



## POSITION DESCRIPTION

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<b>Position Title:</b>	Physiotherapy Student Educator
<b>Department:</b>	Physiotherapy
<b>Location:</b>	War Memorial Hospital
<b>Uniting Purpose:</b>	To inspire people, enliven communities & confront injustice
<b>Uniting Values:</b>	Imaginative, respectful, compassionate, bold

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<b>Classification:</b>	Physiotherapist Level 4
<b>Vaccination risk category:</b>	A
<b>Award:</b>	Medically Supervised Injecting Centre (MSIC) and War Memorial Hospital (Waverley) (WMH) Health Service Employees Agreement 2016
<b>Employment status:</b>	Full Time Permanent
<b>Hours:</b>	38 hours per week

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<b>Position reports to:</b>	Physiotherapy Manager
<b>Position Supervises:</b>	Level 1, 2, and 3 Physiotherapists, Allied Health Assistants and Physiotherapy students
<b>Key relationships:</b>	Physiotherapy Department and multi-disciplinary team

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## POSITION PURPOSE

The physiotherapist's role is to plan, coordinate and deliver high quality physiotherapy care to clients of War Memorial Hospital, consistent with South Eastern Sydney Local Health District (SESLHD) and Uniting policies, procedures and standards.

This position has been created to plan, co-ordinate, implement and evaluate effective Physiotherapy education and development initiatives for students, as well as existing staff, in order to enhance our services and provide high quality Physiotherapy rehabilitation and care to patients of the War Memorial Hospital.

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War Memorial Hospital  
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## **POSITION OBJECTIVES**

To plan, co-ordinate, implement and evaluate effective Physiotherapy education and development initiatives for students, as well as existing staff, in order to enhance our services and provide high quality Physiotherapy rehabilitation and care to patients of the War Memorial Hospital, consistent with South Eastern Sydney Local Health District (SESLHD), Uniting and NSW Health policies, procedures and standards.

### **Financial management & awareness:**

- Demonstrate awareness of parameters of working within a budget and working within agreed resources.

### **Operational processes:**

- Assess, plan, organise, deliver, evaluate, and report on the provision of high quality Physiotherapy care and client focused physiotherapy services consistent with experience, skills and qualifications
- Supervise, teach and coordinate educational activities for students on clinical placements, and liaise with education providers to ensure student training outcomes are achieved.
- Develop and review education resources and coordinate and facilitate an ongoing program of support and in-service education for staff of the Physiotherapy Department in order to continuously improve the level of service provided to patients/clients
- Maintain up to date knowledge, skills and practice by researching and developing adult education principles, models of best practice in training and education and developing training programs, in order to support and improve the delivery of training to students
- Work within own scope of professional competence in line with principles of best practice, professional conduct and clinical governance
- Demonstrate the ability to plan and deliver care in an effective and resourceful manner within a model of person centered care
- Demonstrates the ability to plan, organise and manage time effectively
- Demonstrate flexibility and the ability to work effectively within a changing healthcare environment
- Work safely and in accordance with Uniting WHS policies and procedures.
- Participate and comply with all quality management systems and processes
- Identify opportunities for improvement in clinical practice and develop and facilitate student involvement in ongoing quality improvement activities and the development of policies, procedures, standards and practices in order to continuously improve the level of service provided to patients/clients
- Maintain responsibility for personal and professional development by participating in evidence based practice activities, training/education, and performance reviews/appraisals in order to continuously improve the level of service provided to patients/clients
- Maintain awareness of employee HSW rights and responsibilities.

