

**POSITION DESCRIPTION**

Exercise Physiologist

<b>Job Title</b>
Exercise Physiologist
<b>Line Reporting</b>
myHealthhub Centre Manager
<b>Purpose</b>
<p>This dynamic and important role within the myHomecare Group is to ensure and maintain a high standard of care, to enhance our values and support our clients.</p> <p>Demonstrate continued commitment to professional development, adhere to the defined scope of practice and uphold the myHomecare Group values of <b>C-A-R-E:-</b></p> <p><b>Courage</b> we do what is right and fair  <b>Action</b> we strive to make a difference  <b>Reliable</b> we deliver on our promise of care  <b>Empathy</b> we seek to understand you as an individual</p> <p>The Exercise Physiologist will work within a multidisciplinary team to develop and implement client centred exercise programs for clients with chronic and complex conditions. The work will involve 1-1 as well as group programs. Accountable for providing quality client care through the application of clinical skills in assessment, planning, implementation, treatment and management of myHomecare clients.</p>
<b>Summary of Key Responsibilities/Duties/Skills</b>
<ul style="list-style-type: none"> <li>- Protect the confidentiality of all clients, participants, and staff at all times.</li> <li>- Undertake accurate, timely assessments and interventions to clients consistent with team scope and individual scope of practice as determined by regular clinical supervision.</li> <li>- Develop care plans in collaboration with clients/participants and other stakeholders to work towards client-centred goals.</li> <li>- Identify need for additional support services with the client/participant in care plans.</li> <li>- Make appropriate internal and external referrals for group or individual interventions to support a coordinated approach to better health outcomes for the client/participant.</li> <li>- Provide follow up reviews, interventions and self-management strategies to empower the client/participant to achieve agreed goals in line with chronic disease best practice principles.</li> <li>- Provide feedback to clients/participants, referrers and other stakeholders outlining assessment findings, agreed goals and recommendations.</li> <li>- Contribute to Case Conferencing of clients as required.</li> <li>- Where appropriate, provide reports to Care Coordinators at required intervals to demonstrate effectiveness of the service in reaching the participants' goals.</li> <li>- Ensure that client files support the standard for documentation best practice, the funding body business rules and upholds the values of the organization.</li> <li>- Develop, run and evaluate group-based programs that support clients to improve control of their</li> </ul>

own health and encourages integration into the community, e.g. water-based, gym-based, condition-based groups with emphasis on social inclusion and community access.

- Supervise and support Allied Health Assistants as required.
- Support and contribute to service delivery growth and development opportunities.
- Identify and support quality improvement processes identified as relevant to the service delivery area.
- Identify and support quality improvement processes from a client, quality and organisational view.
- Practice effective Infection Control Procedures.
- Participate in ongoing Professional Development.
- Participate in research activities in partnership with other agencies.

### **Quality Management & Customer Service**

- Full Knowledge, Practicing and Educating all staff members on the Aged Care Quality Standards 2019, ISO 9001:2016 and ACIS 2018.  
OR
- Knowledge on the Aged Care Quality Standards 2019, ISO 9001:2016 and ACIS 2018.
- Understanding of myHomecare Group Quality Management Framework.
- Ability to contribute to updating and implementing policies, procedures, work instructions, flow-charts.
- On request attend meetings.
- Understand every opportunity to respond to a client enquiry is an opportunity to showcase myHomecare Group and deliver excellence in customer service by providing desired outcomes.

### **Work Environment**

- The employee must display appropriate social and communication skills to maintain a unified and harmonious work environment at all times.

### **Work Health and Safety**

- Take reasonable care to ensure your own health and safety as well as the health and safety of those around you.
- Play a leading role in crisis management such as pandemics or natural disaster.
- Ensure team compliance with, as far as practical, all instructions given to ensure their health and safety.
- Ensure proper use of personal protective clothing and/or equipment provided.
- Complies with myHomecare Group health and safety policy and legislative requirements.
- Performs all duties in accordance with accepted safe working practices and guidelines.
- Report any hazards, incidents, accidents or near misses.
- Works actively to resolve issues that may affect myHomecare Group or anybody else's health and safety.
- Attend and completes all prescribed training for their role.
- Adheres to safe manual handling practices.
- Acts within their professional boundaries and scope of practice.

