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<tr>
<td>KEY TERMS</td>
<td>Grading Positional Grading Personal regrading Health Professionals (State) Award Allied Health</td>
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<tr>
<td>SUMMARY</td>
<td>The document applies to all Allied Health Professionals who are covered by the NSW Health Professionals (State) Award. The procedure should be read in conjunction with the District Grading Committee Policy.</td>
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1. POLICY STATEMENT

The South Eastern Sydney Local Health District (SESLHD) Allied Health Grading Committee is responsible for reviewing applications under the NSW Health Service Health Professionals (State) Award (the Award) for positional grading and personal regrading.

- **Positional Grading:**
  Grading of new positions or a change in grading of existing positions

- **Personal Regrading:**
  Applicants can apply for a personal regrade from:
  - Level 2 to Level 3
  - Level 3 to Level 4

Terms of reference for the SESLHD Allied Health Grading Committee detail the role and responsibility of the Committee in the grading process.

2. BACKGROUND

Positions (new or changes in positional grading) and staff (personal regrading) covered by the Award will be assessed by the SESLHD Allied Health Grading Committee. This procedure will provide allied health professionals and their managers with guidelines on the process for positional grading and personal regrading.

3. RESPONSIBILITIES

3.1 **Allied Health staff will: personal regrading only**

- Read and comply with the principles and responsibilities of this procedure and other SESLHD District Grading policies and procedures in submitting their application for a personal regrade.
- Complete the Personal Regrading Application Form for personal regrades – Allied Health NSW Health Professionals (State) Award (SESLHD Form 353) and SESLHD Grading, Regrading and/or Reclassification Form 069.
- Seek advice from their Line Manager, Service Manager (if applicable) and Allied Health Discipline Advisor in regards to their application prior to submission.
- Submit their application to their line manager.

3.2 **Line Managers will: (two weeks for personal regrading review)**

- Consult as necessary with a relevant Allied Health Department Head or Discipline Advisor or Allied Health Professional Head (e.g. Mental Health) for positional grading and personal regrading if the line manager is not an Allied Health Professional or the application is not of their discipline (e.g. Community, Mental Health).
- **Positional Grading/Regrading:**
  - Complete applications using SESLHD Grading, Regrading and/or Reclassification Form 069.
  - Take responsibility for tracking progress of the application to the Service Manager (if applicable), Allied Health Discipline Advisor, Human Resources Advisory Services, General Manager/Service Director and the...
• **Personal Regrading:**
  o Provide advice to applicants about the suitability of the application prior to the application being submitted.
  o Review and endorse personal regrading applications **OR**
  o Provide unambiguous feedback that references the criteria to applicants whose applications are not supported in SESLHD Form 353.
  o Take responsibility for tracking progress of the application to the Service Manager (if applicable), Allied Health Discipline Advisor, Human Resources Advisory Services, General Manager and the SESLHD Allied Health Grading Committee for supported applications.

3.3 **Service Managers will (if applicable – e.g. Mental Health, Community Health):** (two weeks)

- Consult as necessary with a relevant Allied Health Department Head or Allied Health Discipline Advisor or Allied Health Professional Head (e.g. Mental Health) for positional grading and personal regrading if the line manager is not an Allied Health Professional or the application is not of their discipline (e.g. Community, Mental Health).

- **Positional Grading/Regrading:**
  o Review and endorse/decline applications for positional grading/regrading applications.

- **Personal Regrading:**
  o Provide advice to applicants about the suitability of the application as required prior to the application being submitted.
  o Review and endorse personal regrading applications **OR**
  o Provide unambiguous feedback that references the criteria to applicants whose applications are not supported in SESLHD Form 353.
  o Facilitate review by a Department Manager or Allied Health Discipline Advisor within SESLHD in the event of queries or a disputed application.

3.4 **Allied Health Discipline Advisors will:** (two weeks)

- **Positional Grading/Regrading:**
  o Only review positional grading/regrading applications at the request of a line manager or service manager.

