



WWHS

West Wimmera Health Service

Position Description

Position:	Physiotherapist - Grade 2
Location:	Based at Nhill but may be required to work across all sites as mutually agreed upon
Reporting to:	Chief Physiotherapist
Division:	Community Health
Award:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 - 2026
Level:	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 the highest 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 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 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"> • Physiotherapy Department staff • Allied and Community Health staff • Clinical staff – Aged Care and Acute 	<ul style="list-style-type: none"> • Wimmera communities • Health and community organisations, local, regional and state-wide • External consultants and practitioners

Position Overview:

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

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, 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 Physiotherapy services and community development across the Wimmera.

Statement of duties:

Professional Practice:

- Provide Physiotherapy to:
 - Acute Inpatients (surgical, musculoskeletal, respiratory, neurological)
 - Outpatients at each of the West Wimmera Health Service campuses
 - 1:1 or group hydrotherapy patients;
 - 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 of other staff member to take responsibility for allocated tasks.
- 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.
- 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:

- 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 you are aware of the West Wimmera Health Service's emergency procedures.
- 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 Management.
- Actively participate in relevant accreditation processes.
- 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.
- 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. 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.

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.

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:

N/A

External Direct Reports:

N/A

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.

Authorised by: Executive Director Community Health	
Name:	
Signature:	Date:

Position Incumbent Name:	
Signature:	Date:

Reviewed May 2024