



WWHS

## West Wimmera Health Service

### Position Description

<b>Position:</b>	<b>Physiotherapist - Grade 2</b>
<b>Location:</b>	Based at Nhill but may be required to work across all sites as mutually agreed upon
<b>Reporting to:</b>	Chief Physiotherapist
<b>Division:</b>	Community Health
<b>Award:</b>	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016-2020
<b>Level:</b>	Year level dependent on skills, qualifications and experience as per Award

#### Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service (WWHS). We are committed to delivering high quality, patient centred health services to ensure our services meet the needs of our population.

We deliver services across a 22,000 square kilometer region, which is home to nine rural townships including Nhill, Goroke, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

#### Our Values

**Strong leadership and management** – we value our organization and will encourage exceptional professional skills and promote collaborative teamwork to drive better outcomes for our consumers.

**A safe environment** – the safety of our staff, patients, and visitors is fundamental to how we operate.

**A culture of continuing improvement** – the delivery of superior care to our consumers motivates a culture of quality improvement in all that we do.

**Effective management of the environment** – our service is managed in ways which minimize our impact on the natural environment.

**Responsive partnerships with our consumers** – we maintain a productive relationship with our communities and stakeholders through open communication, honest reporting and a willingness to embrace constructive suggestions.

#### Our Strategic Directions

Strategy one:	Empower our community to live their best life
Strategy two:	Invest in population health
Strategy three:	Build partnerships for healthier communities
Strategy four:	Harness technology and innovation
Strategy five:	Strengthen our workforce capacity

**Position Relationships:**

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none"> <li>• Physiotherapy Department staff</li> <li>• Allied and Community Health staff</li> <li>• Clinical staff – Aged Care and Acute</li> </ul>	<ul style="list-style-type: none"> <li>• Wimmera communities</li> <li>• Health and community organisations, local, regional and state-wide</li> <li>• External consultants and practitioners</li> </ul>

**Position Overview:**

To provide Physiotherapy services to acute hospital inpatients, community clients and aged care residents.

**Key Selection Criteria:****Essential:**

1. Bachelor of Physiotherapy or its equivalent.
2. Have proven abilities in the assessment and treatment of musculoskeletal, neurological and respiratory conditions using a problem-solving and objective approach.
3. Appropriate skills/experience above base grade practising clinician.
4. Clinical experience in a variety of community based settings: aged, acute and a range of community
5. Willingness to work in a rural setting.
6. Ability to initiate and implement Physiotherapy programs including group programs.
7. Highly developed communication and interpersonal skills including the ability to negotiate effectively with peers and other professionals and speak to community groups as required.
8. High level of written communication skills.
9. Ability to work independently but also as a member of a team. Must be effective in a team and be able to demonstrate initiative, enthusiasm and flexibility.
10. Commitment to principles of quality assurance, EEO & OH&S.
11. Display competence or potential to teach and supervise other staff and students.
12. Must be self-motivated and be responsible and responsive to a situation where a high level of professional autonomy exists.
13. Current Driver's Licence is essential due to the requirement to complete regional travel.

**Desirable:**

1. Previous placement or work experience in a hospital/healthcare setting.
2. Experience and understanding of issues specific to provision of services in rural and remote areas.
3. Awareness of the Accreditation process, in particular EQUIP.
4. Strong interest in an understanding of physiotherapy for aged care residents, and an understanding of the role in assessing residents for the Residential Classification System.
5. Demonstrated skills in outpatients, with good manual therapy skills.
6. Experience in the area of Women's Health, including post-natal care and classes in antenatal education.
7. Possess exceptional time management and organisational skills.
8. Potential or proven potential of leadership qualities and skills.
9. Solid understanding of the Primary Health funding guidelines.
10. Competence in using computer programs including Microsoft Word, Excel, Outlook and other databases such as iCare, isoft and Uniti. Experience utilising the My Aged Care portal is also desirable.
11. Knowledge and experience undertaking goal directed care planning.
12. Sound knowledge of health promotion and community education.
13. Demonstrated flexibility to manage a diverse caseload.

**Key responsibilities:**

- Effectively manage a Physiotherapy caseload across acute, aged care and community settings.
- Actively contribute as a team member to the effective operation of the Physiotherapy Department,

- Work effectively and collaboratively within the broader WWHS and Community Health Team context.
- Establish and maintain positive relationships with external agencies and strategic partners in relation to effective delivery of Physiotherapy services and community development across the Wimmera.

