POSITION DESCRIPTION

Position: Physiotherapist
Classification & Grade: Physiotherapist Qualified
Award/EBU: Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers & Administrative Officers) Enterprise Agreement 2011 - 2015

Accountabilities and Supervisory Responsibilities:
An employee at this Grade:
- Works within established routines, methods and procedures;
- At all times demonstrates responsibility, accountability or discretion; and
- Works either individually or in a team.
Report to: DoCS

About Kerang District Health
Kerang District Health is a 50 bed small rural health facility, fully equipped to offer a broad range of specialist medical, surgical and obstetric services, including orthopaedics, ophthalmology, gynaecology, urology, general surgery, aged care and district services. The organisation has provided quality service and care for residents of the Gannawarra Shire for over 70 years. Kerang District Health is committed to working collaboratively with other health services, local and state government, as well as encouraging consumers to have an active role within our organization.

Organisational Vision
To improve the health and wellbeing of the community.

Organisational Mission
Kerang District Health will provide appropriate, coordinated and effective patient focused services and care, by skilled staff with and for the community.

Organisational Values

<table>
<thead>
<tr>
<th>Values</th>
<th>Associated Behaviours</th>
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<tbody>
<tr>
<td>Respect</td>
<td>We will treat people as we would expect to be treated.</td>
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<tr>
<td>Caring</td>
<td>We will provide person centered care with empathy and compassion.</td>
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<td>Collaboration</td>
<td>We will work as a team to share knowledge for continuous improvement, learning and innovation.</td>
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<td>Commitment &amp; Accountability</td>
<td>We will work hard, be loyal and responsible for our actions.</td>
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<tr>
<td>Professionalism</td>
<td>Our people will model the Public Sector Values of Responsiveness, Integrity, Impartiality, Accountability, respect, Leadership and Human Rights.</td>
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<tr>
<td>Equity</td>
<td>We will provide all members of the community with equal access to our services.</td>
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**Position Objective**

Responsible for the provision of physiotherapy services to clients of Kerang District Health.

Services are provided to acute inpatients, residential aged care residents, outpatients, rehabilitation clients, transitional care clients, day activity clients within the WD Thomas Activity Centre and services in the home as arranged from time to time.

**Working Relationships**

<table>
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<tr>
<th>Internal</th>
<th>External</th>
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<tr>
<td>All KDH staff, clients, residents and patients,</td>
<td>VMOs’, visiting surgeons, other hospital allied health teams</td>
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**Key Result Areas**

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<tr>
<th>Objectives – Key Result Areas</th>
<th>Responsibilities Major Tasks</th>
<th>Key Performance Indicators</th>
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<tbody>
<tr>
<td><strong>KRA 1</strong> Core Tasks</td>
<td>To deliver an efficient and effective physiotherapy service to the inpatients, residents and members of the Kerang community.</td>
<td>A sustainable physiotherapy service is maintained at Kerang District Health.</td>
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<td>Responsible to provide physiotherapy services in the following areas;</td>
<td>Effective communication and collaboration within the health care team at all times.</td>
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<td>• Acute Ward</td>
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<td></td>
<td>• Glenarm, residential aged care</td>
<td></td>
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<td></td>
<td>• WD Thomas Activity Centre</td>
<td></td>
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<td></td>
<td>• OutPatients</td>
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<td></td>
<td>• Home Visits</td>
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<td></td>
<td>• Hospital Staff by referral</td>
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<td>To work co-operatively as part of a multi disciplinary team, recognising expertise and the contribution of all team members.</td>
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<td>Undertake other projects and specific tasks or projects as directed by Director of Clinical Services from time to time.</td>
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<td>Be available as a mentor for physiotherapy students who are involved in placement from time to time.</td>
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<td>Completion of all mandatory education on an annual basis.</td>
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<td>Yearly attendance to KDH’s Personal Development Day</td>
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<td>Maintain an open approach to accepting people from a diverse range of backgrounds.</td>
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**KRA 2 Administration Major Tasks**

