

POSITION DESCRIPTION

Position Title:	PHYSIOTHERAPIST – GRADE ONE - LEVEL ONE / TWO
Department:	Allied Health / Clinical Operations
Classification:	VIC Grade 1 - Dependent on qualifications and years of service NSW Level 1 / 2 – Dependent on qualifications and years of service
EBA / Award:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement NSW Health Service Health Professionals (State) Award
Primary Site:	Cross Campus
Employment Conditions:	<input checked="" type="checkbox"/> Vaccination Category A <input type="checkbox"/> Vaccination Category B <input checked="" type="checkbox"/> Working with Children <input type="checkbox"/> Aged Care
OUR PURPOSE	
<i>Together, we advance the health and wellbeing of our community.</i>	
OUR COMMITMENTS	
We foster a unified culture of safety, inclusion, and learning.	
We are kind , compassionate and supportive of each other, our consumers, and partners.	
We are trustworthy , accountable, and transparent in our actions and communication.	
We are respectful of others, actively listen, and are collaborative, consistent, and reliable.	
We are visionary, optimistic and inspire solutions to support a healthier future.	
ROLE SUMMARY / PURPOSE	
<ul style="list-style-type: none"> To provide high quality physiotherapy services within Albury Wodonga Health (AWH) as per their scope of practice and in keeping with AWH objectives. This includes clinical, educational and consultative interventions to patients / clients of AWH. To participate in the rotation scheme, working across both campuses to increase learning and development opportunities. To participate in weekend and public holiday rostering as appropriate. To participate in professional and team development through supervision, mentoring and competency training consistent with skill mix and clinical experience. All AWH Allied Health professionals will work with their operational and professional managers to support effective patient flow through admitted and non-admitted services. This will include deployment to different work areas in response to individual urgent referrals during times of unplanned staff leave with resultant critical staff shortage and risk to patient care and flow. Discipline Managers will work with staff to ensure they work within their professional 	

scope of practice - as defined by VIC Department of Health (DoH) AH Competency, Credentialing and Capability Framework).

KEY RESPONSIBILITIES

Clinical & Technical Skills and Abilities:

- Provide high quality professional physiotherapy services and standards of practice as guided by the Australian Health Practitioner Regulation Agency (AHPRA), the Physiotherapy Board of Australia, the Australian Physiotherapy Association (APA), AWH and the Victorian DoH.
- Provide patient-centred clinical services.
- Provide all services in culturally appropriate manner in areas of clinical responsibility.
- Provide assessment, treatment / intervention and consultative services to clients.
- Provide quality education - including written / visual and verbal, to clients, to support their ability to manage their own health
- Be responsible for safe and correct handling of both clients and equipment with regard to self and others
- Facilitate the smooth transition of clients through the health care system, liaising with relevant staff and community agencies to ensure continuity of care for individual patients / clients and their families:
 - Work within the multi-disciplinary team, recognising and respecting the expertise and contribution of all team members, collaborating to refer clients to other services as necessary.
 - Demonstrate knowledge and appropriate use of services relevant to the client / family.
 - Attend relevant ward rounds / case conferences and family meetings as required.
 - Ensure all clinical activity undertaken fulfils or exceeds the competency standards of the profession, and the minimum standards for the programs into which they input / relate.
 - Engage in clinical work that is guided by evidence based practice and in which outcomes are monitored and modifications made as required.
- Spend 80% of time in client attributable activity; the other 20% in non-clinical tasks as required.

Communication:

- Maintain timely, effective and professional verbal and written communication at all levels within AWH, and with external professionals and organisations as required.
- Communicate effectively with the Physiotherapy Manager and/or Senior Physiotherapist regarding client and administrative matters.
- Adhere to DoH and AWH Policy and Procedures for clinical documentation and abbreviations.

Service Planning and Coordination:

- Participate in the development and execution of the annual Physiotherapy business plan.
- Participate in the regular AWH in-service and department / program meetings as delegated by the Physiotherapy Manager and/or Program Coordinator.
- Participate in ongoing review, development and implementation of policies and local procedures within Physiotherapy, in line with AWH and DoH requirements
- Communicate effectively with the Physiotherapy Manager regarding new resources / interventions for ongoing maintenance and development of effective clinical services.

