

Aboriginal and Torres Strait Islander Health Worker Personal Progression Scheme – Levels OO4 – OO6 (IPA)

Human Resources Policy

Effective Date: November 2008

1 PURPOSE

To specify the principles and procedures for the personal progression of Aboriginal and Torres Strait Islander health workers. This scheme facilitates progression to classifications OO4, OO5 and OO6 Isolated Practice Authorisation (IPA) only.

2 APPLICATION

This policy applies to all Aboriginal and Torres Strait Islander health workers appointed under the Aboriginal and Torres Strait Islander Health Worker Career Structure 2007.

3 GUIDELINES

Guidelines may be developed to facilitate implementation of this policy. The guidelines must be consistent with this policy.

4 DELEGATION

The “delegate” is as listed in the Queensland Health Human Resource Delegations Manual as amended from time to time.

5 REFERENCES

- Aboriginal and Torres Strait Islander Health Worker Career Structure 2007
- Recruitment and Selection HR Policy B1
- Performance Appraisal and Development HR Policy G9
- Guide for the Resolution of Informal Complaints at the Local Level
- IRM 3.5 Grievance Resolution and EB6 Grievance Settling and Industrial Disputes (Preserved)

6 SUPERSEDES

- Nil

7 POLICY

The Aboriginal and Torres Strait Islander Health Worker Personal Progression Scheme provides a process whereby:

- the health worker can seek progression from their current substantive classification to the next higher classification level;
- progression can only be from OO3 to OO4, from OO4 to OO5 and from OO5 to OO6(IPA);
- when the application is deemed to successfully meet the key skill requirements, the health worker progresses to the next higher classification level which then becomes their personal classification.

8 APPLYING THE POLICY

8.1 Eligibility

To be eligible for personal progression, a health worker must have:

- a current Performance Appraisal and Development (PAD) plan;
- completed 12 months service at the maximum paypoint of their present classification level, eg OO3(4); and
- attained the mandatory minimum qualification (or higher) specified for the next classification level.

It is the responsibility of the supervisor of the health worker to ensure a PAD plan is in place.

8.2 Application for Progression

Applicants are to demonstrate they meet the key skill requirements of the higher level position.

Performance at the higher level will be verified by an assessment panel through:

- an assessment of a written application from the applicant (no more than two pages) which demonstrates they meet the key skill requirements of the next classification level;
- an interview of the applicant; and
- confirmation from one or more nominated referees knowledgeable in the Aboriginal and Torres Strait Islander Health Workers Scope of Practice that the employee is suitable to be progressed based on the key skill requirements of the next classification level.

A health worker seeking to progress is to:

- complete an Application for Progression coversheet;
- attach an original or certified copy of a complete academic record which confirms that the applicant has completed all the academic requirements for the mandatory qualification for the next classification level; and
- attach their written application (no more than two pages) to demonstrate they meet the key skill requirements for the next classification level.

The application is to be submitted to the supervisor of the applicant's work unit. The supervisor is to certify:

- that the original qualification documents have been sighted;
- the date that the applicant will have completed 12 months service at the maximum paypoint of their current classification; and
- they do or do not support the claims made by the applicant.

The supervisor is to forward the completed form, with attachments, to the relevant senior manager within 14 days of receipt of the application. A senior manager knowledgeable in the Aboriginal and Torres Strait Islander Health Workers Scope of Practice is to certify that the employee is suitable to be progressed, based on the key skill requirements of the higher level, and forward the approved application to the chairperson of the assessment panel.

A supervisor is to forward an application, even when the supervisor does not support the claims made by the applicant. A supervisor might suggest that an employee amend their application, although an employee can choose not to do so.

8.3 Date of Effect

Health workers are eligible to submit an application for personal progression up to three months prior to and one month after completing 12 months at the maximum paypoint for their current classification.

The date of effect of a promotion is the date upon which the health worker completes 12 months service at the maximum paypoint of their substantive position.

If the application is received more than one month after the date upon which the health worker completed 12 months service at the maximum paypoint, the date of effect for progression will be the first of the month following the date of receipt of the application by the supervisor.

8.4 Assessment Panel

The supervisor is to convene an assessment panel comprising:

- Supervisor/manager of the work unit (chairperson);
- Expert content knowledge person (health worker at a senior level); and
- Independent person (if required).

The assessment panel is to assess the written application and interview the applicant in accordance with the Recruitment and Selection HR Policy B1.

8.5 Successful Applicants

Following interview of a successful applicant, the chairperson of the assessment panel is to complete the appropriate section of the Application for Progression coversheet and the Selection Report and forward these to the district chief executive officer (or delegate) for approval.

Upon approval, an appointment letter is to be generated and forwarded to the employee.

8.6 Unsuccessful Applicants

Provision exists on the application form to withhold progression of a health worker who does not meet the key skill requirements.

Unsuccessful applicants are to be notified in writing and may re-apply six months after the date the original application was lodged. If successful on re-application, the date of effect for progression will be the first of the month following the date of receipt of the second application by the supervisor of the work unit.

Unsuccessful applicants can access the relevant QH grievance procedure in accordance with section 8.8 of this policy.

8.7 Feedback

Feedback is to be provided to all applicants upon request and is to be directly related to the key skill requirements of the higher level. Open and honest information is to be shared with the applicant including any factors which precluded them from being recommended for promotion.

8.8 Grievances

An applicant aggrieved with a decision not to be progressed to the next classification level is to seek feedback from the assessment panel in the first instance.

An applicant who is still unhappy with the decision after speaking with the assessment panel is to refer to Part 4 of the Guide for the Resolution of Informal Complaints at the Local Level.

If the applicant is still aggrieved with the decision, the applicant can access the relevant QH grievance procedure.

9 DEFINITIONS

OO6 Isolated Practice Authorisation (IPA) Health Worker	OO6 (IPA) health worker roles only exist within specified Health Service Districts and locations of Mount Isa Health Service District, Cape York Health Service District, Torres Strait & Northern Peninsula Health Service District and the Cairns & Hinterland Health Service District.
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10 HISTORY

November 2008	Developed as a result of a commitment in the Aboriginal and Torres Strait Islander Health Worker Career Structure 2007 and following discussion in the Indigenous Interest Based Bargaining Group.
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