



## West Wimmera Health Service

### Position Description

<b>Position:</b>	Exercise Physiologist – Grade 1
<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 2021-2026
<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 Purpose – *Great care, every person, every time.***

#### **Our Strategic Goals**

##### ***Our people – Inclusive, Respectful, Productive***

To be a great place to work where everyone contributes and everyone belongs.

##### ***Our Care - Safe, Effective, Innovative***

To fully embrace new technologies and processes that 2 enable world class rural healthcare.

##### ***Our Community - Connected, Informed, Healthy***

To be fully engaged with the communities we serve, supporting people to live longer, healthier and happier lives.

##### ***Our Future - Environmentally Responsible, Economically Secure***

To maintain financial sustainability and develop an Environment, Social and Governance (ESG) strategy to align 4 the service's operations with established ESG principles.

## Our Values



### TOTAL CARE

Delivering care that is safe, effective and person-centred, always.



### SAFETY

Providing a safe workplace and services free from avoidable harm.



### UNITY

Working well together in a great place to work.



### ACCOUNTABILITY

Doing the right thing by our stakeholders and ourselves.



### INNOVATION

Using our imagination - if there's a better way we will find it.

West Wimmera Health Service acknowledges the Wotjobaluk, Jaadwa, Jadawajali, Wergaia and Jupagalk Nations as Traditional Owners of country and pay our respects to Elders past and present.

We celebrate, value and include people of all backgrounds, genders, sexualities, cultures, bodies and abilities.

### 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 Exercise Physiology services to acute hospital inpatients, community clients and aged care residents.

### Key responsibilities:

- Effectively manage Exercise Physiology caseload across acute, aged care and community settings.
- Actively contribute as a team member to the effective operation of the Physiotherapy Department, including attendance at regular team meetings.
- 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 Exercise Physiology services and community development across the Wimmera.

### Statement of duties:

#### Professional Practice:

- 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.
- To assess, prescribe and implement exercise, mobility and rehabilitation programs to various individual clients and therapy groups.

- Ensure that Exercise Physiology services are holistic and client centred, working with clients to achieve optimal quality of life and function.
- Work in a collaborative manner with Allied Health staff, nursing staff and General Practitioners to ensure a holistic approach to patient care.
- Observe and report changes in client condition to the treating therapist and appropriately document such changes in the patient's medical record.
- Provision of health promotion activities and group planning as required. Involvement in departmental & WWHS activities as directed by Chief Physiotherapist.
- Ability to comply with medico-legal, professional and WWHS standards regarding patient care and documentation.
- 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.
- Participate in departmental and service meetings as required, to facilitate communication and decision making skills, and to ensure holistic client management and service provision.
- 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.
- Perform other related duties as directed by the Chief Physiotherapist or Executive Director of Community Health.
- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards, Aged Care Act etc.) and actively promote compliance to any such standards and legislation.
- Comply with all relevant WWHS policies and procedures and any program specific guidelines.
- Attend all required staff meetings and trainings.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.
- Recognise, respond and escalate changes in the patient's condition.

#### **Personnel Management:**

- 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.

#### **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 you are aware of the West Wimmera Health Service's emergency procedures.
- Ensure compliance at all times, with mandatory education competencies completed 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.
- 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.

- Provide competent services in accordance with the organisation's documented policies and procedures, legislative requirements relevant to this role.
- 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 of procedures, evaluation of new products and equipment.
- 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.
- Participate in the risk management program and contribute to a clean, safe work environment to ensure safety of residents/visitors, other staff and self.
- Report immediately, any equipment or situation, which is hazardous, or has the potential to be a safety issue.
- Be familiar with infection control practices and participate in ongoing education relevant to this position.

**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.
- Demonstrated capacity to effectively give and receive constructive feedback and/or criticism.
- Demonstrated capacity to effectively manage conflict at a personal level and to appropriately escalate matters beyond a personal level.
- Establish, develop and maintain trust and confidence with line managers and direct reports.
- Work effectively consistent with policies and procedures to and agreed performance and behavioural expectations.

**Key Selection Criteria:**

**Essential:**

1. Appropriate tertiary qualification holding registration with 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 across inpatient, aged care and community populations.
8. Commitment to working in a rural setting.

**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. Possess exceptional time management and organisational skills.

5. 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.
6. Knowledge and experience undertaking goal directed care planning.
7. Sound knowledge of health promotion and community education.
8. Demonstrated flexibility to manage a diverse caseload.
9. Current First Aid Certificate.
10. Experience in public speaking and providing group education.

**Pre Requisites:**

1. NDIS Worker Screening Clearance
2. Working with Children Check
3. Fully vaccinated for COVID-19 as per current Department of Health Directive.
4. Flu Vaccination
5. Australian Driver's Licence

**Internal Direct Reports:**

Nil

**External Direct Reports:**

Nil

**Appraisal:**

- 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>