

<b>POSITION</b>	Grade 1 Physiotherapist
<b>REPORTS TO</b>	Chief Physiotherapist
<b>AWARD</b>	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016-2020
<b>CLASSIFICATION</b>	Grade 1 Physiotherapist, Year 3-7
<b>EMPLOYMENT STATUS</b>	As per contract
<b>HOURS PER FORTNIGHT</b>	As per contract

### **INGLEWOOD & DISTRICTS HEALTH SERVICE**

Inglewood & Districts Health Service (IDHS) is a holistic health service nestled in the peaceful rural hamlet of Inglewood in country Victoria. With a population of 800 people, the town features a charming historic streetscape with many notable gold rush buildings, a modern pharmacy, banks, post office, supermarket, excellent wineries, and bowls and golf clubs. Inglewood is a 45km drive away from the bustling, Central Victorian town of Bendigo which is also easily accessible by public transport. This makes Inglewood a very attractive option for those wanting a rural lifestyle while having access to all the facilities and services of a large regional centre.

IDHS is situated in the Shire of Loddon and provides services to more than 5,500 residents in the communities of Bridgewater, Inglewood, Korong Vale, Newbridge, Serpentine, Tarnagulla, Wedderburn and surrounding townships.

All IDHS facilities are conveniently located on one site – Urgent Care Centre, community health and hospital and residential aged care (hostel and nursing home). IDHS also offers a diverse range of services including diabetes education, community and district nursing, counselling and cardiac rehabilitation, planned activity groups, volunteer and strength training programs.

IDHS has strategic alliances with a range of hospitals, health services, health alliances and government bodies.

### **OUR VISION**

Excellence in Health Care now and the future

### **OUR MISSION**

Providing Quality Health Services, supporting and enhancing community wellbeing

### **OUR VALUES**

- Care
- Respect
- Choice
- Equality

### **OUR COMMITMENTS**

- We encourage and assist our clients to achieve life-long health and wellbeing.
- We respect each individual's rights, needs and choices including the right to refuse treatment.
- We provide equality of access to services.
- We support the broad definition of health which includes meeting social, emotional, physical, cultural and spiritual needs through a multi-disciplinary approach.

- We seek to achieve quality health outcomes.
- We provide a safe and supportive environment for staff and others.
- We encourage the personal and professional development of staff.
- We encourage participation by all members of the community in planning, implementing and evaluating service delivery.
- We facilitate partnerships with other service providers.
- We support and encourage a culture of Continuous Improvement across the organisation.

### **THE POSITION**

The primary role of the Grade 1 Physiotherapist is to provide timely physiotherapy services, including program evaluations, for all aged care residents to support ACFI claims. The position will also provide physiotherapy services for acute, TCP and outpatient clients when required. The position will work collaboratively with other allied health professionals to ensure best possible client outcomes through the development of coordinated care plans.

<b><u>KEY RESPONSIBILITIES AND DUTIES</u></b>	<p><b>Clinical Care and Compliance</b></p> <ul style="list-style-type: none"> <li>• Act within the professional code of conduct and legal requirements of the Physiotherapy Association, Australian Health Practitioner Regulation Agency and IDHS Policies and Procedures</li> <li>• Assess residents’ needs and plan, develop, evaluate and implement individual pain management programs in collaboration with personal care workers and nursing staff</li> <li>• Plan, implement, document and assess appropriate physiotherapeutic programs for acute, TCP and outpatient clients</li> <li>• Offer support, information and health promotion education to staff, residents and patients and develop group exercise programs where appropriate</li> <li>• Attend and participate in interdisciplinary and multidisciplinary health service staff meetings as required.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Collect and document statistics and provide reports as required for the Chief Executive Officer and Director Of Clinical &amp; Community Services</li> <li>• Ensure medical records are managed in compliance with legislation (i.e.: they are legible, accurate, completed in a timely manner and signed) and that privacy, confidentiality, and security are maintained</li> <li>• Complete filing and documentation as required</li> </ul> <p><b>Team Development</b></p> <ul style="list-style-type: none"> <li>• Develop teamwork through role modelling and effective communication processes</li> <li>• Provide advice and act as a resource for staff enquiring about physiotherapeutic programs</li> <li>• Complete delegated tasks effectively and appropriately</li> <li>• Participate in and contribute to relevant staff meetings and IDHS committees</li> <li>• Promote IDHS within and external to the organisation</li> <li>• Supervise students on placement with clinical practice, mentoring and supervision</li> </ul> <p><b>Customer Relations</b></p> <ul style="list-style-type: none"> <li>• Model best practice by prompt and appropriate management of internal and</li> </ul>
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	<p>external clients</p> <ul style="list-style-type: none"> <li>• Facilitate and maintain effective communication with clients and staff</li> <li>• Actively seek client feedback and act upon findings</li> <li>• Identify and implement ways to improve service delivery to clients</li> <li>• Ensure the delivery of a high standard of quality services</li> <li>• Represent IDHS at external meetings, forums, etc., and provide feedback as required</li> </ul> <p><b>Professional / Personal Development</b></p> <ul style="list-style-type: none"> <li>• Identify own learning and development needs, actively pursue and participate in relevant educational programs and personal development activities</li> <li>• Maintain current professional knowledge and skills relevant to position</li> <li>• Participate in ongoing education to promote professional and personal development</li> </ul>
<p><b><u>GENERIC RESPONSIBILITIES AND REQUIREMENTS</u></b></p>	<p><b>Workplace Health &amp; Safety</b></p> <p>IDHS is committed to the provision and maintenance of a healthy and safe workplace with the notion of “safety always” underpinning all its activities. Staff are encouraged to actively promote the behaviours, values and attitudes that are supportive of a culture of safety, with each staff member being required to take reasonable care for their own health, safety and wellbeing and the health, safety and wellbeing of others who may be affected by their actions. All staff are required to adhere to organisational workplace health and safety policies and procedures and participate in safety related education and evaluation activities.</p> <p>IDHS recognises the integral role of each individual in the promotion, development and maintenance of its culture of safety.</p> <p><b>Compliance with Policies and Procedures</b></p> <p>All IDHS’s policies and procedures are set out in its clinical and managerial policy manuals located on PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.</p> <p><b>Person Centred Care</b></p> <p>Person Centred Care (PCC) is a philosophical approach to how we provide care to patients, clients, residents and interact with other customers, including staff of IDHS. PCC is based on the principles of respect, value of the individual and the need to deliver service in an environment that supports peoples’ physical, emotional, social and psychological needs. PCC is underpinned by a culture of collaboration and partnership and all staff of IDHS are required to adhere to these principles.</p> <p><b>Risk Management</b></p> <p>IDHS supports an organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are accountable for risk management through organisational, team and individual performance objectives that are within their span of control.</p> <p><b>Performance Appraisal</b></p> <p>A performance development and review process will be carried out six (6) months after</p>