### **Client management & engagement (internal & external stakeholders):**

- Maintain a high standard of conduct and work performance to promote our reputation with key internal and external stakeholders.
- Communicate effectively in a culturally sensitive manner with patients/clients, families, and other health care professionals to plan and implement intervention strategies to ensure patient needs are identified and their requirements are addressed as far as possible
- Actively engage in effective therapeutic and professional relationships with clients, carers, colleagues and other agencies
- Demonstrate a commitment to assuring high standards and strive for a client centered service

**People management & teamwork:**

- Create and maintain effective working relationships with other physiotherapists as well as consultants, medical staff and the multi-disciplinary team.
  - Demonstrate effective team and leadership skills including the ability to work as a member of a multi-disciplinary team
  - Demonstrates self-awareness of own strengths and areas for development
  - Actively engage and participate in the company's performance management framework and review processes.
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**KEY RESPONSIBILITIES****Financial management & awareness:**

- Demonstrates awareness of parameters of working within a budget and working within agreed resources
- Awareness of the Physiotherapy cost centre budget and performance within the context of an Activity Based Management environment.
- Displays an appropriate level of financial stewardship in the delivery of day to day duties as required

**Operational Processes**

- Assess, plan, organise, evaluate and deliver quality Physiotherapy care in accordance with AHPRA, Uniting, NSW Health and SESLHD policies and clinical practices, to achieve patient/client health outcomes within specified timeframes
- Makes decisions using advanced reasoning skills and working autonomously in relation to day-to-day operations and clinical care of patients/clients within scope of practice. Exercises independent professional knowledge and judgement to solve problems of a complex nature.
- Supervise, teach and coordinate educational activities for students on clinical placements, and liaise with education providers to ensure student training outcomes are achieved
- Plan and deliver physiotherapy education to patients, their families, and other health care professionals
- Provide comprehensive physiotherapy assessment for all clients appropriately referred for physiotherapy services.
- Development and implementation of care plans in negotiation with the clients, carers and health professionals based on assessment findings and clinical reasoning
- Prescription and provision of safe, effective and individualised exercise programs based on current evidence
- Utilising limited resources to meet competing patient/client needs and expectations and dealing with high volume workloads while at the same time achieving positive outcomes
- Prescription of gait and transfer aids as identified by assessment findings and clinical reasoning
- Ensure client privacy and integrity are respected
- Liaison and referral to other health professionals as required
- Participation in clinical care meetings, clinical handover, case conference and multidisciplinary meetings as required.
- Plan and prioritise own work requirements effectively to meet defined patient/client care objectives within agreed timeframes
- Care delivery shall be evaluated through performance indicators and outcome measures to ensure care meets the needs of the clients
- Document all aspects of patient care, including education, progress notes and referrals in compliance with NSW Health, SESLHD and War Memorial Hospital documentation standards and procedures to ensure continuity of safe and effective patient care
- Maintain adequate documentation utilizing electronic systems including CHOC, eMR and other patient record systems as required
- Maintain all statistic and other records as required

- Report all patient incidents/near misses using the electronic Patient Incident Management reporting tool
- Maintain up to date knowledge and skills, and practice within the risk management, safety, and quality frameworks as applicable to SESLHD, to ensure the health and safety of staff, patients and visitors
- Identify opportunities for improvement in clinical practice and actively participate in the development and implementation of quality improvement activities to improve Physiotherapy Services on an ongoing basis.
- Work collaboratively with the Physiotherapy and MDT as well as other relevant staff to improve the delivery of services at War Memorial Hospital through the implementation of quality improvement activities
- Contribute to the development of clinical practices, procedures and protocols that support the continuum of care engaging in cross-discipline referencing where relevant
- Monitor and provide reports and collect data and statistics on clinical practices and outcomes in accordance with organisational and management requirements Maintain up to date knowledge and skills, and practice within the risk management, safety, and quality frameworks as applicable to SESLHD, to ensure the health and safety of staff, patients and visitors
- Liaise and assist the Physiotherapy Manager to actively identify, develop, lead and monitor patient safety, risk management, quality improvement, innovation and research programs to promote the best possible health outcomes for patients/clients.
- Liaise and assist the Physiotherapy Manager to ensure that National Safety and Quality Health Service Standards are met.