Information Management:

- Ensure information is managed in line with organisational, allied health and discipline standards:
 - Documentation requirements for all programs are met.
 - Complete required statistical records for client related and other activities within the specified timeframes.
- Provide professional and timely reports to external agents as required.

Professional Development:

- Adhere to AWH and Physiotherapy Procedures for Performance Development Planning and Professional Supervision.
- Actively participate in, and fulfil requirements of, Allied Health and discipline specific orientation, induction, mentorship and seek assistance where needed.
- Establish, maintain and fulfil a personal professional development plan, to be reviewed annually at the Performance Development Plan review.
- Monitor new developments in Physiotherapy through journal review, attendance and presenting at departmental in-services and attending other relevant internal and external education opportunities.

Teaching and Training:

- Provide quality supervision, training and delegation for clinical and clinical support duties to AHA's
- Where relevant research activities are being undertaken, may assist under the guidance of senior staff or the principal researcher.
- Participate in the orientation, induction, mentorship, supervision, education and professional development of allied health staff, students (including work experience students) and other AWH personnel as required.

Continuous Quality Improvement and Risk Management:

- Lead and participate in quality improvement initiatives and regularly review own work practices to ensure continuous improvement in meeting customer expectations and requirements.
- All employees are expected to participate in mandatory education as it relates to their specific roles and responsibilities. These include (but are not limited to):
 - Fire and Evacuation.
 - Manual Handling
 - Basic Life Support.
 - Infection Control
- Commit to principles and practices of Infection Control as they relate to the employees designated area of work.
- Comply with immunisation standards for Category A staff.
- Adhere at all times to state and AWH Workplace Health and Safety (WHS) policies and procedures.
- Be aware of the AWH accreditation process and EQUIP National standards. Be actively involved in promoting and striving to integrate the mandatory requirements of accreditation into all aspects of the patient care journey.
- Comply with child protection Policy and Procedures and complete applicable training.

CAPABILITY:

*Capabilities mapped against AHP grades / levels of National Common Health Capability Resource (NCHCR) (developed by Health Workforce Australia). Refer to Allied Health: Credentialing, Competency and Capability (CCC) framework for breakdown of each domain into specific activities.

1. Participates in the planning delivery and management of evidence-based patient / client care (Level 1-2*).
2. Builds and maintains effective working relationships, and works in partnership with others. (Level 1-2*).
3. Recognises the complexity of health and healthcare systems, and engages in processes and activities that promote safe, quality, effective services for all (level 1-2*).
4. Acts in accordance with professional, ethical and legal standards (Level 1*).
5. Maintains and extends professional competence, and contributes to the learning and development of others. (Level 2*).

QUALIFICATIONS AND EXPERIENCE

MANDATORY:

1. Bachelor of Physiotherapy or equivalent.
2. Registration with the Australian Health Practitioners Registration Agency.
3. Current Drivers Licence.

KEY SELECTION CRITERIA:

1. Demonstrated ability in Physiotherapeutic core competencies appropriate to an entry level Physiotherapist.
2. Well-developed interpersonal skills and demonstrated ability to work effectively within a team environment.
3. Established time management, problem solving and decision making skills.
4. Understanding of and commitment to Quality Improvement.
5. Commitment to ongoing professional development.
6. Understanding and implementation of inter professional learning and practice.

PERSONAL ATTRIBUTES / SOFT SKILLS

- The ability to build strong working relationships with individuals from a diverse range of backgrounds and skillsets
- Is easy to approach and has the ability to build rapport with patients and staff.
- Spends the extra effort to put others at ease; is sensitive to and patient with the interpersonal anxieties of others.
- Can organise people and activities and understands how to separate and combine tasks into efficient work flow.
- The ability to understand and manage your own emotions and those of the people around you; know how your emotions can impact and affect other people.

