

Position Description



Position Title: Physiotherapist	Division: Clinical Services											
Reports To: Community Health Manager	Direct Reports: Allied Health Assistant(s) and Physiotherapist(s)											
Primary Objective:												
To work as an effective interdisciplinary team member to provide high care and best practice physiotherapy service to eligible clients in the community, outpatients and inpatients within Timboon and District Healthcare Service (TDHS) and other contracted services (i.e. other organisations). Quality client care will be provided through the application of competent clinical skills in assessment, planning, implementations or treatment, education and management.												
Position Dimension & Decision Making Authority:		Key Communication Contacts:										
<p>Without referral to manager –</p> <ul style="list-style-type: none"> • Client care • Clinical referral • Clinical management within budget <p>After consultation with manager or others –</p> <ul style="list-style-type: none"> • Delivery of non-clinical services • Developing group therapy programs • Extension of service outside of budget <p>Referred to managers or others –</p> <ul style="list-style-type: none"> • Capital expenditure • Professional development 		<table border="1"> <thead> <tr> <th>Contact/Organisation</th> <th>Purpose/Frequency of Contact</th> </tr> </thead> <tbody> <tr> <td>Allied Health Clinicians</td> <td>Liaison and clinical co-ordination appropriate to client care, as required</td> </tr> <tr> <td>Allied Health Assistant</td> <td>Case management, as required</td> </tr> <tr> <td>Medical Officers, Nursing staff, client carers</td> <td>Liaison – appropriate to client care</td> </tr> <tr> <td>Community Health Manager</td> <td>Regularly as required</td> </tr> </tbody> </table>	Contact/Organisation	Purpose/Frequency of Contact	Allied Health Clinicians	Liaison and clinical co-ordination appropriate to client care, as required	Allied Health Assistant	Case management, as required	Medical Officers, Nursing staff, client carers	Liaison – appropriate to client care	Community Health Manager	Regularly as required
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Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
1. Responsibility and Leadership	<ul style="list-style-type: none"> • Knowledge of and adherence to TDHS policies and procedures. • Actively participate in department, and inter-departmental meetings/ committee's as requested or nominated. • Develop and/ or review policies and procedures relevant to physiotherapy in conjunction with the Allied Health team. • Ensure all programs and treatments are evidence based and contain health promotion and self-management. • Responsible for clinical area as agreed with Community Health Manager. • Participates in formal monthly supervision. • Participates in specific and delineated projects and activities, which may include leadership in a particular project. • Managerial and Supervisory responsibility of the team which includes Allied Health Assistant(s). • Clinical supervision and support of any Allied Health Assistant whom activities have been delegated. 	<ul style="list-style-type: none"> • Policy and procedure register is current. • Attendance documented at relevant meetings.
2. Clinical	<ul style="list-style-type: none"> • Provide timely assessment, treatment/intervention and consultative services to presenting clients. • Respond to clinical changes in client's conditions and initiate consultation with relevant medical/nursing or multidisciplinary team where required. 	<ul style="list-style-type: none"> • Clinical notes to evidence compliance with organisational, allied health, program and discipline communication and documentation standards.

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	<ul style="list-style-type: none"> • Ensure the ongoing ability to provide clinical excellence. • Ensure smooth transition of clients through the health care system, liaising with relevant staff and community agencies to ensure continuity of care for individual patients and their families. • Engage in and lead clinical work that is guided by evidence based practice and in which outcomes are monitored and modifications are made as required. 	<ul style="list-style-type: none"> • Attendance at relevant ward rounds, case conferences and/or family meetings.
3. Quality Care	<ul style="list-style-type: none"> • Provide best practice physiotherapy intervention to TDHS clients. • Provide timely assessment, treatment and review for all clients. • All clients have clear assessment care plan objectives and evaluations. • Actively engage with clients, general practitioners (GPs) and/or specialists for individualised client care. • Respond to clinical changes in client's conditions and initiate consultation with relevant medical/ nursing or multidisciplinary team when required. • Deliver clinical education to staff as required in consultation with the Community Health Manager. • Promote physiotherapy and participate in community education and development programs and activities. 	<ul style="list-style-type: none"> • Client physiotherapy goals are achieved. • Outcome measure evaluation results for clients in allocated caseload are documented, and indicated changes are implemented. • Monthly and annual targets met. • Adherence to documented clinical guidelines which indicate clinical best practice reflected in file audits.
4. Information Management	<ul style="list-style-type: none"> • Utilise TDHS's IT systems to ensure accurate development and maintenance of clinical and non-clinical documentation in a timely manner. 	<ul style="list-style-type: none"> • Client related documentation is complete and accurate.

