

## **VICTORIAN DEPARTMENT OF HUMAN SERVICES CRITERIA FOR SELECTION OF DELEGATES**

The delegation position needs to be occupied by an individual who:

- is employed 0.5 EFT or greater on the ACAS program;
- has been an employee on the ACAS program for at least 12 months prior to delegation being granted;
- is routinely engaged in the full spectrum of ACAS work including community assessments;
- is one of the core disciplines for the ACAS.

If these criteria would leave an ACAS without a delegate, or sufficient delegates, please contact the Department on 9616 7095. One quarter (1/4) of all core disciplines within an ACAS is considered as sufficient delegates, although delegation is not limited to this number if individuals qualify under the criteria above.

This criteria is based on the following Delegation Principles:

- Delegation is a responsibility which can relate to dramatic changes to a person's life circumstances.
- The delegate for the purposes of an individual client should not be the same person as the assessor where possible, even though the assessor may have delegation in their own right.
- The signature of the delegate represents the delegate's satisfaction that an ACAS assessment meets the required standards and that as a result of this assessment the client is not only eligible for residential care but that this outcome is the optimum for the individual concerned.
- The delegate needs to be able to demonstrate the following elements in endorsing recommendations by an assessor/s regarding the care needs of an individual:
  - that the assessment was holistic as described in the ACAS guidelines;
  - that the assessment included a multidisciplinary component;
  - that adequate verbal or written assessment information has been collected, sufficient to address any queries the delegate may have;
  - that the client and/or family have been involved in the process and informed of the outcome.
- The delegate has a responsibility to satisfy him/herself of these matters and to seek more information where the delegate feels it is necessary to do so.