

POSITION DESCRIPTION

Position Title:	Physiotherapist
Position Number:	
Classification	Grade 1
Award:	Health Professional Services Award
Department:	Physiotherapy Department
Reports to:	Chief Physiotherapist
Hours:	3-month full time rotating roster involving a mix of inpatients, rehabilitation, aged care and outpatients including a regional component. Participate in community rehabilitation programmes such as Early Bird Antenatal classes, Gait & Balance, Pulmonary Rehabilitation and Total Knee Replacement rehabilitation classes and Aquatic Physiotherapy programmes. Participate in working weekends and public holidays.

1. ORGANISATIONAL INFORMATION

1.1 Mission Statement

We are committed to achieving the best health for all the Wimmera.

1.2 Vision Statement

To be the best provider of rural health services in Australia.

1.3 Our Values

- We are responsive to the health needs of the community.
- We believe that our customers are entitled to quality health care that respects their dignity, beliefs and rights regardless of their cultural, spiritual or socio-economic background.
- We recognise our customers' total needs in order for them to achieve optimal health and wellbeing.
- We are committed to continuous quality improvement.
- We deliver quality health services that are value for money.
- We care for the wellbeing and encourage the ongoing development of our staff whom we recognise as our most valuable resource.

2. PURPOSE OF POSITION

The primary purpose of this position is to provide effective and efficient physiotherapy management of patients both in the acute setting and in the community as a whole.

3. KEY SELECTION CRITERIA

3.1 Essential

- Degree or Diploma in Physiotherapy.
- Current registration with the Physiotherapist Registration Board of Victoria.
- Current Driver's Licence.
- Eligible for full membership in the Australian Physiotherapy Association.

3.2 Desirable

- Current membership of the Australian Physiotherapy Association.

4. PERFORMANCE MANAGEMENT

4.1 Pre-employment Check

In accordance with current legislation the Employee must be willing to undertake a police check, with ongoing employment dependant on a satisfactory check.

4.2 Review

A performance review will occur after commencement of this position and annually. It will be based on the duties and responsibilities outlined in this position description.

4.3 Equal Employment Opportunity

WHCG is committed to equality of employment opportunity. The Employee will agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The WHCG will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

4.4 Confidentiality

Any private and health information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. The Employee is bound by the Information Privacy Act 2000 and the Health Records Act 2000 and shall be required to sign a statement on commencement of employment agreeing to comply with WHCG Privacy Policies.

5. KEY RESPONSIBILITIES / PERFORMANCE INDICATORS

Performance Objectives	Performance Indicators
Service Delivery <ul style="list-style-type: none">• Undertakes a clinical load as directed by the Chief Physiotherapist.• Liaises with other disciplines in the WHCG to develop appropriate and well-coordinated treatment regimes for patients on the specific caseload, and to treat patients accordingly.• Records assessment, treatment plan and goals to be achieved for each patient. Goals are to be set conjointly with patient and or family where possible.	<ul style="list-style-type: none">• Demonstrates ability to complete designated clinical load.• Communicates regularly and appropriately with other disciplines regarding patients and management plans.• Demonstrates the ability to document assessment, treatment plan and goals to be achieved for each patient in a clear, concise and legible manner.