| Plan, develop, co-ordinate and evaluate health promotion activities when required. | Health promotion activities are planned and evaluated to meet the communities needs as required. |
| Be responsible for ordering physiotherapy supplies as appropriate under the Hospital’s | Supplies are ordered using the |
| KRA 3 | Client Service (internal and/or external) | Delegation of Authority, arrange servicing of equipment, and submit requests for the purchase of new equipment, if required.  
Keep appropriate physiotherapy statistics as required.  
Keep Physiotherapy records of assessment, treatment and progress of patient, completing forms devised for this purpose. | correct documentation.  
Audits and statistics compiled and recorded.  
Documentation is clear, legible and attended in a timely manner.  
Adverse events are documented in a timely manner, and where appropriate for the physiotherapy service, followed up on. |
|-------|----------------------------------------|-------------------------------------------------|-------------------------------------------------|
|       | Prescribe and arrange supply of mobility aids as required.  
To provide assessment and clinical treatment of referred patients according to recognised professional and ethical standards.  
Attend case conference meetings as required and participate in the decision-making processes concerning patient care.  
Perform initial assessment of all patients referred to the outpatient physiotherapy service and develop a program appropriate to their needs, evaluating this program regularly. | Ensure the maintenance and supply of mobility aids is kept viable for KDH.  
Maintains and implements knowledge of current legislation and clinical best practice.  
Clear, legible documentation at all times. | |
| KRA 4 | Team Work OR Leadership (if manager) | Be aware of current Physiotherapy issues and standards.  
In consultation with the Director of Clinical Services develop Physiotherapy programs with an emphasis on education and health promotion. | Health promotion occurs at all times. |
|-------|----------------------------------------|-------------------------------------------------|-------------------------------------------------|
|       | Participates and has an understanding about activities and maintaining the accreditation standards to ensure KDH is at all times compliant.  
Understand, contribute or participate in Continuous Improvement activities – display a willingness to work towards continuous improvement.  
Participate in Continuous Quality Improvement Program and activities. Attend and participate in staff meetings | Evidence of participation in a group or individual quality activity.  
Adopts and encourages a continuous improvement approach to service delivery. | |
| KRA 5 | Quality | Observance and compliance of OHS legislation  
Demonstrates knowledge and work practices in all hospital infection control policies and procedures.  
Identify and work to find solutions for manual handling hazards and risks to personal safety  
Assess related risks and follow risk | Incidents/Accidents and hazards are reported correctly as per policy.  
Aware and vigilant at all times regarding duty of care to own self, patients/residents and other colleagues.  
Completes Annual Fire and Evacuation Training. |
|-------|----------------------------------------|-------------------------------------------------|-------------------------------------------------|
management procedures
Report Risks and if required, conduct risk assessments
Support people to know the location of Fire Safety equipment and support them to know the evacuation plan.
Support people and staff to observe all OH & S requirements of the facility.
Keep updated and informed in regards to the organisation’s emergency procedure.
Maintains compliance with the organisations workplace bullying and harassment policy and understands the zero tolerance approach adopted by KDH.
Be aware of and ensure compliance with the Kerang District Health and Departmental Manual Handling policies and procedures.

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<tr>
<th>KRA 7</th>
<th>Culture, values and objectives</th>
<th>Adhere to Kerang District Health’s policy and procedures</th>
<th>Keeps abreast of industry developments and changes that could impact on the organisation.</th>
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<td>Understands and is aware of how Kerang District Health’s Vision, Mission and Values form part of the position.</td>
<td>Has a professional outlook about direct care work and is keen to make a positive difference in the lives of people supported.</td>
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| KRA 8 | Ethics and confidentiality | The employee is to maintain strict confidentiality in relation to all matters pertaining to sensitive health information. | Maintains a high level of confidentiality, sensitivity and empathy |

**Key Selection Criteria**

**Skill Requirements**
- Must have well developed interpersonal and communication skills both verbal and written.
- Willingness to learn new skills.
- Good presentation skills.
- Must have a current Vic. Drivers License as regular travel is required.
- Five years experience in general physiotherapy (preferred).
- Management experience within a physiotherapy department (preferred).
- Possess an enthusiastic approach to physiotherapy which is based upon good interpersonal and communications skills and the desire to achieve quality results.
- A commitment to quality principles and best practice.
- Substantial knowledge of the Australian health system.
- Knowledge and the ability to use computer software systems.

**Knowledge Requirements**
- Participation in ACHS & Aged Care accreditation activities is essential.
- Active participation in the organisations risk management and OH&S programs.
- A commitment to quality principles and best practice.
- The ability to maintain a computer information system.
- The ability to work as a sole practitioner and on some occasions...
supervise other physiotherapy staff.
The ability to manage time, plan activities and prioritise work.
The ability to problem solve, and adapt to change.
Ability to plan and co-ordinate health promotion activities when required.

Experience and / or qualifications
APHRA registration as a physiotherapist
Must have initiative and maintain a high degree of professionalism and confidentiality.

Physical Requirements for the role
No previous physical injuries or complaints.
Police check prior to commencement
Some out of hours work may be required from time to time.

Standards to which performance will be assessed
Key Result Areas
Demonstrating organisational philosophy in all activities
Compliance with organisation policy, procedures and practices
Compliance with goal induction setting within the first six months of employment.
Compliance with position description and goals set in annual performance appraisals
Key achievements
Contribution to the team and organisation
Management, peer, client and community feedback

I have read this document and agree to undertake the duties and responsibilities listed above.

I acknowledge that:

The Position Description is an indication of the duties and responsibilities that I may be required to undertake. Additional or other duties and responsibilities may be allocated to me.

Where additional training and support is required to fulfill extra or other duties of a similar level of responsibility, it will be provided within the guidelines of the organisation.

The Position Description will be reviewed at my annual performance appraisal in consultation with me.

The Key Performance Indicators, where included in this document, are indicative. KPIs will be set by the immediate supervisor in discussion with me, for each year (or another set period) and my performance reviewed against those KPIs.

Position Incumbent:

Name

Signature ___________________________ Date ___________________________

Executive Approval

Name ___________________________

Signature ___________________________ Date 6-05-15