

## Statement of Duties

|  |   |                                 |
|--|---|---------------------------------|
| <b>Position Title:</b> Senior Physiotherapist – Cardiac and Pulmonary Rehabilitation | <b>Position Number:</b> 518642                    | <b>Effective Date:</b> May 2020 |
| <b>Group:</b> Hospitals North/North West – Launceston General Hospital (LGH)         |   |                                 |
| <b>Section:</b> North and North West Hospitals                                       | <b>Location:</b> North                            |                                 |
| <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> Discipline Lead Physiotherapy                                     |   |                                 |
| <b>Check Type:</b> Annulled  | <b>Check Frequency:</b> Pre-employment            |                                 |

### Focus of Duties:

Provide and maintain optimal physiotherapy services to clients of Cardiac and Pulmonary Rehabilitation and associated areas.

Coordinate and manage the multi-disciplinary programs of Cardiac and Pulmonary Rehabilitation including promotion, planning, implementation and evaluation.

Provide professional guidance and support to level 1/2 Physiotherapists and Allied Health Assistants.

### Duties:

1. Assess, plan and implement treatment programs for individual clients, including establishing treatment goals and regularly evaluate progress accordingly.
2. Coordinate and conduct comprehensive multi-disciplinary Cardiac and Pulmonary Rehabilitation programs within the Launceston General Hospital (LGH), across the inpatient and outpatient spectrum.
3. Coordinate input from the multi-disciplinary team, and facilitate communication between team members by having a structured communication system.
4. Manage the physical space, equipment business process requirements for the programs.
5. Undertake quality assurance and improvement activities by establishing and maintaining systems to ensure the structure, content and delivery of Cardiac and Pulmonary Rehabilitation is of the highest standard:
  - Apply research findings to contribute to continuous improvement and best practice approach to Cardiac and Pulmonary Rehabilitation.
  - Develop and manage systems for referrals of all eligible persons to each program.
  - Develop and manage statistics related to Cardiac and Pulmonary Rehabilitation programs and participants.

- Develop key performance indicators and drive performance management within the programs.
  - Ensure the delivery of advanced physiotherapy care is based on best practice principals.
  - Implement, review and report on quality improvement, education and research activities and projects.
  - Develop and implement strategies for research and liaise with higher education facilities as required.
  - Maintain contemporary professional knowledge through appropriate continuing professional development activities and contribute to the provision of education programs for members of the Department and staff of the LGH.
5. Liaise with Medical Specialists, GP's, other primary health care providers, and relevant health professionals and community services to provide consistent delivery of information, including discharge summaries, and care to clients and appropriate stakeholders.
  6. Referral of patients to appropriate auxiliary community services during or following the programs.
  7. Educate patients, carers, and other members of the health care team. Co-ordinate in-servicing of team members as required.
  8. Provide clinical leadership and support for Level 1/2 Physiotherapists, Physiotherapy Students, and work experience students.
  9. 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.
  10. 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 – Cardiac and Pulmonary Rehabilitation is required to work with minimal supervision and to exercise considerable initiative and professional judgment in complex and novel clinical areas. General direction (management and professional), regular performance reviews and evaluation are provided by the Clinical Lead Physiotherapist, the occupant operates under limited specific physiotherapy guidance and support from the Clinical Lead Physiotherapist – Cardiorespiratory and is responsible for:

- Effective and efficient management of Cardiac and Pulmonary Rehabilitation services to clients within the hospital environment.
- Providing professional leadership and direction: setting standards and evaluating performance and interpreting policy in the unit.
- Participating in service development, professional development programs and research activities.
- Regular attendance at state/national/international clinical conferences relevant to Chronic Disease Rehabilitation.

- 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.

### **Selection Criteria:**

1. Extensive general physiotherapy experience.
2. Comprehensive knowledge and demonstrated clinical competencies of the principles of management related to Cardiac and Pulmonary Rehabilitation.
3. Proven ability to work collaboratively as part of a multidisciplinary team, with demonstrated high level communication skills.
4. Demonstrated ability to exercise professional judgment and initiative, and to work with minimal supervision in a complex work environment.
5. Proven commitment to ongoing education, and a continuing contribution to the knowledge in Physiotherapy.
6. Proven commitment to quality care, research and professional development.

### **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.