<ul style="list-style-type: none"> • Carries out appropriate treatment to meet planned goals with due consideration of the capabilities and condition of the patient. • Advises senior staff of any problems relating to staff, patients and services offered by physiotherapy, and to be actively involved in the problem solving process. • Ensures all reporting meets the requirements of the WHCG. • Ensures comprehensive written handovers for weekend, ADO or Holiday relief workers. • Ensures effective communication with patients and carers. • Maintains appropriate communication with relevant Medical, Allied Health and Nursing Staff. • Ensures confidentiality in all communications. • Participates in the patient discharge process and consults with appropriate staff to ensure effective and timely discharge. • Ensures evidence-based practice through ongoing professional development and research as appropriate. • Organises appropriate aids and equipment in accordance with Physiotherapy procedures. • Undertakes any other professional duties as required or directed by Chief Physiotherapist. 	<ul style="list-style-type: none"> • Treats patients appropriately as outlined in plans. • Demonstrates the ability to liaise with senior staff / relevant staff regarding any issues or problems related to patient care. • Meets all reporting requirements of the WHCG. • All handovers and reports are legible and clearly state diagnosis, progress, areas of concern and plan of treatment. • Communicates clearly with patients and carers on treatment goals & plans etc. • Regularly engages in appropriate communication with relevant medical, Allied Health and Nursing Staff. • Complies with the WHCG guidelines on patient confidentiality. • Attends all team admission and discharge planning meetings and actively contributes to these discussions. • Demonstrates evidence of on-going professional development and research related to practice. • Completes correct hire and purchase documentation for gait aids and other physio equipment. • Completes all tasks effectively as delegated by Chief Physiotherapist in a timely manner.
<p>Training and Development</p> <ul style="list-style-type: none"> • Recognises the need for ongoing commitment to personal and professional development. • Keeps informed about current clinical practice and research in Physiotherapy and health care. • Maintains a level of competency required for the position. 	<ul style="list-style-type: none"> • Demonstrates evidence of ongoing education related to areas of practice. • Attends all mandatory training sessions as deemed necessary for the position, such as 'No Lift' Training and BLS Training. Participate in the Physiotherapy Department professional development program. • Completes mandatory competencies as mentioned above.
<p>Occupational Health and Safety</p> <ul style="list-style-type: none"> • Ensures compliance with WorkCover regulations and other occupational health and safety legislation / initiatives. 	<ul style="list-style-type: none"> • Recognises the need for self-care and acts to promote same. • Attends annual fire and evacuation training.

<ul style="list-style-type: none"> • Maintains current knowledge of WHCG emergency procedures. • Ensures compliance with infection control policies and procedures at all times and in all areas of the WHCG. • Complies with policies and procedures of the Physiotherapy Department. 	<ul style="list-style-type: none"> • Reports any incidents / matters which affect the health and safety of the work environment. • Attends infection control training. • Familiarises self with the Policies and Procedures of the Physiotherapy Department.
<p>Organisational Improvement</p> <ul style="list-style-type: none"> • Embraces the WHCG's Mission, Vision and Value statements to direct work practices. • Contributes to achieving the WHCG Strategic Plan. • Promotes a quality culture within the organisation highlighting the values of customer service. • Acts to positively promote WHCG both internally and externally. • Delivers prompt and courteous culturally appropriate services. 	<ul style="list-style-type: none"> • Participates in annual development of a quality plan. • Identifies achievements and outcomes annually for reporting in department business plan. • Seeks feedback from clients of service and follows up all related complaints. • Actively contributes to the accreditation program. • Treats patients/clients, families/carers and colleagues with respect and dignity at all time. • Participates in the performance appraisal process of the WHCG.
<p>Risk Management</p> <ul style="list-style-type: none"> • Complies with the WHCG risk management policy. • Participates with the implementation of strategies to reduce risks / potential risk in the work setting. 	<ul style="list-style-type: none"> • Reports any identified or potential risks. • Keeps informed about WHCG policies and procedures. • Complies with all relevant legislation. • Participates in critical incident reviews including sentinel events.
<p>Information Management</p> <ul style="list-style-type: none"> • Liaises and communicates with all departments and employees as required. • Maintains appropriate communication channels. • Completes documentation as required. • Utilises effective written and verbal communication methods. • Collects statistics in accordance with the requirements of the WHCG. 	<ul style="list-style-type: none"> • Attends scheduled committee and other meetings related to area of work / rotation as required. • Provides verbal/written reports to committee meetings and as identified.

6. VERIFICATION

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and agree to comply with the above Position Description.

Signed: _____ (Incumbent)

Signed: _____ (Manager)

Date: ____ / ____ / ____

(Original to be placed in personal file; photocopy to incumbent)

7. REVIEW OF POSITION DESCRIPTION

This position description will be reviewed annually, when the position becomes vacant or as deemed necessary.

Date Issued: December 2006

Last Date Reviewed: March 2010