



ACT
Government

ACT Health

HP3 Personal Upgrade Scheme for the Recognition of Excellence

2021 Information Session

Information session

- Myths about the Scheme
- Role of Secretariats

- Applicant eligibility
- Preparing an application
- Assessment process
- Notification of outcome



Scheme myths

- It is easier to win Lotto or apply for another job than get the Upgrade.
- I've been told that there is no budget for upgrades in our service.
- Success is limited and the return on investment (time and emotions) is low.
- Why does the Health Directorate assess my application when I work in another Directorate or Calvary?
- Applicants from my profession never get an upgrade.

Who runs the Scheme?

- Oversight of the scheme is provided by a Cross-Agency Working Party, chaired by the Chief Allied Health Officer, ACT Health Directorate.
- The Scheme applies to all eligible HP3.3 staff working in the ACT Public Sector and Calvary Public Hospital Bruce.
- Applications are assessed by an Assessment Panel convened by the applicant's agency.
- There is a Scheme Secretariat for each agency.

What does the Scheme Secretariat do?

- Provides support and guidance to all potential applicants, their supervisors and referees.
- Screens all applications for completeness after submission.
- Provides secretariat support to the Assessment Panel of their Agency.
- Drafts Individual Feedback Reports for unsuccessful applicants for endorsement by the Assessment Panel.
- Liaises with Cross Directorate Working Group.

Contact details of all Scheme Secretariats are available on the ACT Health website.

Are you eligible to apply?

1. Have you been continuously employed by an eligible agency (or combination) for a minimum of 12 months as at the closing date?; *and*
2. Have you been employed at HP3 classification, pay point 3 (HP3.3) as at the closing date?; *and*
3. Can you confirm that you are not subject to a current underperformance or misconduct process?

If you answer YES to all of the above then – **YES!**

Assessment

All applications are screened for completeness and timeliness by the Scheme Secretariat prior to assessment.

Eligible applications are assessed on:

- Quality of written application - responses to the two Criteria
- Validation of responses by your supervisor and two referees.
- Provision of sufficient, relevant, robust and reliable evidence.

How to demonstrate excellence

- **Excellent role models** for their profession and display leadership which significantly contributes to excellence in their health profession;
- **Highly regarded** within their organisation and seen as future leaders in their field;
- Claims represent an **outstanding contribution** to the organisation and their health profession;
- Able to present an application in which their **personal contribution to achievements can be clearly singled out** or distinguished from the work of other people; and
- Go **beyond what is standard practice and expectation** for their HP3 position as per *their* duty statement.
- Claims reflect **achievements backed by evidence** that are robust, relevant and reliable;

Preparing an application

Identify and have critical conversations with key stakeholders:

Yourself - confirm your eligibility, familiarise yourself with the Guidelines, self-reflection, review the assessment criterion.

Supervisor & Referee(s) - discuss your intent to apply as part of annual Performance Framework, talk through intended responses to assessment criterion.



Working to scope versus exceeding expectations

- Know your Duty Statement - check for accuracy
- Working effectively to scope is what an employer expects of all staff and this is highly valued
- The Scheme rewards applicants who are able to demonstrate that they are working above expectations.

Your claims

- Every applicant must address two Assessment Criteria:
 - Criterion 1: Organisational
 - Criterion 2: Health Profession
- Claims and evidence:
 - Must support performance **above expectations** of your HP3 position;
 - Must be based on achievements in your **HP3 position**;
 - Must be related to activity **within last 5 years**;



Assessment - Criterion 1

Choose one of the following:

Delivering High Quality Customer Service

Professional Leadership

Strengthening Communities

Improving Performance and Accountability

Enhancing the Patient/Client/Service User Experience

AND demonstrate how your actions have enhanced the **efficiency** and **effectiveness** of the organisation in up to 1000 words.

Assessment - Criterion 2

- Clearly identify yourself as either as **specialist, generalist or both** in your health profession
- Your claims must demonstrate:
 - extensive knowledge, skills and experience
 - AND**
 - how this is recognised through a **consultant role** used by peers and other professionals.
- 1000 word limit

Evidence

- Types of evidence examples include:
 - QI projects
 - Publications
 - Additional qualifications
 - Calendar of events
 - Evaluation summary
 - Clinical guidelines / pathways
- **Focus: personal contribution, leadership, impact**

Evidence

- Reliable, relevant, robust
- Limit is: 20 single-sided A4 pages (scanned)
- **Warning:**
 - no client information; and
 - demonstrate consent of all parties to an email chain if providing email as evidence.
- **Focus: personal contribution, leadership, impact**

Application summary

- Must be received by **the closing date.**
- Application inclusions:
 - Employment confirmation from payroll
 - HP3 Duty statement
 - Supervisor statement
 - Response to Criterion 1 + evidence + referee report
 - Response to Criterion 2 + evidence + referee report
 - Completed declaration

Supervisor

- One supervisor report is required
- Supervisor should be the applicant's line manager.
- Need to be at least HP4 or equivalent.



Supporting an application - as a supervisor

- Review applicant's duty statement - does it need updating?
- Performance Framework - use this process to flag potential applicants, have a critical conversation about staff member's readiness to apply to Scheme
- Discuss previous feedback report if applicant is re-applying
- Read and assess the full proposed application
- Discuss - willing, or not, to support the application?
- Complete online supervisor statement

Referees

- Two referees are required:
 - Referee 1 for Criterion One
 - Referee 2 for Criterion Two

Referee must be HP3 (or equivalent) above.

One referee can be applicant's line manager.



Supporting an application - as a referee

- Identify referees early and approach them to discuss your application
- Referees need to reflect on their ability to substantiate the applicant's claims - confirm with applicant or suggest they find an alternative referee.
- Read the application and respond specifically to claims made.
- Referee report - objective; up to 500 words
- Referee to complete online Referee Report. (Hard copy template available in the Guidelines for guidance only)

How are applications assessed?

- Assessment is made by a Core Assessment Panel:
 - Chairperson - Directorate specific or sourced externally;
 - Directorate senior allied health professional/s or other senior manager - sourced externally if required;
 - Directorate Human Resources representative;
 - Directorate specific Scheme Secretariat (non-voting).
- Each application is also assessed by a senior health professional from the applicant's own profession.
- Each application is considered on its own merits and there is **no competitive ranking or quotas for the Scheme.**
- Applications, assessments and outcomes are confidential.

Outcome of assessment

- Timeframe - can vary - may take **10 weeks**
- Secretariat provides progress updates by email
- Outcomes - applicants are notified via their preferred address
- Outcome is non-appealable
- Written **Feedback Report** highlights strengths and areas for future development
- **Advancement to the HP3.5 pay point** for successful applicants
- Upgrade is **ongoing and transferrable** across ACT Government and Calvary Public Hospital Bruce - provided applicant remains at HP3

Key Dates

Scheme opens Monday 2 August 2021
and
closes 10am Friday 29 October 2021



Contact Us

**Scheme Secretariat contact details
available on ACT Health website:**

<https://www.health.act.gov.au/careers/allied-health/learning-and-professional-development/health-professional-level-3-personal>