#### **Client management & engagement (internal & external stakeholders):**

- Communicate effectively in a culturally sensitive manner with patients/clients, families, and other health care professionals to plan and implement intervention strategies, to ensure patient needs are identified and their requirements are addressed
- Communication: Internally, the Physiotherapy Educator is required to communicate regularly with Allied Health professionals, nursing staff, medical staff, and other health care members of multi-disciplinary teams on issues related to patient care and team functioning. Externally, the Physiotherapy Student Educator will develop and maintain effective relationships with relatives and other health care providers as well as education providers.
- Consult and liaise with health care professionals within the multi-disciplinary team to establish co-ordinated and continuity of care to patients/clients
- Liaise with patients and their families, other health professionals, supervisors, students and researchers as required
- Provide general clinical advice to members of the multidisciplinary team, service managers and other stakeholders regarding service delivery and clinical service development
- Actively contribute to service and caseload management and planning within the multidisciplinary team
- Contribute to effective team dynamics and client and stakeholder relationships utilising high level communication and negotiation skills
- Facilitate delivery of an effective, flexible, innovative and integrated physiotherapy service
- Clinicians are responsible for the safety and quality of their own professional practice, and professional codes of conduct include requirements that align with the SESLHD Clinical Governance Framework
- Escalates issues outside of policies and procedures and complex or unusual care requirements to senior clinicians and the Physiotherapy Manager as appropriate

#### **People management & teamwork:**

- Read and acknowledge individual responsibilities as determined in the Code of Conduct. Acknowledge the Code of Conduct as a framework for professional behaviour, ethical practice and decision-making. Acknowledge and accept a shared responsibility for ensuring that their own behaviour and the behaviour of colleagues meets the standards outlined in the Code of Conduct. Report and express any workplace concerns fairly, honestly and respectfully.

- Assist workers to identify and model specific behaviours and actions that reflect the NSW Health core values of **Collaboration, Openness, Respect, and Empowerment** in the workplace.
- Acknowledge the Uniting and SESLHD Codes of Conduct as frameworks for professional behaviour, ethical practice and decision-making. Acknowledge and accept a shared responsibility for ensuring that your behaviour and the behaviour of colleagues meets the standards outlined in the Codes of Conduct. Report and express any workplace concerns fairly, honestly and respectfully
- Maintain responsibility for personal and professional development by participating in evidence based practice activities, training/education, and performance reviews/appraisals in order to continuously improve the level of service provided to patients/clients
- Maintain a high level of personal professional and clinical performance by active participation in appropriate continuing education and professional development
- Participate in monthly supervision and annual performance development  
To participate in relevant in-services and seminars organised internally and by other hospitals and professional groups
- Provide relevant education to nursing, medical staff and other health professionals as requested
- Develop and review education resources and coordinate and facilitate an ongoing program of support and in-service education for staff of the physiotherapy department in order to continuously improve the level of service provided to patients/clients
- Identify opportunities for improvement in clinical practice and develop and facilitate student involvement in ongoing quality improvement activities and the development of policies, procedures, standards and practices in order to continuously improve the level of service provided to patients/clients
- To participate in relevant in-services and seminars organised internally and by other hospitals and professional groups
- Keep updated regarding current research in the field of aged care physiotherapy and be involved in implementing innovative approaches to practice.

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## KEY PERFORMANCE INDICATORS

### Financial management & awareness:

- Evidence of awareness of parameters of working within a budget and working within agreed resources

### Operational processes:

- Evidence of training in relation to clinical service provision and policies and procedures
- Service delays identified
- Reports and statistics, including students are submitted by designated deadlines
- All clinical events are documented in accordance with SESLHD, WMH & UCA documentation standards
- Evidence of participation in in-services, staff education and research activities
- Evidence of participation in Quality Improvement activities
- Awareness of parameters of working within a budget and working within agreed resources.

### Client management & engagement (internal & external stakeholders):

- Display awareness and appreciation of the clients and the ability to empathize with and treat others with dignity and respect
- Display effective communication and interpersonal skills
- Attendance at team meetings, and relevant meetings and case conferences
- Service attendance and discharge monitored
- Evidence of advocacy for clients and carers with other service providers

### People management & teamwork:

- Evidence of reading and acknowledging individual responsibilities as determined in the SESLHD and Uniting Codes of Conduct

- Evidence that positive outcomes are shared and celebrated
- Evidence of engagement with MDT to critically reflect on and explore potential to improve practice
- Participation in inter-discipline initiatives as appropriate
- 100% compliance with Registration renewal
- 100% up to date professional development plans and performance reviews
- Evidence of formally structured and participation in clinical supervision

### **Work Health Safety and Welfare Requirements:**

All staff are required to assist in creating and maintaining a safe and healthy work environment by working in a safe and healthy manner, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision.