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	<ul style="list-style-type: none"> • All documentation will be on organisation controlled (TDHS) templates where applicable and include your name, designation, time and date. • Regular monitoring of clinical and non-clinical documentation to ensure compliance with applicable legal and regulatory bodies. • Maintain client files according to the policies and procedures. • 	<ul style="list-style-type: none"> • Documentation complies with legal and regulatory bodies requirements. • Adhere to the Victorian Privacy Laws – Information Privacy Act 2000 and the Victorian Health Record Act 2001 and comply with TDHS privacy and confidential protocols.
5. Management	<ul style="list-style-type: none"> • Knowledge of and adherence to Timboon and District Healthcare Service Division Policies and Procedures. • Assist with the formulation and implementation of the Policies and Procedures and recommend changes as necessary. • Actively participate in department and interdepartmental meetings as required or nominated. • Participate in committees to further develop clinical practice. • Provide expert clinical advice pertaining to Physiotherapy. 	<ul style="list-style-type: none"> • Promote a supportive learning environment. • Audit files to ensure adherence is being followed by clinical notes. • Attendance documented at all relevant meetings. • Review of Policies and Procedures is to be conducted when required.
6. Professional Development & Teamwork	<ul style="list-style-type: none"> • Participate in supervision of graduates, junior employees, students, orientation programs, and preceptorship, mentoring and performance enhancement responsibilities. • Maintain and demonstrate regulated clinical skills and competencies by undertaking professional development and completing mandatory training as defined by TDHS. • Undertake credentialing and review of scope of practice and work within these. 	<ul style="list-style-type: none"> • Active ongoing contribution within multi-disciplinary team. • Positive and proactive role model within the community & allied health team, as well as the organisation. • Role specific knowledge shared within TDHS. • 80% attendance and active participation at committees, working groups and meetings.

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	<ul style="list-style-type: none"> • Improve performance by seeking feedback, setting goals and participating in annual performance reviews. • Participate in committees and professional groups and disseminate relevant information to other health care professionals. • Establish and maintain effective communication within a multi-disciplinary team to ensure consumers/patients receive quality ongoing care. • Actively participate in the promotion of a positive and engaging team culture across community and allied health services. • Establish, maintain and fulfil a personal professional development plan. 	<ul style="list-style-type: none"> • Registration is maintained and working within scope of practice.
<p>7. Occupational Health and Safety</p>	<ul style="list-style-type: none"> • Be aware of and ensure all staff conduct themselves and their practice in line with Occupational Health and Safety legislation. • Ensure all risks are identified and reported promptly in Riskman. • Comply with legislative, regulatory and policy and procedural requirements to protect and enhance the health, safety and wellbeing of staff, clients and volunteers whilst at work. This includes the appropriate and safe use of machinery, devices and personal protective equipment and adherence to the principles of general and patient manual handling. • Assist with the review of service specific clinical guidelines to ensure ongoing progression and advancement of contemporary evidence based practice. 	<ul style="list-style-type: none"> • All incidents and near misses are documented on Riskman • All team members are trained on how to use Riskman • Compliance with Occupational Health and Safety legislation

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<p>8. Organisational Infection Control and Quality Improvement Standards</p>	<ul style="list-style-type: none"> • Ensure all practice is conducted in accordance with infection control policies, procedures and standards. • Participate in relevant organisational quality accreditation processes and quality improvement activities. • Complies with all TDHS mandatory training requirements. 	<ul style="list-style-type: none"> • Adhere to infection control and quality standard legislative requirements at all times. • Demonstrated participation in accreditation processes. • Evidence of continuous improvement. • Evidence of completion of all mandated training by annual date. • Evidence of current Influenza Vaccine and willingness to obtain annually
<p>9. Code of Conduct and Equal Opportunity</p>	<ul style="list-style-type: none"> • Develop and maintain sound knowledge of and commitment to TDHS policies and procedures. • Ensure that you engage in behaviour that treats other staff fairly, equitably and not subject to any form of discrimination or harassment. • Demonstrate and abide TDHS's Workplace Code of Conduct, including the core values: Integrity, Compassion, Accountability, Respectful and Excellence. • Participate in promoting a safe working environment. • Ensure an appropriate level of customer service is provided, demonstrating a friendly and supportive approach to our consumers. 	<ul style="list-style-type: none"> • Aware of and promotes TDHS policies and procedures. • Core values are reflected in decision making and everyday behaviour. • Adherence to the TDHS Code of Conduct. • Participation and compliance of all occupational health and safety policies and procedures (including emergency response). • Consumers are made to feel welcome and supported at all times.

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Key Challenges	Key Selection Criteria (Qualifications, Experience and Personal Attributes)
<ul style="list-style-type: none"> • Ensure appropriate reporting process and system is in place for regular reporting to Community Health Management • Management of clients with chronic and complex needs in both the acute, rehabilitation and community services. • Communication with multiple service providers and allied health staff to maximise client outcomes. • Management, supervision and support of the team • Establishing and managing client load 	<ul style="list-style-type: none"> • Bachelor of Physiotherapy or equivalent. • Eligibility for registration with the Australian Health Practitioners Registration Agency (AHPRA). • Experience providing physiotherapy services in a health care setting (Acute Hospital, Community Outpatients and/or Community Rehabilitation). • Demonstrated experience and achievement of independent practice in clinical area with established clinical knowledge and skills. • Demonstrated ability in the areas of communication and interpersonal skills both with colleagues and clients and the ability to engage communities, providers, general practitioners and all relevant stakeholders. • Experience in the organisation of and/or participation in health promotion activities. • Effective and efficient time management skills. • A commitment to continuing professional development. • Demonstrated attributes of empathy and client centred focus. • Excellent time management skills and a flexible approach to demand management and problem solving challenges. • Demonstrated attributes of empathy and client centred focus. • Demonstrated commitment to quality and best practice and an ability to positively influence change as required. • A current and valid Victoria Drivers Licence. • Valid Police and Working with Children checks.

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I have read and understand the requirements and responsibilities of my Position Description.

Signed:

Name:

Date: / /