

Statement of Duties

Position Title: Senior Physiotherapist - Paediatrics	Position Number: 503078	Effective Date: September 2020
Group: Hospitals North/North West – Community Physiotherapy North West		
Section: Primary Health Services	Location: North West	
Award: Allied Health Professionals Public Sector Unions Wages Agreement	Position Status: Permanent	
	Position Type: Full Time/Part Time	
Level: 3	Classification: Allied Health Professional	
Reports To: Manager – Physiotherapy Services		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Provide and maintain optimal specialist physiotherapy care to Paediatric clients across the North West region.

Provide a consultancy and advisory service in addition to manual physiotherapy.

Care may be centre-based, or provided in other relevant settings including schools, centres or homes.

Duties:

1. Assess individual children and, with their families, establish treatment goals and plans, implement treatments, and evaluate progress accordingly.
2. Maintain accurate treatment records for all clients, including written management programs, transfer/discharge summaries and statistics as necessary.
3. Provide authoritative advice in the area of positioning, moving and handling of paediatric clients.
4. Assess training needs, and provide adequate training to families, carers and other members of the health care team, in order that programs can be implemented.
5. Liaise closely with other service providers, both within and outside the Health Service to promote a quality, client-focused Physiotherapy Service.
6. Provide guidance and direction to other Physiotherapists and Assistants and supervise, educate and assess Physiotherapy students in the area of paediatrics.
7. Ensure quality care is provided and initiate and implement quality care programs for the Paediatric Physiotherapy Service.
8. Provide expert advice regarding the purchase, maintenance, safety and hygiene of materials and equipment pertaining to the Paediatric Physiotherapy Service.

9. Participate in the formulation of objectives, policies and priorities for the Paediatric Physiotherapy Service.
10. 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.
11. 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 – Paediatrics directly reports to the Deputy Manager – Outpatient Services, with overall responsibility to the Manager – Physiotherapy Services. The occupant of this role is responsible for:

- Exercising independent professional judgement in the resolution of complex technical or critical professional problems.
- Providing professional leadership and direction, setting standards, evaluating performance, and interpreting policy applicable to the Paediatric Physiotherapy Service.
- The health and safety of those under their direction, maintaining any workplace under their control to a standard that complies with the Work Health and Safety (WH&S) Act.
- Providing supervision 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.
- Current Tasmanian Working with Children Registration.
- 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:
 - I. 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. Significant physiotherapy experience in the area of Paediatrics, together with a post graduate qualification or equivalent experience, or commitment to working towards a relevant qualification.
2. Demonstrated commitment to continuous learning and quality improvement, and a willingness to contribute to practice based research.
3. Demonstrated ability to achieve outcomes in the absence of specialised professional guidance.
4. Demonstrated ability to apply advanced communication, interpersonal and motivational skills with clients, their families, staff and community members to assist clients to achieve their treatment goals.
5. High level organisational skills, with demonstrated ability to plan and carry out a complex workload.
6. Demonstrated ability to supervise and educate other health professionals, undergraduate students and support workers.
7. Sound knowledge of all WH&S legislation and codes of practice, including the implementation of risk management strategies and basic incident investigation and hazard controls.

Working Environment:

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.