Where appropriate, staff will initiate and participate in worksite inspections, identify safety hazards, risks, concerns or incidents through accident reporting and investigations within required timeframes, develop safe work procedures and provide appropriate information, instruction, training and supervision.

- Incident rates monitored related to policy and procedure requirements or breaches
- Evidence of training in relation to clinical service provision and policies and procedures
- 100% compliance with mandatory training requirements
- Incident and complaint response and turnaround times are within requirements
- Escalation of issues identified in relation to resources and unit performance
- Evidence that complaint causes are used to remodel service delivery
- Evidence of Quality Improvement outcomes
- Risk assessments are undertaken and documented
- Reporting of incidents related to WHS, infection control and sterilisation issues
- Monitoring of locally agreed Key Performance indicators

## **PROFESSIONAL SKILLS AND KNOWLEDGE**

### **Skills & Experience:**

- Extensive post graduate clinical experience in aged care and rehabilitation
- Demonstrated clinical teaching and facilitation skills, and an understanding of teaching and learning in the health care environment
- Excellent negotiation, decision making and advocacy skills including the ability to interact constructively and collaboratively with a diverse range of stakeholders including education providers
- Ability to provide in-depth advice and education to enhance service delivery and to guide and support others in providing service excellence, with the capacity to provide clinical supervision to other staff
- Ability to work as part of a multi-disciplinary team and to apply independent professional judgement when dealing with situations of a complex nature
- Ability to initiate, lead, complete and share quality improvement initiatives and service evaluation processes and lead ongoing quality improvement activities with other staff
- Demonstrated commitment to ongoing clinical and professional learning
- Current unrestricted Drivers licence valid in NSW.

### **Qualifications:**

Degree or Post-Graduate Qualification in Physiotherapy and current registration with Australian Health Practitioner Regulation Agency

<b>Employee</b> <b>Name:</b>		<b>Managers Name:</b> <b>Title</b>	
<b>Date:</b>		<b>Date:</b>	
<b>Signature:</b>		<b>Signature:</b>	

## JOB DEMANDS CHECKLIST

Job Title: Physiotherapist

Department: Physiotherapy

Assessor: Jill Hall

Date of Assessment review: June 2022

Service/Unit:

War Memorial Hospital

Manager / Supervisor: Physiotherapy Manager

Date of Assessment: June 2021

### Definitions:

\* Denotes a critical requirement of the job

### Frequency

<b>I</b>	Infrequent – intermittent activity exists for a short time on a very infrequent basis	<b>C</b>	Constant – activity exists for more than 2/3 of the time when performing the job
<b>O</b>	Occasional - activity exists up to 1/3 of the time when performing the job	<b>R</b>	Repetitive – activity involves repetitive movements
<b>F</b>	Frequent – activity exists between 1/3 and 2/3 of the time when performing the job	<b>N/A</b>	Not applicable – activity is not required to perform the job