- **Personal Regrading:**
  o Provide advice to applicants about the suitability of the application as required prior to the application being submitted.
  o Review and endorse personal regrading applications **OR**
  o Provide unambiguous feedback that references the criteria to applicants whose applications are not supported in SESLHD Form 353.
  o Facilitate review by an alternate Department Manager or Allied Health Discipline Advisor within SESLHD in the event of queries or a disputed application.
3.5 Human Resources Advisory Services will: (two weeks)
   - Process applications as per SESLHD policies and procedures.
   - Positional Grading/Regrading:
     - Review and endorse applications for positional grading/regrading applications.
     - Send applications for review to the relevant General Manager; receive them and forward to the SESLHD Allied Health Grading Committee as appropriate.
     - Alert the Grading Committee to any requirements to enact Determination 23 of 2007 – Grading Committees – Social Workers and Dietitians.
   - Personal Regrading:
     - Provide advice to applicants about the suitability of the application as required prior to the application being submitted.
     - Review and endorse personal regrading applications OR
     - Provide unambiguous feedback that references the criteria to applicants whose applications are not supported in SESLHD Form 353.
     - Facilitate review by a Department Manager or Allied Health Discipline Advisor within SESLHD in the event of queries or a disputed application.
     - Send applications for review to the relevant General Manager; receive them and forward to the SESLHD Allied Health Grading Committee as appropriate.
     - In line with PD114, applications for personal regrade without Executive support must be sent to the SESLHD Allied Health Grading Committee for consideration.

3.6 General Manager and Executives will: (two weeks)
   - General Managers and Executives can have a nominated delegate act on their behalf should they choose to.
   - Positional Grading/Regrading:
     - Review and endorse/decline applications for positional grading/regrading applications.
   - Personal Regrading:
     - Review and endorse personal regrading applications OR
     - Provide unambiguous feedback that references the criteria to applicants whose applications are not supported in Form 353.
     - Applications that are not supported on grounds of ‘finance’, ‘budget’ or existing organisational structure are to be noted in the reasons for non-support on the application form and returned to Human Resource Advisory Services for progression to the SESLHD Allied Health Grading Committee for consideration.
     - All personal regrading applications that reach ‘3.6 - General Manager/Executive’ level will be forwarded to the SESLHD Allied Health Grading Committee.
3.7 Members of the SESLHD Allied Health Grading Committee will:

- Review and endorse applications for positional grading/regrading and personal regrading.
- Make recommendations on applications and send to the SESLHD District Grading Committee for final review (one week).
- Provide unambiguous feedback that references the criteria to applicants whose applications are not supported.
- Participate as independent senior allied health professionals in the assessment of applications.
- Participate as independent members from Human Resources Advisory Services in the assessment of applications.
- Facilitate independent review of applications external to the District as required.

4. PROCEDURE

In line with the Award, there are two processes for grading Allied Health:

- Positional Grading/Regrading: refers to the grading of new positions or the change in grade of an existing position.
  - Note: If positional applications for regrading results in an increase in salary of excess of 5% or there has been a significant change in the role of the position, it will be advertised as per the Policy Directive (PD) 2015_026 Recruitment and Selection of Staff to the NSW Heath Service.
- Personal Regrading: a process initiated by an individual staff member who considers that she/he has professional skills and attributes that warrant a move to a higher grade while remaining in her/his current position. An application may be submitted at any time. The onus is on the individual to demonstrate evidence in line with the Award criteria to support a higher grade. Applicants must demonstrate that they are consistently working at a level and undertaking duties that are equivalent to the level and role for which they are applying. Applicants must be able to demonstrate that the claimed expertise is being utilised and there is a positive impact on services arising from their work.

The Award states under 13.1:
  - Health professionals at a Level 2 grading may make application for personal progression to a senior clinician Level 3.
  - A senior clinician Level 3 may make application for personal progression to a Level 4 Clinical Specialist or Generalist.
  - A Level 2 staff member cannot apply for a personal Level 4 Clinical Specialist or Generalist regrading.
  - Personal regrading is not available to Level 5 or Level 6.

