



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Advanced Practice Physiotherapist – Women’s and Men’s Health</b>
<b>Award Classification:</b>	<b>Physiotherapist Grade 3</b>
<b>Award / Agreement Name:</b>	<b>Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016-2020</b>
<b>Position Reports to:</b>	<b>Operational: Designated Allied Health Manager (Program)</b> <b>Professional: Clinical Grade 4 Physiotherapist – Womens and Mens Health &gt; Director of Physiotherapy</b>

### EASTERN HEALTH – GREAT CARE, EVERYWHERE, EVERY TIME

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs

Our promise

# Healthier together



## **1. POSITION PURPOSE**

The Grade 3 will be a role model for others, demonstrating superior consolidated skills. They are expected to lead and develop individuals and teams, and to have currency of professional knowledge, skills and external influences.

## **2. MAJOR DUTIES AND/OR RESPONSIBILITIES**

### **Clinical Skills**

Possesses and consistently applies specialist current clinical/ management knowledge and skills and applies this to lead and develop individuals and teams in clinical practice.

#### **Indicators**

- Demonstrates clinical expertise with a consulting role to both internal and external customers.
- Demonstrates clinical expertise through knowledge of research, new developments and evidence-based practice in relevant area of specialisation/ program and related areas and the capacity to implement these in the service.
- Initiates and promotes innovative clinical service delivery/ practice.
- Supports and coordinates the clinical team to provide timely, well organised services.
- Demonstrates ability to understand and apply human resources policies in management of staff.
- Understands Eastern Health policies and legislative requirements which impact on wider clinical issues and practices.
- Acts as a role model for staff in promoting professional values and ethics in clinical practice.
- Facilitates and supports change management in a positive and supportive environment.

### **Communication**

Possesses exhibits excellent interpersonal and significant communication skills and the ability to negotiate and consult widely at all levels.

#### **Indicators**

- Demonstrates advanced verbal and written communication skills in all professional domains of practice.
- Demonstrates the capacity to liaise with internal and external peers, stakeholders and clients.
- Demonstrates proven ability to negotiate conflict resolution.
- Demonstrates timely dissemination of information to and from the team and higher management bodies.
- Promotes effective communication and relationships with allied health.
- Manages complaints in a timely and effective manner, including liaison and work with seniors and managers to reflect upon complaints and implement changes in practice where necessary.

### **Organisational Skills**

Provides leadership and innovation in organisational and time management skills.

#### **Indicators**

- Manages and provides assistance to others in prioritisation and completion of tasks such as timely response to referrals and completion of necessary statistics.
- Ability to organise staffing, programs and special projects, as delegated.
- Demonstrates ability to understand and apply human resources policies in management of staff.
- Assists in organising/leading recruitment, staff orientation and mandatory training as required/ delegated.
- Assists in monitoring and reflecting on program specific key performance indicators.

### **Organisational Knowledge / Development**

Possesses a clear understanding of the factors affecting healthcare, and applies this knowledge to lead activities and projects which deliver improved services and health outcomes at a campus and Eastern Health level.

### **Indicators**

- Demonstrates a capacity and willingness to deputise for the department / program manager as an active participant in succession planning.
- Demonstrates a capacity to facilitate the strategic direction of Eastern Health, reflecting a clear understanding of the key issues within the public health system.
- Contributes to and demonstrates accountability in the development of the individual department, program/ stream, campus and Eastern Health Operation and Improvement Plans..
- Actively contributes to preparation for and achievement of Accreditation Standards.
- Identifies and implements quality initiatives, leads team, program, campus multidisciplinary, department and Eastern Health quality activities.
- Fosters leadership in other staff by facilitating their participation in quality activities and other initiatives.
- Develops and reviews discipline specific and multidisciplinary policies and procedures and encourages participation of other staff in this process.
- Applies Eastern Health policies and clinical procedures / guidelines in practice and instill the same principles in others.
- Demonstrates an understanding of financial policies or willingness to learn.

### **Professional Development and Supervision**

Demonstrates a capacity to apply and integrate knowledge from higher level studies into the development and implementation of practice and program initiatives.

### **Indicators**

- Integrates strategic direction with knowledge of gap analysis to plan and implement relevant internal and external professional development activities.
- Acts as a role model in demonstrating a strong commitment to professional development across the department / program, in order to ensure currency of integrated clinical knowledge.
- Leads and implements a learning culture within the professional department.
- Initiates opportunity for, as well as instills in others, participation in the evaluation of clinical practice.
- Undertakes and ensures the participation of others in a formal supervision process, including annual performance appraisals and a framework for regular structured supervision/mentoring sessions for staff.
- Liaises and seeks supervision from line manager with respect to both department / program strategic direction.
- Liaises and seeks supervision from line manager with respect to own performance management / expectations.
- Oversees the supervision structure for clinicians including liaison and assistance from professional leads.
- Develops clinical competency within the stream/program
- Ensures professional competencies for staff are up to date
- Work with seniors and managers to ensure succession planning for staff is completed.

