

## Statement of Duties

<b>Position Title:</b> Physiotherapist	<b>Position Number:</b> 513440	<b>Effective Date:</b> September 2020
<b>Group:</b> Hospitals South – Community Rehabilitation Unit (CRU)		
<b>Section:</b> Primary Health Services	<b>Location:</b> South	
<b>Award:</b> Allied Health Professionals Public Sector Unions Wages Agreement	<b>Position Status:</b> Permanent	
	<b>Position Type:</b> Full Time/Part Time	
<b>Level:</b> Level 1-2	<b>Classification:</b> Allied Health Professional	
<b>Reports To:</b> Deputy Manager CRU - Physiotherapy		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

Assess, plan and carry out treatment programs, in accordance with organisational policies and professional code of conduct, for clients referred to the Community Rehabilitation Unit, Southern Tasmania (CRU). Rotation across clinical work areas in rehabilitation may be required.

Assist senior Physiotherapists in ensuring best practice standards for Physiotherapy services provided by CRU.

### Duties:

1. Provide assessment, planning and delivery of individual treatment programs for clients and their carers referred to CRU.
2. Accurately record and maintain unit data requirements and details of clients' assessments, treatments and discharge summaries to the required professional standard in the clinical record.
3. Participate as required in the development and implementation of:
  - Group sessions
  - Client and carer education and training
  - Case conferences and interdisciplinary intervention programs.
4. Delegate appropriate tasks to Allied Health Assistants working in the interdisciplinary rehabilitation team and monitor and revise these programs to ensure they are performed in a safe and effective manner.
5. Assist senior physiotherapists in:
  - The development and monitoring of policies and procedures for Physiotherapy services provided by CRU.
  - Providing a clinical program for students.

6. Work as an effective member of the interdisciplinary rehabilitation team in achieving client and Unit outcomes.
7. Participate in Quality Improvement and education and research projects undertaken by the interdisciplinary rehabilitation and physiotherapy teams as required.
8. Maintain contemporary professional knowledge through appropriate continuing professional development and evidence-based practice activities.
9. Ensure personal awareness of, and compliance with, the Work Health and Safety Act and related policy and procedures, through adoption of a best practice approach to continuing improvement in health and safety systems and practices.
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 Physiotherapist is responsible for:

- Exercising professional judgement in problem solving and managing therapeutic interventions under the general guidance of senior physiotherapists in the unit. Regular performance reviews provided by the Deputy Manager CRU - Physiotherapy.
- Liaising with the interdisciplinary team and other internal and external stakeholders on specific client care issues.
- Delegating and monitoring appropriate tasks performed by allied health assistants in the Unit and ensuring they are delivered in a safe and effective manner.
- Participating in quality improvement and research activities undertaken by the Unit.
- Complying with the professional code of conduct of the Australian Physiotherapy Association and the Physiotherapists Registration Board of Australia and working within Department policies and procedures.
- Exercising reasonable care in the performance of duties consistent with the relevant Work Health and Safety legislation and be responsible for the health and safety of those under their supervision.
- 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.

**Desirable Requirements:**

- Current Drivers Licence.

**Selection Criteria:**

1. Knowledge of current contemporary Physiotherapy and Rehabilitation practice, including assessment and intervention techniques, together with the use of appropriate literature, resources and equipment relevant to physiotherapy in rehabilitation.
2. Demonstrated ability to exercise professional judgement and initiative, to work with general supervision and to seek guidance as appropriate.
3. Demonstrated time management skills and ability to prioritise and monitor a busy workload while providing a high standard of client care.
4. Ability to communicate and liaise effectively with clients, carers and other staff and stakeholders in a rehabilitation setting including the ability to function effectively as part of an interdisciplinary team.
5. Demonstrated commitment to continuing education, quality improvement and research.
6. Demonstrated competence in the use of computer technology including Microsoft suite, email and intranet; and openness to the use of technology in a health care setting.

## **Working Environment:**

- Travel within Southern Tasmania may be a requirement of this role.

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.