## Communications/Technology

- Strong written and verbal communication skills, including public presentation skills.
- Ability to build strong professional relationship with internal and external stakeholders.
- Regular reporting as agreed with manger.
- Maintaining confidentiality in all dealings with clients and stakeholders.
- Demonstrate flexibility in work practices in order to support colleagues and to meet the changing needs of myHomecare Group and the industry.
- Maintain an intermediate level of skills in Microsoft Word and Excel. Appropriate internal IT training will be provided.
- Operate office equipment appropriate to the tasks to be completed – includes computers, fax, photocopier, and Teams for business system.
- Produce computer documents as required in an efficient manner. Includes Intermediate level skills in the use of Microsoft applications and other relevant databases.
- Data entry and report generation into and from relevant databases.

## Documentation

- Ensure a thorough understanding of the program guidelines and Standards.
- Maintain up-to-date and accurate documentation relating to client assessment, treatment plan, goal-based care plans and any other information relating to the client's care and well-being.
- Ensure all documentation is legible and in accordance with relevant government and legal guidelines.
- Ensure all written correspondence is professional in nature.
- When documenting refer to myHomecare Group list of acceptable abbreviations.
- Enter relevant client / employee dated notes into myHomecare Group client / employee management system and make appropriate, timely follow-up.

## Learning and Development

- Be the source of continual encouragement, teaching and supervision of employees.
- Deliver, with assistance of management, a training session related to an area of expertise OR interest. Pursue training and development as stipulated in the myHomecare Group organisation structure for the specified level.
- Maintain and develop skills related to work role.
- Participate in regular care conversations in accordance with organisational policy.
- Attend face to face and eLearning training sessions and employee meetings, which are compulsory to attend.

## Quality Management

- Follow policies, procedures, work instructions, and process maps as defined in QM system.
- Contribute to continuous improvement activities.
- Prepare documentation and attend internal / external audits on request.

## Organisational

- Understand the full suite of programs and organisation structure provided by myHomecare Group to clients and targeted markets.
- Understand the values of myHomecare Group and promote the culture.
- Actively promote and uphold the reputation of myHomecare Group in all representations and communication.
- Understand the geographical structure of myHomecare Group.
- In conjunction with management, develop, gain approval and implement service growth strategies with appropriate marketing / PR activities.

## Measurable Indicators of Individual Performance (KPI'S)

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| <ul style="list-style-type: none"><li>- Presentation/dress code.</li><li>- Punctuality.</li><li>- Attitude.</li><li>- Attendance to Learning and Development including eLearning.</li><li>- Professional Development.</li><li>- Communication including office and field employees, clients, carers, family member and external parties.</li></ul> | <ul style="list-style-type: none"><li>- Initiative.</li><li>- Confidentiality / Professional Boundaries.</li><li>- Accuracy and timeliness of paperwork.</li><li>- Excellence in Customer Service.</li></ul> |
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## Personnel Specification

### Minimum Desired Qualifications

- Tertiary qualifications in Exercise Physiology (required)
- Registration with ESSA (required)

### Desirable Experience

- Previous experience in an exercise physiology role within similar settings
- Post-Graduate qualifications or equivalent experience
- Experience in Aged Care.
- Existing knowledge on Home Care Packages (HCP) and Commonwealth Home Support Program (CHSP).
- Existing knowledge on the Aged Care Quality Standards, 2019 and ACIS.
- Intermediate MS Office computer skills.

