

## Statement of Duties

<b>Position Title:</b> Senior Physiotherapist - Community Outreach	<b>Position Number:</b> 502785	<b>Effective Date:</b> June 2020
<b>Group:</b> Hospitals North/North West – Primary Health North West		
<b>Section:</b> Primary Health Services	<b>Location:</b> North West	
<b>Award:</b> Allied Health Professionals Public Sector Unions Wages Agreement	<b>Position Status:</b> Permanent	
	<b>Position Type:</b> Full Time	
<b>Level:</b> 3	<b>Classification:</b> Allied Health Professional	
<b>Reports To:</b> Manager - Physiotherapy Services		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

Promote, provide and maintain optimal specialist physiotherapy care to community clients across Primary Health Services – North West, including follow up post discharge ‘at risk’ clients.

Provide a consultancy and advisory service in addition to “hands on” physiotherapy.

Service provision is provided in homes or may be centre-based throughout the North West Region.

### Duties:

1. Assess, plan and implement treatment programs for individual clients according to the referring diagnosis in a community context.
2. Provide adequate training to clients, family members, carers and other health professionals for the successful implementation of physiotherapy programs.
3. Maintain accurate treatment records for all clients, including written management programs, patient care statistics and transfer/discharge summaries as and when required.
4. Liaise with other service providers, both within and outside North West, to promote a quality, client-focused Physiotherapy Service.
5. Assist service providers both within and outside the district, regarding ongoing client care.
6. Supervise, educate and assess undergraduate physiotherapy students.
7. Create a safe working environment by ensuring all clinical practice complies with Work Health and Safety policies and procedures.
8. Participate in health promotion and education programs created for clients, carers and other members of the health care team.

9. Attend and participate in departmental staff meetings and continuing education programs, professional development, quality assurance and relevant research projects as required.
10. Responsible for ordering stock and maintaining stores and equipment.
11. Attend regular performance review meetings with the Manager - Physiotherapy Services.
12. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
13. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

### **Scope of Work Performed:**

The Senior Physiotherapist - Community Outreach reports to the Manager - Physiotherapy Services, and is responsible for:

- Exercising professional judgement when solving complex problems and managing cases where procedures, techniques and methods require adaptation or modification.
- Providing professional leadership and direction; set standards; evaluate performance and interpret policy applicable to the Community Physiotherapy Service.
- Challenging caseloads in an environment that is isolated from immediate professional support.
- Maintaining any workplace under their control to a standard that complies with the Work Health and Safety (WH&S) Act, with overall responsibility for the health and safety of those under their direction.
- Being a physiotherapy resource person to a range of health professionals, clients and community groups.
- Professional supervision for new graduates and undergraduate physiotherapy students and general supervision of technical and other personnel in an efficient, effective and safe manner.
- Complying at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

### **Essential Requirements:**

*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.*

- Registered with the Physiotherapy Board of Australia.

- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
  1. Conviction checks in the following areas:
    - a) crimes of violence
    - b) sex related offences
    - c) serious drug offences
    - d) crimes involving dishonesty
  2. Identification check
  3. Disciplinary action in previous employment check.

**Desirable Requirements:**

- Current Driver's Licence.

**Selection Criteria:**

1. Demonstrated experience in, or the ability to, effectively work, plan and organise own caseload within a community based physiotherapy practice setting, and in the absence of clinical line management.
2. Demonstrated understanding of primary health care and a commitment to health promotion, with knowledge of current resources available in physiotherapy including health promotion and health education programs.
3. High level interpersonal skills, including communication, liaison, conflict resolution, motivation and presentation skills, with the ability to lead and facilitate training and educational programs to individuals and groups.
4. Ability to assist with the review, development and implementation of policy and procedures relating to the delivery of physiotherapy services.
5. Demonstrated organisational skills, with the ability to plan, develop, and address complex workloads.
6. Proven ability and commitment to ongoing education, both personal and relating to student and junior staff supervision.
7. Demonstrated understanding of continuous improvement and research processes, and their application in the clinical environment.
8. Sound knowledge of all WH&S legislation and Codes of Practice.

**Working Environment:**

- Required to fully participate in the manual handling of clients and equipment.
- Required to wear uniform as designated.
- May be required to participate in an on-call roster.

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

*State Service Principles and Code of Conduct:* The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

*Fraud Management:* The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

*Delegations:* This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

*Blood borne viruses and immunisation:* Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

*Records and Confidentiality:* Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

*Smoke-free:* DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.