

Statement of Duties

Position Title: Senior Physiotherapist (Team Leader)	Position Number: 508325, 516229	Effective Date: October 2020
Group: Hospitals South – Physiotherapy Services		
Section: Southern Hospitals	Location: South	
Award: Allied Health Professionals Public Sector Unions Wages Agreement	Position Status: Permanent	
	Position Type: Full Time	
Level: 4	Classification: Allied Health Professional	
Reports To: Deputy Manager - Physiotherapy Services		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Manage, provide high level clinical leadership for, and contribute clinical services to, an identified physiotherapy services team and be responsible for efficient and effective team operations in accordance with contemporary professional physiotherapy standards.

Work collaboratively with the Discipline Lead, Deputy Managers, other Team Leaders and Clinical Leads to implement governance systems in Physiotherapy Services, Hospitals South.

Participate in ongoing service development and strategic management of the identified team/s in a multidisciplinary context, and in collaboration with other allied health, nursing, and medical disciplines locally and statewide.

Duties:

1. Responsible for leadership and management of an efficient and effective service provided by the allocated physiotherapy team/s. Manage standards of direct and indirect patient care, provide regular service reporting and service evaluation, and oversee quality improvement, professional development, supervision, teaching and research activities.
2. Coordinate human and physical resources within the physiotherapy team, including assisting with the development and evaluation of systems and processes associated with recruitment, orientation, rostering, supervision, and performance review for team members.
3. Develop, implement, and evaluate relevant policies, protocols and practice guidelines that reflect the strategic requirements of Hospitals South and promote commitment to an integrated continuum of patient care.
4. Promote the image and profile of the identified physiotherapy teams to internal and external stakeholders of the service.
5. Provide informed authoritative technical or policy advice in the identified area/s and act as a regional and statewide representative in this area.
6. Maintain professional knowledge and skill base to ensure continued competency and professional growth relevant to the requirements of the role.

7. Implement and support effective systems for the supervision, education and assessment of undergraduate and postgraduate physiotherapists, support workers and work experience students.
8. Assist in the overall strategic management and decision-making processes of the Physiotherapy Service, communicating the team/s needs, achievements, and direction regularly with the relevant Deputy Manager and through them, the Discipline Lead and other key (allied health, nursing and medical) stakeholders.
9. Ensure that all staff members within the identified service team are aware of Work Health and Safety policies and procedures and ensure a safe working environment.
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 (Team Leader) is responsible to:

- The Discipline Lead – Physiotherapy Services for professional functions.
- The relevant Deputy Manager – Physiotherapy Services for broad direction, support, evaluation, and performance review.

The Senior Physiotherapist (Team Leader) will:

- Contribute to the overall leadership and management of Physiotherapy Services.
- Exercise a high degree of independent professional judgement in the provision of clinical services and in the resolution of more complex technical or critical professional issues.
- Maintain contemporary knowledge and use this to develop protocols and guidelines, provide professional leadership and direction, evaluating physiotherapy performance and interpreting policy relevant to the specified physiotherapy team/s.
- In collaboration with the Discipline Lead – Physiotherapy Services, Deputy Manager/s, Team Leaders and Clinical Leads, be accountable for identified portfolios of clinical and/or corporate governance responsibilities.
- Establish and maintain collaborative working relationships within relevant multi-disciplinary services across Hospitals South to achieve optimal patient outcomes.
- Regularly attend State and National conferences relevant to the specialty of the clinical team and the area of physiotherapy leadership and management generally.
- Undertake physiotherapy practice as defined by the Physiotherapy Board of Australia in accordance with the *Health Practitioner Regulation National Law (Tasmania) Act 2010*.
- Comply with other relevant legislation and professional standards applicable to this physiotherapy role, including the Code of Conduct of the Australian Physiotherapy Association and the Agency's policies and procedures.
- Demonstrate commitment to clinical quality and safety through continual learning and development and application of evidence-based practice and research.

- Exercise reasonable care in the performance of duties consistent with the relevant Work Health & Safety legislation. Overall responsibility for the health and safety for those under their direction.
- Deputise, as required, in the absence of the Deputy Manager – Physiotherapy Services.
- Comply 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. Demonstrated extensive general physiotherapist experience and significant clinical expertise and/or team leadership experience in an identified clinical stream.
2. Professional qualification or equivalent level of recognised professional competency and experience, or commitment to working towards an appropriate qualification that supports the position in health leadership and/or in the clinical area of expertise as related to the allocated team.
3. Demonstrated initiative and commitment to providing a high standard of clinical care relevant to an extensive area health service and contemporary health care service delivery standards.
4. Demonstrated knowledge, experience and skills in clinical services management including the coordination of human and physical resources, service reporting, supervision and performance management, quality improvement, service development and evaluation and the interpretation and development of relevant policy.
5. Proven ability to lead an identified physiotherapy team/s, including the ability to coordinate, supervise and motivate both trained and untrained staff within the context of an extensive area health service.
6. Promote a culture of risk identification and minimisation in all team settings. Ensure compliance with the Workplace Health and Safety Act and Work Health and Safety procedures, including accident investigation, hazard controls and reporting requirements.

7. Understanding and demonstrated knowledge of the relevant legal/ethical issues involved in contemporary health care service delivery.

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.