#### **Statement of duties:**

##### **Professional Practice:**

- Provide Physiotherapy to:
  - Inpatients in acute, medical and surgical wards (orthopaedic inpatients)
  - Outpatients at each of the West Wimmera Health Service campuses;
  - Aged Care Residents.
- Adherence to APA ethical principals.
- To ensure that Physiotherapy services are holistic and client centred, working with clients to achieve optimal quality of life and function.
- Conduct annual aged care assessments as a part of the Residential Classification System, in conjunction with nursing staff, on all residents of nursing homes and hostels within the West Wimmera Health Service.
- Instruct and supervise the Allied Health Assistant and clients in techniques and methods of proper physiotherapy care and maintenance of continuing therapy as required.
- Undertake any fee-for-service required by contract to health services outside of West Wimmera Health Service.
- Participate in the planning of the annual Health Promotion plan for the Division as well as taking a leading role in the preparation and delivery of programs in which the Physiotherapy Department are involved, as well as evaluation of program.
- Offer clinical supervision to new graduates and peer review/supervision with other team members.
- Participate in teaching and education programs for nursing, allied health and other hospital staff in relation to physiotherapy, including back care and correct lifting seminars. West Wimmera Health Service implements the No Lifting Policy.
- Act as a consultant to Doctors, nursing and allied health staff with regard to the management of physiotherapy cases both on an inpatient and outpatient basis, and to ensure appropriate communication with the referral source. When necessary act as a mediator or advocate for Grade 1 practitioners, if/as issues may arise and assistance is required.
- Attendance at weekly Multi-Disciplinary meetings, monthly Allied Health meetings, Working Party meetings and other meetings directed or deemed appropriate, including EQUIP committee meetings. The scheduling and chairing of Departmental meetings will be the responsibility of the Grade 2 practitioner in the absence of the Chief Physiotherapist.
- To take responsibility for the supervision and assessment of students undertaking placement with the Department.
- To participate in Professional Development. Also to facilitate annual discussions within the Department to prioritise Professional Development needs for the Department and individual staff in the absence of the Chief Physiotherapist.
- To assist Chief Physiotherapist to prioritise, in consultation with the other staff in the Department and within the parameters of the Divisional Budget, a list of equipment and resources to be purchased or replaced within the Department.
- Propose strategies to more effectively achieve departmental targets.
- Participate in regular professional supervision.
- To complete a Goal Directed Care Plan for all clients who receive Commonwealth Home Support Package (CHSP) funding and to document in their My Aged Care (MAC) file.
- Involvement in annual staff appraisal.
- A comprehensive awareness of West Wimmera Health Service Policy Manual, Fire & Disaster Plan, Departmental Policies & Procedures, and act in accordance with these. In addition be able to direct and respond to queries from the other practitioners in the Department about these documents.
- Regularly review and update Departmental Policy and Procedure Manuals including the delegation

- Participate in guest speaking and in-service appointments as required including antenatal classes.
- In the absence of the Chief Physiotherapist, act as the key contact person for the Department available to the Executive Director of Community Health and/or the Chief Executive Officer.
- Perform other related duties as directed by the Executive Director of Community Health or Chief Executive Officer.
- Work in accordance with the Medicare Benefits Schedule under the auspice of West Wimmera Health Service will be undertaken as required to meet referral needs. A Medicare provider number under the auspice of West Wimmera Health Service must be applied for and granted.

#### **Personnel Management:**

- Initiate and oversee the effective application and utilisation of resources within the staff allocations and budget parameters.
- Strengthen the personal and professional growth of staff through the development of succession planning for the continued support of the department.
- Observe performance of professionals, and complete staff evaluations as prescribed by West Wimmera Health Service policies.

#### **Financial Management:**

- Adhere to the effective application and utilisation of resources within the staff allocations and budget parameters.
- Endeavour, under the instruction of the Executive Director of Community Health to develop strategies to meet expenditure budget expectations for operating and capital purposes.

#### **Quality, Safety and Risk Management:**

- Ensure that all documentation is completed and satisfies legal and policy guidelines.
- Update records and statistics in accordance with Commonwealth Department of Health and Ageing and Victorian Department of Human Services stipulations.
- Continually evaluate and modify service delivery in order to meet ongoing client and community needs such as through the utilisation of regular Quality Assurance Activities. Assist in co-ordinating the development of annual Quality Activity timetables, timely completion and submission of Quality Activities and ensuring that any follow up is implemented.
- In relation to service delivery modification that may not be addressed through Quality Activities, suggestions and evidence for practice changes to be collated and submitted for further discussion with the Executive Director of Community Health.
- Assist with the planning and implementation of the Services' Quality Improvement Programmes.
- Ensure compliance at all times, with mandatory education competencies by the due date in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers, volunteers and colleagues.
- Participate in relevant quality improvement activities as directed by the Executive Director Quality & Safety.
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to effectively manage such risks.

#### **Communication:**

- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers, volunteers and colleagues.
- Ensure effective and open lines of communication with other team members, volunteers, service users and WWHS management staff.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.

- Initial appraisal – 3 months after appointment
- Thereafter – 12 monthly.

**Certification**

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

<b>Authorised by:</b> Executive Director Community Health	
<b>Name:</b>	
<b>Signature:</b>	<b>Date:</b>

<b>Position Incumbent Name:</b>	
<b>Signature:</b>	<b>Date:</b>