

## Behavioural Health Programs Band Progression Procedure – SACS Level 5

### Band progression timelines:

March Band Progression*		September Band Progression	
Review period	1/09/21 – 28/02/22	Review period	1/03/22 - 31/08/22
Application lodgement	February	Application lodgement	August
Assessment period	March	Assessment period	September
Band progression/payment	FFPP in April	Band progression/payment	FFPP in October

*\*Note an employee can only apply for a band progression once a year and is not guaranteed automatic progression*

### Applications for band progression:

Applications for a band progression must be lodged with the Team Leader in February and or August respectively. Applications and the team leader must sign and acknowledge receipt of the completed application form and supporting documentation.

### Level of Competence:

Clinical Leaders / Coordinators will assess the level of competence for each task and to gauge the applicant's effectiveness since their last assessment.

### Assessment:

Clinical Leaders / Coordinators will assess the level of competence for each task (not demonstrated, partially demonstrated, fully competent) and score the applications for each assessment area.

### Weighting:

Each competence has been weighted. Each area has been scored accordingly.

### Evidence:

In order to demonstrate the level of identified competence the employee will submit a portfolio of work covering the following:

Evidence required	Weighting
Case studies that demonstrate quality and safety in customer service that has been provided in a timely manner to engage the client.	10%
Case study is to reflect methodology and measured outcomes (including but not limited to): <ul style="list-style-type: none"> <li>○ Types of counselling modality used (Intermediate for step three and advanced techniques used for step four applications)</li> <li>○ Effectiveness for clients               <ul style="list-style-type: none"> <li>▪ Demonstration of clinically safe and sound practice</li> <li>▪ Client engagement of over 80%</li> <li>▪ Service milestones successfully achieved</li> <li>▪ ITP and/or Safety Plan completed</li> <li>▪ Discharge planning</li> </ul> </li> <li>○ Examples of ITP / Safety plans / SOAP Notes able to be provided</li> </ul>	40%

<ul style="list-style-type: none"> <li>○ K10 recorded</li> <li>○ Maintaining or improving of Mental Wellbeing</li> <li>○ Setting and achievement of client outcomes/treatment goals</li> </ul>	
Training completed and demonstrated in the workplace. Evidence must be provided of how this has been incorporated into practice	5%
Client and/or Statutory compliments/complaints. Evidence must be provided as to what has been improved for client outcomes. Step two applications require 3 examples. Step three requires 5 examples and step four needs 8 examples.	5%
Evidence of reflective practice	5%
Team work. Examples of in team and out of team involvement i.e AOD staff member collaborated with FV or NDIS to improve an outcome for a client	5%
Mentoring. Provide examples of where mentoring has occurred with feedback from staff.	5%
Continuous Improvement – involvement in at least 3 continuous improvement actions for step two, 5 for step 3 and active project involvement for step 4.	5%
Productivity, including evidence of: <ul style="list-style-type: none"> <li>● Monthly reports provided on time</li> <li>● KPIs met</li> </ul>	5%
Attendance and involvement in meetings. For step 4 applicant has to be able to demonstrate that they have chaired meetings.	5%
Peer review. This is a simulated real client experience utilising the PERU audio visual workrooms. This is recorded and used for reflective practice and discussion with your clinical lead. Step four applications required evidence of leadership skills and/or improvement project undertaken.	10%

### Outcomes:

Employee may be granted any of the following outcomes:

- Fully competent and be granted the request to move to the next band within the level – achievement of 95% across all weighted components
- Partially competent – may be granted a partial increase for a period of 3 months until demonstrates full competency – between 70 – 94% achievements with a goal to exceed 95% or band reverts to previous band
- No competent – can apply again at the next yearly opportunity (under 70%)

### Appeal:

If the applicant disagrees with the assessment groups recommendation, he/she has the right of appeal to the management team within two (2) weeks of the applicant being advised of the result of the assessment. If there are still unresolved issues, the employee may access the “Disputes Resolution Procedure” through the PLC team.