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| Allied health assistant delegation tool |
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Contents

[Introduction 1](#_Toc148449773)

[Instructions 2](#_Toc148449774)

[Allied health assistant delegation 3](#_Toc148449775)

[Workplace details 3](#_Toc148449776)

[Task details 3](#_Toc148449777)

[Consumer details 4](#_Toc148449778)

[Allied health professional confirmation 5](#_Toc148449779)

[Updates to delegation 6](#_Toc148449780)

# Introduction

Use this tool to help allied health professionals (AHPs) delegate tasks to allied health assistants (AHAs).

This tool can help delegate more effectively, while meeting legal obligations.

Before delegating tasks, make sure you are familiar with:

* Victorian allied health assistant workforce recommendations
* AHA supervision and delegation frameworks.

More information on the roles and responsibilities of AHAs and AHPs and how to delegate effectively is in the workforce recommendations.

Delegation is a 2 part process.

* verbal communication to determine if the task can be delegated and if the AHA is suited to the task.
* written delegation to confirm details of the delegated task that the AHA has agreed to complete.

Additionally, risk escalation and feedback mechanisms must be made clear as part of delegation practice.

Each delegation relates to an individual consumer’s care, when a task is delegated. This could be for an individual or group-based task.

The delegation should be stored in line with your workplace’s medicolegal documentation and record keeping processes.

# Instructions

This tool can be completed electronically or printed and filled in by hand.

To add a new row to a table, go to the last table cell and select the **Tab** key.

The tool can also be added to electronic medical records. The delegation should be stored in line with your workplace’s medicolegal documentation and record keeping processes.

Depending on your workplace, it may be completed by one or several AHPs for one consumer’s care and therapy.

Any changes in therapy should be documented and an updated delegation made available for reference.

# Allied health assistant delegation

## Workplace details

| Question | Answer |
| --- | --- |
| Workplace name |  |
| Location |  |
| Other relevant information |  |

## Task details

| Question | Guidance | Answer |
| --- | --- | --- |
| Task delegated by | Name and contact details of delegating AHP |  |
| Task delegated to | AHA or therapy assistant |  |
| Delegation date | - |  |
| Consumer details | Relevant consumer details |  |
| Task | Summary of task being delegated |  |
| Location of delegated task | Such as home address, community location, clinic, residential aged care facility, hospital ward and bed allocation |  |
| Timeframe or priority of delegated task | Such as workplace priority system or preferred appointment date |  |

## Consumer details

### Consumer background

Relevant background information, which may include:

* reason for care and therapy
* relevant medical history and medication

| Consumer background |
| --- |
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### Consumer’s goals

Briefly outline the consumer’s goals or note where they are documented.

| Consumer goals |
| --- |
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### Therapy and care details

This may relate to individual or group therapy. It may include a range of activities for the AHA to select from.

Outline directions, frequency and specific information about the task. This may also include information on the consumer’s current ability or functional level.

**Note**: Before delegating the task, you should consider:

* Is the task within your scope of practice as an AHP?
* Have you determined the AHA’s competence and confidence to complete the task?
* Is the task complex?
* Is the task or environment high risk?
* Does the task need to be assessed before completing?
* Does the task need advanced clinical reasoning

| Care details |
| --- |
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### More information

Other treatment information and relevant consumer interests, including:

* relevant precautions or contraindications
* relevant risk assessment and management details

| Question | Answer |
| --- | --- |
| Treatment information |  |
| Precautions and contraindications |  |
| Risk assessment (where applicable) |  |

## Allied health professional confirmation

| Question | Answer |
| --- | --- |
| Name |  |
| Date |  |
| Signature |  |

# Updates to delegation

| Name | Date | Comments | Signature |
| --- | --- | --- | --- |
|  |  |  |  |
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Available at [Victorian Allied Health Assistant Workforce Recommendation and Resources](https://www.health.vic.gov.au/allied-health-workforce/victorian-allied-health-assistant-workforce-recommendations-resources) <https://www.health.vic.gov.au/allied-health-workforce/victorian-allied-health-assistant-workforce-recommendations-resources>