### **Additional Requirements**

- Passion and commitment to Aged Care and the desire to 'make a difference'.
- Current National Police Clearance. – The right to work in Australia. – Qualification Certificate (and transcript when applicable).
- Current COVID-19 Vaccinations.
- Ability to work collaboratively with the senior clinical team and Allied Health professionals.
- Current First Aid Certificate (HLTAID003/4) and current CPR certificate (HLTAID001).
- Current Driver's License

### **Essential Personal Attributes**

- Ability to treat employee and client information in strict confidence at all times.
- Ability to identify clinical intervention and arrange implementation with relevant resource.
- Self-motivated.
- Problem-solving abilities with the ability to think critically.
- Strong interpersonal and verbal / written communication skills.
- Ability to work at a fast pace with effective time management skills.
- Comfortable in working in a team environment with the ability to develop a courteous rapport with others.
- Willingness to learn new systems, policies and procedures and be challenged by the development of a high growth business.
- Ability and willingness to embrace change.
- Ability to develop a relationship with clients, their family and employees.

## PART B - POSITION DEMANDS CHECKLIST

The purpose of this checklist is to manage any risk/s associated with this position and guide training requirements and environmental /equipment adaptation that may be necessary for the occupant of this position.

Frequency Code	
O	= occasionally
F	= frequently
C	= constantly
R	= repetitively
N/A	= not applicable to this position

Demands	Description	Frequency				
		O	F	C	R	N/A
<b>Physical Demands of the Position</b>						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels	•				
Leg/Foot Movement	Tasks involve use of the leg and/or foot to operate machinery					•
Hand/Arm Movement	Tasks involve use of hands/arms - eg, stacking, reaching, typing, sorting and inspecting			•		
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist	•				
Driving	Tasks involve operating any motor powered vehicle	•				
Sitting	Tasks involve remaining in a seated position during task performance			•		
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended		•			
Walking	Tasks involve walking on even surfaces	•				
	Tasks involve walking on uneven surfaces	•				
	Tasks involve walking up steep slopes	•				
	Tasks involve walking down steep slopes	•				
	Tasks involve walking whilst pushing/pulling objects	•				
Climbing	Tasks involve climbing up or down stairs, ladders	•				
Working at heights	Tasks involve making use of ladders, foot stools etc, anything where the person stands on an object other than the ground					•
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms	•				
	1. Light lifting/carrying (0-9kg)					•

Pushing/Pulling	Tasks involve pushing/pulling objects away from or towards the body, also includes striking or jerking	•				
Grasping	Tasks involve gripping, holding, clasping with fingers or hands					•
Manual Dexterity	Tasks involve fine finger movements – eg. Keyboard operation, writing				•	
<b>Sensory Demands of the Position</b>						
Sight	Tasks involve use of eyes (sight) as an integral part of task performance - eg, looking at screen/keyboard in computer operation				•	
Hearing	Tasks involve working in a noisy area - eg, workshop and/or operation of noisy machinery/equipment					•
Smell	Tasks involve the use of the smell senses as an integral part of the task performance					•
Taste	Tasks involve use of taste as an integral part of task performance					•
Touch	Tasks involve use of touch as an integral part of task performance	•				
<b>Psychosocial Demands of the Position</b>						
	Tasks involve interacting with distressed people	•				
	Tasks involve interacting with people with mental illness/disability/cognitive impairment	•				
<b>Exposure to Chemical Hazards</b>						
Dust	Tasks involve working with dust					•
Gases	Tasks involve working with gases eg, oxygen					•
Fumes	Tasks involve working with fumes - eg, which may cause problems to health if inhaled					•
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin - eg, dermatitis	•				
Hazardous Substances	Tasks involve handling hazardous substances including storage					•
<b>Working Environment</b>						
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance - eg, glare					•
Sunlight	Exposure to sunlight					•
Temperature	Tasks involve working in temperature extremes - eg, working outdoors					•
Confined Spaces	Tasks involve working in confined spaces					•
<b>Accident Risk</b>						

Demands	Description	Frequency				
		O	F	C	R	N/A
Surfaces	Tasks involve working on slippery or uneven surfaces	•				
Housekeeping	Tasks involve working with obstacles within the area - bad housekeeping	•				
Heights	Tasks involve working at heights below knee level and/or above shoulder height	•				
Manual Handling	Tasks involve manual handling tasks				•	
<b>Biological Hazards</b>						
Biological Products	Tasks involve working with blood/blood products/body fluids					•

*Adapted from NSW Health Circular 2001/74*