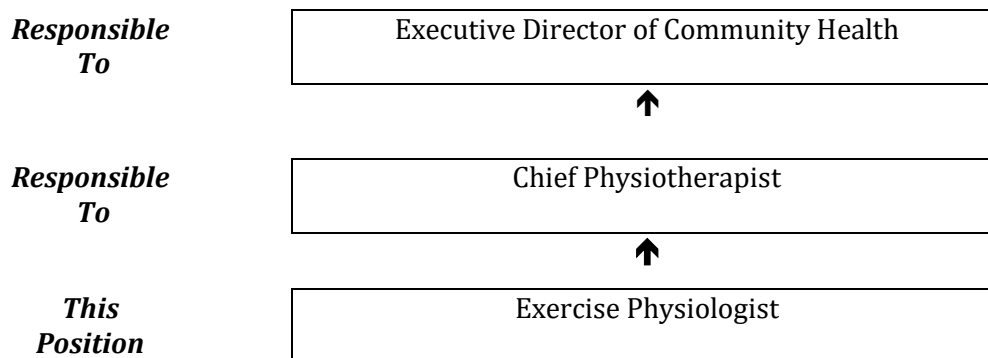




**West Wimmera Health Service**  
P.O. Box 231 NHILL, VICTORIA 3418  
Telephone: 5391 4222  
Facsimile: 5391 4228

<b>Position</b>	<b>Exercise Physiologist</b>		
<b>Location</b>	West Wimmera Health Service, Nhill	<b>Reports to</b>	Chief Physiotherapist
<b>Award</b>	Victorian Public Health Sector (Health Professionals, Health and Services, Managers & Administration Officers) Enterprise Agreement 2016 - 2020	<b>Level</b>	
<b>Effective Date</b>	August 2016	<b>Next Review</b>	July 2019
<b>Position Overview</b>	The position will involve working within the Physiotherapy Department to plan, implement and deliver education, exercise and rehabilitation interventions for hospital and community clients.		
<b>Key Result Areas</b>	<ul style="list-style-type: none"> <li>• Provision of quality, safe and efficient care</li> <li>• Technical Skills</li> <li>• Communication</li> </ul>		
<b>Liaises with</b>	<b>Internal:</b> All staff, Department Managers, and Executive Directors <b>External:</b> Community, like organisations, external consultants		

### POSITION RELATIONSHIPS:



**STATEMENT OF DUTIES:**

<b>Duty No</b>	<b>Details</b>
<b>1.0</b>	<b>Leadership</b>
1.1	Provide client focused initial consultations and therapy sessions. This may include designing exercise programs, providing exercise demonstration and supervision, providing advice and writing reports for patients and doctors.
1.2	To assess, prescribe and implement exercise, mobility and rehabilitation programs to various individual clients and therapy groups.
1.3	Work in a collaborative manner with Physiotherapy staff for consultation and case planning for clients. Close working relationships are also maintained with other key Allied Health professionals such as Podiatry, Massage, Occupational Therapy and General Practitioners to ensure a holistic approach to client treatment.
1.4	Observe and report changes in client condition to the treating therapist and appropriately document such changes in the patient's medical record.
1.5	Provision of health promotion activities and group planning as required. Involvement in departmental & WWHS activities as directed by Chief Physiotherapist.
1.6	Ability to comply with medico-legal, professional and WWHS standards regarding patient care and documentation.
1.7	Participate in departmental and service meetings as required, to facilitate communication and decision making skills, and to ensure holistic client management and service provision.
1.8	Efficiently undertake departmental administrative duties such as correspondence, statistics, client files and reports for clients as well as Departmental Monthly internal reports and Annual Report, submissions and accountability documents for funding.
1.9	Perform other related duties as directed by the Chief Physiotherapist or Executive Director of Community Health
<b>2.0</b>	<b>Personnel Management</b>
2.1	Facilitate evidence-based practice through participating in ongoing professional development and research such as attendance at conferences, in-services, access to internet and reading journals from Professional Association.
<b>3.0</b>	<b>Financial Management</b>
3.1	Endeavour to meet expenditure budget expectations for operating and capital purposes.
<b>4.0</b>	<b>Quality</b>
4.1	Ensure that all documentation is completed and satisfies legal and policy guidelines.
4.2	Update records and statistics in accordance with Commonwealth Department of Health and Ageing and Victorian Department of Human Services stipulations
4.3	Provide competent services in accordance with the organisation's documented policies and procedures, legislative requirements relevant to this role.
4.4	Actively participate and contribute to Quality Activities which promote quality improvement to care/service provided, such as follow up of Improvement Forms, staff meetings, working parties, ongoing education, internal assessment and review or procedures, evaluation of new products and equipment.