KEY RELATIONSHIPS

REPORTS TO:	<ul style="list-style-type: none"> • Operationally reports to Discipline Manager for Admitted Services and Program Coordinator for Non-Admitted Services. • Professionally reports to the Physiotherapy Manager.
SUPERVISES:	<p>In consultation with the Grade Two Exercise Physiologist (EP) and/or the Physiotherapy Manager, the Level 1 (After 12 months) and Level 2 EP may be responsible for the clinical supervision and education of: (Not applicable to Grade Ones)</p> <ul style="list-style-type: none"> • Undergraduate Exercise Physiology students. • Allied Health Assistant (AHA), in relation to delegated tasks. • Work experience Students.
OVERALL:	<ul style="list-style-type: none"> • Develop and maintain professional work relationships within direct team and with wider AWH staff – both clinical and non-clinical. • Develop and maintain professional working relationships with consumers and external service providers.

PERFORMANCE APPRAISAL

A review of performance shall be undertaken within six months following commencement and annually thereafter. There is an expectation that staff will assume responsibility for completion of any learning requirements advised by the organisation. This includes all Mandatory Training and Clinical Competencies as required (annually or in accordance with timelines specified in relevant health service policies and procedures).

QUALITY AND RISK MANAGEMENT

In order to help ensure continued employee and patient safety and quality of care:

- Staff are required to participate in the development and maintenance of a quality service through the application of professional standards; participation in quality improvement activities; and compliance with the policies, procedures, practices and organisational goals and objectives of AWH.
- Staff are required to contribute to the development and maintenance of the AWH Risk Management Framework and apply the framework to identify, evaluate and minimise exposure to risk across the organisation.
- A positive risk culture at AWH is embedded by our belief that everyone has a role in risk. You are encouraged to identify opportunities for improvement and play a role in assisting the organisation to achieve its risk objectives.
- Staff are required to abide by the Code of Conduct for AWH.

HEALTH AND WELLBEING

The health and wellbeing of employees is a priority for AWH and I recognise the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals.

I commit to:

- Reporting through the Incident Management System any near misses or incidents as they occur.
- Partaking in the promotion of the health and wellbeing of employees.
- Contributing to an inclusive and health promoting environment.
- Promoting our values and vision.
- An organisational culture that promotes positive mental health and wellbeing through supportive leadership, employee participation and shared decision making.

SCOPE OF AUTHORITY

Employees covered under this Position Description are not permitted to work outside of their designated level of responsibility without express permission from either the Manager or the Line Manager.

CLOSING THE GAP

AWH is committed to enhance our ability to attract and recruit Indigenous people and committed to closing the gap in employment outcomes between Indigenous and non-indigenous people.

CONFIDENTIALITY

Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of AWH. Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information.

Failure to comply with this agreement may result in disciplinary action and may include termination of employment.

Declaration:

As the incumbent of this position, I acknowledge that I have read the Position Description and Job Demands Checklist, understood its contents and agree to work in accordance with the contents therein. I understand that other duties may be directed from time to time.

I understand and accept that I must comply with the policies and procedures applicable to AWH. I also agree to strictly observe the AWH Code of Conduct and policy on confidentiality of commercial and patient information or such sensitive information that I may come across in the course of my employment.

Name of Incumbent:	
Signature:	Date:

ANNEXES
<ol style="list-style-type: none"> 1. Organisational Responsibilities. 2. Jobs Demand Checklist. 3. Ambulatory / Community Rehabilitation Physiotherapy Position Statement

DOCUMENT CONTROL	
Executive Sponsor:	Director of Nursing, Medicine & Cancer and Director of Allied Health
Manager Responsible:	Physiotherapy Manager and Team Leader Ambulatory Rehabilitation
Author(s):	Physiotherapy Manager and Team Leader Ambulatory Rehabilitation
Reviewed by People & Culture:	<input checked="" type="checkbox"/> 13/05/2024
Position Description ID No:	PD0086
Approval Date:	13 June 2023
Date Due for Review:	13 June 2028
Version No:	9.1
Original Approval Date:	1 July 2000
Previously Named As:	Same

ORGANISATIONAL RESPONSIBILITIES

The following criteria are requirements for all employees that may either be assessed through the selection process or assessed as part of your ongoing and annual Professional Development / Performance Management review cycle.

