



**ACT**  
Government

**ACT Health**

# HP3 Personal Upgrade Scheme for the Recognition of Excellence

**2023 Information Session**

# Information session

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- Myths about the Scheme
- Role of Secretariats
  
- Applicant eligibility
- Preparing an application
- Assessment process
- Notification of outcome



## Scheme myths

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- 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?

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- 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?

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- 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?

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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

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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

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- **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

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Identify and have critical conversations with key stakeholders:

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

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**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

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- 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

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- 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

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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

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- 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

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

# Evidence

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- 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

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- 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

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- 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

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- 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

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- 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

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- 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?

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- 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

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- 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 Friday 19 May 2023**  
and  
**closes 10am Friday 11 August 2023**



## Contact Us

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**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](https://www.health.act.gov.au/careers/allied-health/learning-and-professional-development/health-professional-level-3-personal)