

Assessor Portal User Guide 12 - Nominating an Assessment Delegate

An Assessment Delegate is an occupant of a delegate position that holds powers delegated by the Secretary of the Department of Health and Aged Care (Department) within an assessment organisation.

Assessment Delegates are the only assessment organisation members who are eligible to occupy delegate roles within My Aged Care.

An assessment organisation member can only become an Assessment Delegate if their nomination to occupy one of the delegate positions within the assessment organisation has been approved by the Department.

This user guide is for Administrators and clinical aged care needs assessors (clinical assessors) and contains the following topics:

Who can be an Assessment Delegate?	2
Viewing assessment delegates	2
Applying to occupy or cease an Assessment Delegate position.....	2

Who can be an Assessment Delegate?

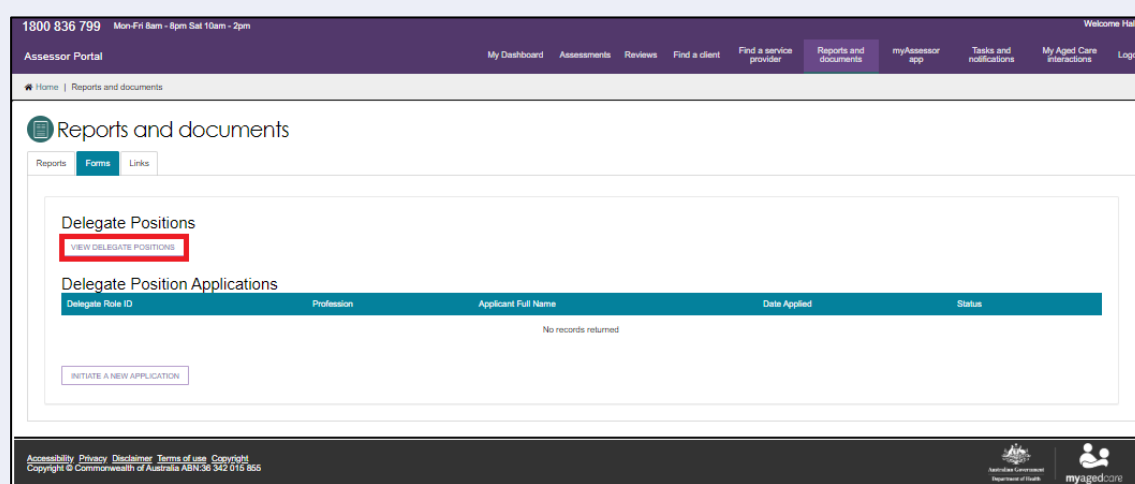
An Assessment Delegate is an occupant of a delegate position that holds powers delegated by the Secretary of the Department within an assessment organisation. Assessment delegates are the only assessment organisation members who are eligible to occupy delegate roles within My Aged Care.

An assessment organisation member can only become an Assessment Delegate if their nomination to occupy one of the delegate positions within the assessment organisation has been approved by the department.

Information regarding occupancy of delegate positions is required to be recorded and maintained in the My Aged Care assessor portal (assessor portal).

Viewing assessment delegates

1. To view clinical assessors currently assigned the Assessment Delegate role, navigate to the **Reports and Documents** tile.
2. In the **Forms** tab, select the **View delegate positions** listed next to the **ACAT Delegate Position Application Form**.



Applying to occupy or cease an Assessment Delegate position

For a clinical assessor to request to occupy or cease an Assessment Delegate position, follow the steps below noting the online process for Delegate On/Off requests is currently unavailable. Please direct all such requests to the Department of Health and Aged Care through your assessment organisation's operational managers who can provide you with the manual paper form for completion. Please ensure all relevant areas are completed, including training dates and the relevant State/Territory Government Authorisation signature.

1. If the proposed delegate does not meet the New Delegate verification checks in section F, please provide a supporting letter to the department outlining:
 - Business reason/need for the delegate nominee to occupy the delegate position (i.e. recruitment challenges, remoteness)
 - And, if applicable:
 - Employment history/work experience of the delegate nominee
 - In what ways will the outlet support the delegate nominee in their delegate duties

2. A single form may be used to apply and cease a delegate within the same outlet. To cease a delegate position, provide the delegate position number, delegate name and whether this is a permanent or temporary cessation.
3. The completed form should be emailed to myagedcare.assessment@health.gov.au.

Please note:

- A clinical assessor must not act as an Assessment Delegate in My Aged Care unless the Department has provided notification that the nomination has been accepted.
- Request are unable to be backdated.