CRITICAL *	PHYSICAL DEMANDS - DESCRIPTION (comment)		FREQUENCY					
			I	O	F	C	R	N/A
	<b>Sitting</b>	Remaining in a seated position to perform tasks			X			
	<b>Standing</b>	Remaining standing without moving about to perform tasks		X				
	<b>Walking</b>	Floor type: even/uneven/slippery, indoors/outdoors, slopes			X			
	<b>Running</b>	Floor type: even/uneven/slippery, indoors/outdoors, slopes	X					
	<b>Bend/ Lean Forward from Waist</b>	Forward bending from the waist to perform tasks		X				
	<b>Trunk Twisting</b>	Turning from the waist while sitting or standing to perform tasks		X				
	<b>Kneeling</b>	Remaining in a kneeling posture to perform tasks	X					
	<b>Squatting/ Crouching</b>	Adopting a squatting or crouching posture to perform tasks		X				
	<b>Crawling</b>	Moving by crawling on knees & hands to perform tasks	X					
	<b>Leg/ Foot Movement</b>	Use of leg and or foot to operate machinery						X
	<b>Climbing (stairs/ladders)</b>	Ascend/ descend stairs, ladders, steps, scaffolding		X				
	<b>Lifting/ Carrying</b>	Light lifting & carrying – 0 – 9kg			X			
		Moderate lifting & carrying – 10 – 15kg	X					
		Heavy lifting & carrying – 16kg and above						X
	<b>Reaching</b>	Arms fully extended forward or raised above shoulder	X					
	<b>Pushing/ Pulling/ Restraining</b>	Using force to hold/restrain or move objects toward or away from body	X					
	<b>Head/ Neck Postures</b>	Holding head in a position other than neutral (facing forward)	X					
	<b>Hand &amp; Arm Movements</b>	Repetitive movements of hands & arms		X				
	<b>Grasping/ Fine Manipulation</b>	Gripping, holding, clasping with fingers or hands		X				
	<b>Work at Heights</b>	Using ladders, footstools, scaffolding, or other objects to perform work						X
	<b>Driving</b>	Operating any motor powered vehicle						X
CRITICAL *	SENSORY DEMANDS - DESCRIPTION (comment)		FREQUENCY					
			I	O	F	C	R	N/A
	<b>Sight</b>	Use of sight is an integral part of work performance e.g. viewing of X-rays, computer screen				X		
	<b>Hearing</b>	Use of hearing is an integral part of work performance e.g. telephone enquiries				X		
	<b>Smell</b>	Use of smell is an integral part of work performance e.g. working with chemicals	X					
	<b>Taste</b>	Use of taste is an integral part of work performance e.g. food preparation						X
	<b>Touch</b>	Use of touch is an integral part of work performance		X				



CRITICAL *	PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment) Assisting ↓	FREQUENCY					
		I	O	F	C	R	N/A
	<b>Distressed people</b> e.g. emergency or grief situations	X					
	<b>Aggressive &amp; uncooperative people</b> e.g. drug/alcohol, dementia, mental illness		X				
	<b>Unpredictable people</b> e.g. dementia, mental illness and head injuries		X				
	<b>Restraining</b> Involvement in physical containment of patients/clients	X					
	<b>Exposure to distressing situations</b> e.g. child abuse, viewing dead/mutilated bodies	X					
CRITICAL *	ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	<b>Dust</b> Exposure to atmospheric dust						X
	<b>Gases</b> Working with explosive or flammable gases requiring precautionary measures						X
	<b>Fumes</b> Exposure to noxious or toxic fumes						X
	<b>Liquids</b> Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE						X
	<b>Hazardous substances</b> e.g. dry chemicals, glues						X
	<b>Noise</b> Environmental/background noise necessitates people to raise their voice to be heard	X					
	<b>Inadequate lighting</b> Risk of trips, falls or eyestrain	X					
	<b>Sunlight</b> Risk of sunburn exists from spending more than 10 minutes per work day in sunlight		X				
	<b>Extreme temperatures</b> Environmental temperatures are < 15°C or > 35°C	X					
	<b>Confined spaces</b> Areas where only one egress (escape route) exists	X					
	<b>Slippery or uneven surfaces</b> Greasy or wet floor surfaces, ramps, uneven ground	X					
	<b>Inadequate housekeeping</b> Obstructions to walkways and work areas cause trips & falls	X					
	<b>Working at heights</b> Ladders/stepladders/ scaffolding are required to perform tasks						X
	<b>Biological hazards</b> e.g. exposure to body fluids, bacteria, infectious diseases		X				

**Additional Position Requirements/Demands Summary:** From the checklist, outline the main requirements or demands of the job. This information will then be transferred to the Position Description. Anything that is frequent and above or identified as critical to the job should be included in the position description.

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**Signature of Manager:** ..... **Date:** ...../...../20.....

☐ I am able to fulfil the above requirements without modification.

☐ I am unable to fulfil the above job requirements and need the following modifications:

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**Signature of Employee:** ..... **Date:** ...../...../20....