Communication:

- Ability to gather relevant information through effective questioning.
- Ability to express information and ideas appropriately.
- Reads / reviews relevant documents.
- Participates in meetings, committees and disseminates information as required.

Equal Employment Opportunity:

- Commitment to the principles.
- Supports diversity in the workplace.

Information Management:

- Collects and uses data as required.

Integrity:

- The ability to understand the implications of one's actions and act in a manner consistent with relevant policies, codes, guidelines and legislation.

Organisation Awareness:

- Being aware of the organisational goals and objectives and contribute positively to their attainment.

People / Patient Focused Environment:

- Ability to set the highest standards of performance for self and others in meeting the needs of internal and external customers.

Infection Control:

- Hand Hygiene.
- Standard precautions.

Primary Health:

- Promotes the social view of health, early intervention, health promotion and harm minimisation.

Quality Improvement:

- Participate in, and where applicable leads educational and Quality Improvement activities.
- Works to continually improve own performance.

Resource Management:

- Ensure all allocated resources are managed in an efficient and accountable manner.

Safe Practice and Environment:

- Understands responsibilities under Occupational Health and Safety legislation.
- Able to identify actual / potential work place hazards and take corrective action.
- Vaccination status meets legislative requirements.

Self Development:

- The ability to understand own development needs and to recognise, create and seize opportunities to improve performance.

Teamwork / Collaboration:

- Works effectively with others to achieve mutual aims, and to identify and resolve problems.
- Influence an environment free from horizontal and vertical violence.

JOB DEMANDS CHECKLIST:

The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

This form is to be completed by the Manager / Supervisor of the position being recruited to.

Position: *Physiotherapist Grade One - Level One / Two*

Department / Unit: *Allied Health / Clinical Operations*

Facility / Site: *Cross Campus*

TASKS PERFORMED:

Nature of Tasks to be undertaken (Collective description as best describes tasks).

FREQUENCY DEFINITIONS:

- I = Infrequent - intermittent activity exists for a short time on a very infrequent basis.
- O = Occasional - activity exists up to 1/3 of the time when performing the job.
- F = Frequent - activity exists between 1/3 and 2/3 of the time when performing the job.
- C = Constant - activity exists for more than 2/3 or the time when performing the job.
- R = Repetitive - activity involved repetitive movements.
- N = Not Applicable - activity is not required to perform the job.

Demands	Description	Frequency					
		I	O	F	C	R	N
PHYSICAL DEMANDS:							
Sitting	Remaining in a seated position to perform tasks.			X			
Standing	Remaining standing without moving about to perform tasks.						X
Walking	Floor type: even / uneven / slippery, indoors / outdoors, slopes.			X			
Running	Floor type: even / uneven / slippery, indoors / outdoors, slopes.						X
Bend / Lean Forward from Waist	Forward bending from the waist to perform tasks.			X			
Trunk Twisting	Turning from the waist while sitting or standing to perform tasks.			X			
Kneeling	Remaining in a kneeling posture to perform tasks.		X				
Squatting / Crouching	Adopting a squatting or crouching posture to perform tasks.		X				
Leg / Foot Movement	Use of leg and / or foot to operate machinery.		X				
Climbing (stairs / ladders)	Ascend / descend stairs, ladders and steps.		X				
Lifting / Carrying	Light lifting and carrying (0 - 9 kg).			X			
	Moderate lifting and carrying (10 – 15 kg).		X				
	Heavy lifting and carrying (16 kg and above).	X					
Reaching	Arms fully extended forward or raised above shoulder.		X				
Pushing / Pulling / Restraining	Using force to hold / restrain or move objects toward or away from the body.		X				
Head / Neck Postures	Holding head in a position other than neutral (facing forward).	X					
Hand & Arm Movements	Repetitive movements of hands and arms.		X				
Grasping / Fine Manipulation	Gripping, holding, clasping with fingers or hands.			X			
Work At Heights	Using ladders, footstools, scaffolding, or other objects to perform work.						X
Driving	Operating any motor powered vehicle.				X		

