

Statement of Duties

Position Title: Physiotherapist	Position Number: Generic	Effective Date: August 2015
Group and Unit: Tasmanian Health Service (THS) – Launceston General Hospital (LGH)		
Section: Physiotherapy	Location: North	
Award: Allied Health Professionals Public Sector Unions Wages Agreement	Position Status: Permanent/Fixed-Term/Casual	
	Position Type: Full Time/Part Time/Casual	
Level: 1-2	Classification: Allied Health Professional	
Reports To: Discipline Lead Physiotherapy		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Within a THS Framework and in accordance with Agency Policy and Procedures, the Physiotherapist will:

- Provide physiotherapy assessments and interventions to patients referred to the Launceston General Hospital Physiotherapy Department and services supplied from that Department.
- Participate in relevant quality improvement activities to ensure safe and effective delivery of patient care.

Patient care is provided collaboratively with other members of the multidisciplinary team across relevant areas of the LGH and THS-North as required.

Duties:

1. Assess, plan, carry out and re-assess treatment programs for physiotherapy needs of patients.
2. Record details of assessments, treatments, discharge summaries and other relevant documentation to the required standard in the THS clinical record.
3. Educate patients, carers and other members of the health care team in contemporary physiotherapy interventions.
4. Maintain accurate clinical and administrative activity data in accordance with Departmental requirements.
5. Attend and participate in family, ward and departmental meetings and in-services as required.
6. Liaise with other physiotherapists and members of the multi-disciplinary team regarding the ongoing care of patients.
7. Participate in the after-hours work On-call/Call Back rosters for LGH Physiotherapy Services.

8. Assist senior physiotherapists in the implementation of continuous quality improvement programs.
9. Assist senior physiotherapists in providing clinical education programs for undergraduate physiotherapy students.
10. Assist with the maintenance of stores and equipment as required.
11. 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.
12. 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:

- Standard of practice to be in compliance with contemporary professional physiotherapy standards, including the Australian Standards for Physiotherapy and other relevant measures endorsed by the Physiotherapy Board of Australia and the Australian Physiotherapy Association.
- Exercise independent professional judgment in the recognition and solving of problems and managing cases where principles, procedures, techniques, and methods require expansion, adaptation or modification.
- Normal professional work provided under general guidance from Senior Physiotherapists in the relevant clinical team of LGH Physiotherapy Services. Initially work is subject to more direct professional supervision which is expected to become increasingly indirect as experience and competency is gained and the assessed ability for independent professional judgment increases.
- Difficult or novel, complex, or critical professional work carried out under professional supervision.
- Research carried out under professional supervision.
- Professional supervision of less experienced physiotherapists and general supervision of technical and other personnel including Allied Health Assistants.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Professional Accountability:

The Physiotherapist:

- Is responsible for physiotherapy practice as defined by the Physiotherapy Board of Australia in accordance with the *Health Practitioner Regulation National Law Act 2010*.
- Complies with other relevant legislation and professional standards applicable to this physiotherapy role.
- Maintains the Code of Conduct of the Australian Physiotherapy Association and the Agency's policies and procedures.
- Demonstrates commitment to clinical quality and safety through:
 - a) continual learning and development

- b) application of evidence-based practice and research.
- Exercises reasonable care in the performance of duties consistent with the relevant Work Health and Safety (WH&S) legislation. Overall responsibility for the health and safety for those under their direction.

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 Driver's Licence.
- A member of the Australian Physiotherapy Association.

Selection Criteria:

1. Sound knowledge of current physiotherapy practices including assessments and intervention techniques, together with the use of appropriate literature, resources and equipment relevant to the caseload.
2. Demonstrated commitment to the provision of a high standard of patient care, and the ability to participate fully in the handling of patients.
3. Well-developed communication skills, including the capacity to work as part of a multi-disciplinary team.
4. Initiative and adaptability, including ability in time management and work prioritising and monitoring.
5. Understanding of, and commitment to, continuous quality improvement programs, customer service and continuing professional development.
6. An understanding of appropriate WH&S legislation and codes of practice as well as workplace diversity principles.

Working Environment:

- On call and weekend work as required.

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.