<b>5.0</b>	<b>Safety and Risk Management</b>
5.1	Adhere to all mandatory education requirements.
5.2	Comply with all Service Policies and Protocols.
5.3	Identify and implement measures for patients, visitors and staff safety conforming with Work Cover stipulation as related to the Occupational Health Safety Act 2004 and associated regulations.
5.4	Participate in the risk management program and contribute to a clean, safe work environment to ensure safety of residents/visitors, other staff and self.
5.5	Report immediately, any equipment or situation, which is hazardous, or has the potential to be a safety issue.
5.6	Be familiar with infection control practices and participate in ongoing education relevant to this position.
<b>6.0</b>	<b>Communication</b>
6.1	Be aware of and practice according to the West Wimmera Health Service mission, objectives, core values and behaviours.
6.2	Liaise with other departments in promoting good working relationships to achieve the optimum provision of quality care.
6.3	Maintain good interpersonal and public relations with clients, and others.
6.4	Attend meetings with peers and committees as necessary.
6.5	Invite and receive feedback and take action as appropriate.
<b>7.0</b>	<b>Appraisal</b>
7.1	Initial performance appraisal – 3 months after appointment  Thereafter – 12 monthly.

**KEY SELECTION CRITERIA:**

1. Bachelor of Science Physiotherapy/Human Movement and Post-Graduation in Exercise Physiology and be eligible for membership to Exercise and Sports Science Australia.
2. Ability to accept responsibility as an independent health professional and liaise with the Physiotherapy staff and other members of the multi-disciplinary team.
3. Ability to work independently with limited supervision and direction, but also as part of a multi-disciplinary team. Must be effective in a team and be able to demonstrate initiative, enthusiasm and flexibility.
4. Must be self-motivated and be responsible and responsive to a situation where a high level of professional autonomy exists.
5. Strong interpersonal and communication skills appropriate to communication with clients and professional staff both verbal and written.
6. Display good initiative, time management and organisational skills. This includes the ability to meet deadlines, schedules, set and meet goals/objectives as required.
7. Demonstrate clinical skills in exercise physiology practice, including assessment and provision of appropriate exercise programs to people with various health conditions, inpatient and community based.
8. Current Driver's Licence is essential due to the requirement to complete regional travel.
9. Commitment to working in a rural setting.

**OTHER DESIRABLE SKILLS / KNOWLEDGE / EXPERIENCE:**

1. Previous experience in a rural setting.
2. Exceptional time management and organisational skills.
3. Experience working as part of a multidisciplinary team.
4. Experience in public speaking and providing group education.
5. Competence in using computer programs including Microsoft Word, Excel, Outlook and other databases.
6. Current First Aid Certificate.

**OTHER RELEVANT INFORMATION:**

1. Located at Nhill. Regional visits include visits to Rainbow, Jeparit, Kaniva, Goroke, Natimuk, Minyip and Murtoa on a regular basis.
2. Appointment is subject to a satisfactory police records check prior to commencing.
3. Some afterhours work may be required.
4. Further Professional Development is encouraged and supported.

**SPECIALISED EQUIPMENT OPERATED:**

Computers

Photocopier

Facsimile

**CERTIFICATION:**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**Signature:**

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**Exercise Physiologist**

**Date:**

**Signature:**

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**Executive Director of Community Health**

**Date:**