Demands	Description	Frequency					
		I	O	F	C	R	N
SENSORY DEMANDS:							
Sight	Use of sight is an integral part of work performance, eg: Viewing of X-Rays, computer screens, etc.				X		
Hearing	Use of hearing is an integral part of work performance, eg: Telephone enquiries.				X		
Smell	Use of smell is an integral part of work performance, eg: Working with chemicals.						X
Taste	Use of taste is an integral part of work performance, eg: Food preparation.						X
Touch	Use of touch is an integral part of work performance.				X		
PSYCHOSOCIAL DEMANDS:							
Distressed People	Eg: Emergency or grief situations.			X			
Aggressive & Uncooperative People	Eg: Drug / alcohol, dementia, mental illness.			X			
Unpredictable People	Eg: Dementia, mental illness, head injuries.			X			
Restraining	Involvement in physical containment of patients / clients.	X					
Exposure to Distressing Situations	Eg: Child abuse, viewing dead / mutilated bodies.						X
ENVIRONMENTAL DEMANDS:							
Dust	Exposure to atmospheric dust.		X				
Gases	Working with explosive or flammable gases requiring precautionary measures.		X				
Fumes	Exposure to noxious or toxic fumes.						X
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE.	X					
Hazardous Substances	Eg: Dry chemicals, glues.						X
Noise	Environmental / background noise necessitates people raise their voice to be heard.	X					
Inadequate Lighting	Risk of trips, falls or eyestrain.						X
Sunlight	Risk of sunburn exists from spending more than 10 minutes per day in sunlight.						X
Extreme Temperatures	Environmental temperatures are less than 15°C or greater than 35°C.						X
Confined Spaces	Areas where only one egress (escape route) exists.						X
Slippery or Uneven Surfaces	Greasy or wet floor surfaces, ramps, uneven ground.	X					
Inadequate Housekeeping	Obstructions to walkways and work areas cause trips and falls.	X					
Working At Heights	Ladders / stepladders / scaffolding are required to perform tasks.						X
Biological Hazards	Eg: Exposure to body fluids, bacteria, infectious diseases.			X			

AMBULATORY / COMMUNITY REHABILITATION PHYSIOTHERAPIST POSITION STATEMENT

Aim:

The Community Rehabilitation Physiotherapist position aims to provide high quality Physiotherapy services using an interdisciplinary team approach to clients of the Community Rehabilitation Program, part of the Health Independence Program suite of services.

The primary responsibility of the role is the provision of rehabilitation within a community service that is goal directed and time limited. Participation goals are established with the client and their support network and documented on the care plan which informs the care episode. Rehabilitation is provided in the centre, in group settings, in the client's home or in the community.

Key Relationships:

Reports to: **Operationally** – Ambulatory Rehabilitation Team Leader
 Professionally – Physiotherapy Manager

Supervises: The role includes supervision and delegation of tasks to Allied Health Assistants according to the Allied Health Assistant delegation framework.

The role will also include the supervision of undergraduate Physiotherapy students.

Overall:

- Develop and maintain professional work relationships within direct team and with wider AWH staff both clinical and non-clinical.
- Develop and maintain professional working relationships with consumers and external service providers.

Position Specific Priorities:

To provide high quality Physiotherapy Services within Community Rehabilitation, Health Independence Programs as per their scope of practice and in keeping within the AWH objectives. This includes clinical, educational and consultative interventions to clients of AWH.

Role Specific Responsibilities:

- **Group Work:** The role contributes to group programs such as the Aquatic Therapy Group, Balance Group, Cardiac Rehabilitation, Exercise Group and Pulmonary Rehabilitation. Supporting clients within the group setting as part of a team with the prescription and grading of individualised exercise programs and facilitating group education sessions using adult learning principles.
- **Team Work:** This position is part of a large interdisciplinary team comprising of Allied Health Assistants, Dietitians, Exercise Physiologists, Lymphedema Therapists, Nurses, Occupational Therapists, Physiotherapists, Social Workers and Speech Pathologists. Exceptional communication skills and team work qualities and abilities are required for the role.
- **Exclusion:** This role is not included in the rotational roster or weekend roster of the Physiotherapy Department.