4.1 Regrading Process

Positional Grading/Regrading and Personal Regrading applications must follow SESLHD Grading policies and procedures. This includes:

- Inclusion of current position description, comparative position descriptions, curriculum vitae and a current organisation chart.
• Written endorsement from the applicant’s line manager and another relevant senior professional of the same discipline, including whether they support the application, and the reasons.
• Approval as per existing SESLHD policies.
• **Positional Grading/Regrading:** completion of SESLHD Grading, Regrading and/or Reclassification Form 069.
• **Personal Regrading:** completion of the Personal Regrading Application Form - Allied Health (SESLHD Form 353) and SESLHD Grading, Regrading and/or Reclassification Form 069.

The total regrading package including evidence (excluding the application forms) **should not be more than 50 pages**. No confidential patient information should be included. Do not include originals of key documents and certificates. The entire application package is required to be in a single, ordered pdf file suitable for electronic submission.

A flowchart for applications for grading and regrading is found in **Appendix 1** (page 7).

4.2 **Effective Date**

- **Positional Grading/Regrading:**
  - For positional grading/regrading that is not advertised as the salary increase is less than 5% or there is no significant change in the role of the position, the change in salary will be effective as of the first full pay period after the change of position in Stafflink.
- **Personal Regrading:**
  - The date of effect of an approved personal regrading will be in line with the Award Requirements (clause 13.6 NSW Health Professionals (State) Award.)

4.3 **Unsupported Applications**

- All applications should indicate support or non-support via the management approval process in **Appendix 1**.
- Only positional grading/regarding applications with support through all applicable management and executive levels will be considered by the SESLHD Allied Health Grading Committee.
- All personal regarding applications with support from the Line Manager, Allied Health Discipline Advisor and Human Resources must be forwarded to the SESLHD Allied Health Grading Committee (with or without Executive support).
- Detailed written feedback that references the criteria should be provided on the form to the applicant by the declining Manager/Advisor/Executive in line with the Award Requirements (clause 13.7 Health Professionals (State) Award.)

4.4 **Appeals process**

If an application (positional or personal) is not supported and the applicant wishes to contest the decision, the applicant may appeal the decision in accordance with below:

- If the application is not supported by a Line Manager, Service Manager or Allied Health Discipline Advisor, the applicant can seek review from another Department
Manager (of the relevant profession) or in conjunction with the Allied Health Discipline Advisor internal to the Local Health District.

- If the application is declined by the SESLHD Allied Health Grading Committee, a request can be made to the Committee Secretariat to seek an independent review external to the Local Health District.

5. DOCUMENTATION

- SESLHD Personal Regrading Application Form – Allied Health NSW Health Professionals (State) Award - SESLHD Form 353
- SESLHD Grading, Regrading and/or Reclassification Form 069

6. Timeline

Timeframe estimates have been added to each sub-section of Section 3 of this procedure and to the flowchart in Appendix 1. Please note that these are estimates only and may be impacted by annual leave and other factors in the sign off process.

7. AUDIT

No Audit Required

8. REFERENCES

NSW Health Professionals (State) Award
Determination No. 23 of 2007 Grading Committees - Social Workers and Dietitians - 17/12/2007
Recruitment and Selection of Staff of the NSW Health Service [PD2015_026]
Grading/regrading/reclassification of non clinical staff [PD114]
SESLHD Grading, Regrading and/or Reclassification Form 069

9. REVISION AND APPROVAL HISTORY

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Appendix 1
SESLHD Health Professionals (State) Award Grading Process

**Position Grading**

1. Positional Manager completes application

2. Line Manager sign-off

2 weeks

3. Service Manager (eg Comm. Health, SSEH, Mental Health)

2 weeks

Feedback to manager / staff member on application by non-endorsing member/committee

Not Supported

**Personal Regrade**

1. Staff member completes application

2. Line Manager sign-off

2 weeks

3. Service Manager (eg Comm. Health, SSEH, Mental Health)

2 weeks

4. Allied Health Discipline Advisor

Not Supported

Not Supported

Not Supported

**SESLHD Allied Health Grading Committee**

1-5 weeks

**SESLHD District Grading Committee**

2 weeks

**Human Resources Advisory Services inform applicant of outcome**

1 week

Line manager to forward to Human Resources Advisory Services representative

Human Resources Advisory Services review

General Manager / Executive review

Not Supported (Positional Only)

If application not supported

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