (ATSIHPBA).

\*ATSIHPBA is supported by the Australian Health Practitioner Regulation Agency (AHPRA) under the National Registration and Accreditation Scheme see [www.ahpra.gov.au](http://www.ahpra.gov.au)

Registered with ATSIHPBA?  Yes  No

Endorsements: N/A

Notations: N/A

Conditions: N/A

### Summary of current skills/knowledge/ experience:

Project administration and reporting  
Coordinating healthy lifestyle activities (walking groups, cooking groups, tobacco support groups)  
Publicity and promotion  
Liaison with community and Elders  
Basic primary care clinical skills (TPR, BP, blood glucose, body measurements)



## STEP 2 Work setting and skill mix of the team



### Work setting and skill mix of the team

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.

Urban Primary  
Health Service Senior Health Worker: Karl Smith  
Qualifications: Adv Dip Primary Health Care. 15 years'  
Skills: Clinical and health promotion experience in this community.  
Aboriginal Health Worker Trainee: Tahnee Pearce  
Qualifications: Completing Cert IV PHC Practice (final 6 months).  
Skills: Screening and assessing clients.  
Practice Nurse: James Davis  
Qualifications: RN Degree  
Skills: 8 years' clinical experience in primary health care. Living in this community for 2 years  
Visiting GPs

### Work setting and skill mix of the team

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.

Large team consisting of Practice nurses, Senior Health Workers, Trainee Health workers and a rotating roster of visiting GP's. Allied Health staff also hold specialist clinics once a month.



### Activities required by the role



#### Activities required by the role

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**.

Participate in/lead (depending on experience) the development, implementation, evaluation and dissemination of health promotion strategies and programs, including population screening programs (eg heart disease and diabetes risk, sexual health).

Ensure that the community is consulted in the development of culturally appropriate health promotion strategies

Co-ordinate and support community development strategies for the Aboriginal community in partnership with local services, and consistent with the Health Promotion Strategic Plan.

Prepare written reports on health promotion initiatives, including progress, annual and final program reports and contribute to publications.

Prepare and deliver presentations as required.

Consult with and advise other health professionals and community groups on service provision and health promotion strategies relevant to the needs of Aboriginal people.

Work with external stakeholders including: Ballata Aboriginal Corporation, Local Aboriginal Land Councils, and community based organisations, Department of Housing, Department of Family and Community, Department of Sport and Recreation Mentor students and trainees as required.

Contribute to the development and review of relevant Health Promotion business and strategic plans.

Participate in needs assessments of population and target groups in relation to identified health problems and available strategies.



### Practice restrictions and exclusion



#### Practice Restrictions and Exclusions

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.

The following restrictions apply:

- \* **Not to perform any clinical assessments** other than population screening activities
- \* **Not to provide any advice or information about medications**, other than nicotine replacement therapies
- \* **Not to provide any clinical treatments** (eg wound management), other than first aid..



## Current scope of practice



### 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 supervision.

Plan and implement health promotion projects

Undertake population screening activities involving health assessments, including blood pressure, waist circumference, and blood glucose checks for diabetes risk.

Work with partners and external agencies to develop and implement local and regional Aboriginal Health Strategies

Write reports to meet organisations, funding and community requirements

Contribute to the review of health promotion business and strategic plans

Mentoring trainees for activities within his own scope



## Activities currently outside the Scope of Practice



### 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.

Participate in needs assessments of population and target groups in relation to identified health problems and available strategies.

Prepare and deliver presentations as required.

Lead the development, implementation, evaluation and dissemination of health promotion strategies and programs, including population screening programs (eg heart disease and diabetes risk, sexual health).



## Supervision requirements and referral pathways



### 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
- > **determine the process for referring and escalating patient/client care**, and the conditions under which these processes would apply.

Direct supervision for

Urine specimen collection

\* Preparing and delivering presentations

\* Population health needs assessments

Until deemed competent by Senior Health Worker

Indirect supervision for all other activities.

**Clients who are unwell, or seeking specific health advice, will be referred** to the Senior Health Worker.

Refer all clients immediately with:

\* Chest pain or new shortness of breath

\* Systolic BP <100 or >180

\* Diastolic BP >110



## Continuing professional development (CPD)



### Continuing Professional Development (CPD)

Develop a plan for professional development for the next 6–12 months. The plan should:

- > 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).

If the organisation uses a CPD template, complete it and attach to this document instead.

First Aid Certificate annually

In-service training in urine specimen collection with Senior Health Worker or Registered Nurse

Complete two-day "Presentation skills" course at Greentown Training College. Andrew to practice his presentation skills at the Health Service team meetings

**STEP 9** Arrangements for practice review



**Arrangements for practice review**

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).

Monthly meeting with Senior Health Worker, 45 minutes, Ballata Aboriginal Health Service

**STEP 10** Agreement



A&TSI Health Worker/Health Practitioner name:

Signed:

Date:

Supervisor name:

Signed:

Date:

Line Manager name:

Signed:

Date:

**STEP 11** Next review of Scope of Practice due



Date:

A&TSI Health Worker/Health Practitioner given copy of this document