	<p>commencement of employment and thereafter on a regular informal basis and on a formal basis annually. This is to ensure staff satisfactorily progress towards their Key Performance Indicators (KPIs). The Performance Appraisal will be based on successful outcomes of the KPIs, this Position Description and the policies and procedures of the IDHS. The performance appraisal must be discussed with and signed by the staff member.</p> <p><b>Quality Improvement</b> Each staff member has a responsibility to participate and commit to ongoing quality improvement activities using the 10 National Standards model, Aged Care Accreditation and/or HACCC Community Care Common Standards as relevant to their areas of practice.</p> <p><b>Employment Principles</b> IDHS is committed to the employment principles that reinforce the public sector values. These principles ensure:</p> <ul style="list-style-type: none"> <li>• Employment decisions are based on merit</li> <li>• Employees are treated fairly and reasonably</li> <li>• Equal employment opportunity is provided</li> <li>• Human Rights are upheld in accordance with the Charter of Human Rights &amp; Responsibilities Act 2006</li> <li>• Employees have a reasonable avenue of redress against unfair or unreasonable treatment</li> </ul> <p><b>Code of Conduct</b> The Victorian Government’s Code of Conduct is binding on all IDHS staff. Contravention of a provision in the code may constitute misconduct and/or regarded as a breach of the staff member’s employment agreement and will be dealt with under IDHS’s Disciplinary Policy/Procedure.</p> <p><b>Infection Control</b> Each staff member has a responsibility to minimise exposure to incidents of infection/cross infection of patients, clients, residents, staff, visitors and the general public. This can be achieved by all staff adhering to the policies and procedures as set out in the Infection Control Manuals.</p> <p><b>Confidentiality</b> Each staff member must comply with the rules of confidentiality relating to hospital patients, nursing home or hostel residents, or clients of any community health service. A breach of confidentiality will result in disciplinary action and/or dismissal from the health service.</p> <p><b>Privacy Principles</b> Each staff member must understand and comply with the Privacy Principles of the Health Records Act and Information Privacy Act.</p>
<p><b><u>KEY SELECTION CRITERIA</u></b></p>	<ul style="list-style-type: none"> <li>• Eligibility to be registered as a Physiotherapist under the National Registration and Accreditation Scheme with the Physiotherapy Board of Australia</li> <li>• Registration with the Australian Health Practitioner Regulation Agency (AHPRA)</li> <li>• Demonstrated high level of interest in community/outpatients/ rehabilitation/aged care physiotherapy services</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrated competence in assessing and providing clinical treatment to clients according to recognised professional and ethical standards</li> <li>• Demonstrated understanding of health and related issues experienced by elderly people, people with disabilities and their carers</li> <li>• Demonstrated high level of inter-personal skills with the ability to effectively liaise with consumers, the community, service providers and other agencies</li> <li>• Demonstrated ability to be self-directed and motivated and to manage time effectively</li> <li>• Effective written and verbal communication skills</li> <li>• A current Victorian Drivers Licence</li> <li>• A satisfactory police check</li> </ul>
<b><u>ADDITIONAL INFORMATION</u></b>	<ul style="list-style-type: none"> <li>• All IDHS staff are required to carry out lawful directions as outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.</li> <li>• This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at IDHS’s discretion and activities may be added, removed or amended at any time.</li> <li>• To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle.</li> <li>• The successful applicant will be required to provide a current Police Records Check prior to commencement. A Working With Children Check may also be required for particular positions.</li> </ul>

**ACCEPTANCE OF THE POSITION**

I understand, agree to and accept the role as outlined in accordance with this position description.

Staff Member’s Name (please print) \_\_\_\_\_

Staff Member’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager’s Name (please print) \_\_\_\_\_

Manager’s Signature \_\_\_\_\_ Date \_\_\_\_\_

CEO Name (please print) \_\_\_\_\_

CEO Signature \_\_\_\_\_ Date \_\_\_\_\_