### **Teaching and Research**

Initiates, leads and supports other staff in teaching, training and research programs.

### **Indicators**

- Demonstrates an ability to initiate, implement and evaluate research and encourages staff to participate in research and quality projects.
- Promotes an organisational commitment to research and significant quality activities.
- Demonstrates leadership of undergraduate student programs and training.
- Promotes research via publication or presentation at Allied Health forums and encourages other staff to do so.
- Maintains strong links with Eastern health Professorial staff / units.
- Develops collaborative links with significant teaching organizations and professional bodies in order to facilitate and promote post graduate and undergraduate learning opportunities.

- Demonstrates strong mentoring skills within the multidisciplinary Allied Health team.
- Identify potential for research/quality improvement projects through gap analysis, reflection on evidence based practice and benchmarking.
- Develop strong links with EH research leaders in order to develop research skills and interest in staff members.
- Facilitates education and promotes a culture of evidence-based practice and ongoing professional development within the team.
- Participates and actively encourages ongoing development in (stream/area).

### **Professional Leadership**

Demonstrates strong leadership abilities by representation of a campus department or program as well as representation of Eastern Health.

### **Indicators**

- Demonstrates a strong leadership role in one's department / program.
- Demonstrate leadership in staff meetings via identification of relevant issues providing a forum for open communication.
- Displays strong leadership of Allied Health &/or individual discipline as part of working parties, committees and internal / external forums.
- Initiates and promotes innovative service delivery
- Initiates and leads working parties at an Eastern Health level.
- Recognizes and facilitates the process of change within the department / program.
- Acts as a role model for staff within the Eastern Health Allied Health team including the discipline specific Professional Leadership Groups.
- Liaises with physiotherapy seniors across sites and programs to ensure consistency and continuity of services.
- Develops strong links with the key stakeholders to ensure streamlined service delivery.
- Is a member of, or has involvement with, Eastern Health Allied Health/ discipline specific Professional Leadership Groups and participates in projects on behalf of these?

## **3. SAFE PRACTICE AND ENVIRONMENT**

### **Occupational Health and Safety**

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

## **4. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

## **5. QUALITY**

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

## **6. CONFIDENTIALITY**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

## **7. EQUAL EMPLOYMENT OPPORTUNITY**

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

## **8. PERFORMANCE DEVELOPMENT**

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

## **9. ATTACHMENTS**

Attachment 1	Key Selection Criteria
Attachment 2	Eastern Health /Department Information

## **10. NOTE**

*Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

*Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager

INCUMBENT STATEMENT

I \_\_\_\_\_ *(Incumbent Name)* have read, understood and accepted the above Position Description and associated Attachments.

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ATTACHMENT 1

### KEY SELECTION CRITERIA

<b>Position Title:</b>	<b>Advanced Practice Physiotherapist – Women’s and Men’s Health</b>
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#### Essential

##### Key Selection Criteria

- Recognised tertiary qualification in relevant discipline.
- Current registration Australian Physiotherapy Board
- Eligibility for Membership of Professional Association.
- Completion of a relevant post graduate qualifications, or commencement thereof with strong progress and commitment to completion
- Extensive relevant clinical experience.
- Experience in supervision of staff and students.
- Experience in leadership including staff professional development and supervision.
- Experience in clinical education of staff and students.
- Excellent team integration skills.
- Sound knowledge of community organisations and networks.

#### Desirable

- At least 7 years of relevant post graduate experience in Womens and Mens health physiotherapy, and prior Advanced Practice Physiotherapy experience.
- Membership of Australian Physiotherapy Association(s) and other professional bodies within field of practice.
- Leadership / participation in significant clinical research & international / national publications and conference presentations.



## ATTACHMENT 2

### EASTERN HEALTH/DEPARTMENT/SPECIALTY INFORMATION & ADDITIONAL POSITION REQUIREMENTS

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### SPECIALTY SPECIFIC INFORMATION

#### Organisational Context

Eastern Health provides a broad range of acute, sub-acute, aged and mental health services to approximately 800,000 people in the eastern suburbs of Melbourne. Eastern Health has approximately 6,500 staff and covers a geographical area of 2800 sq kms. Eastern Health is affiliated as a teaching health service with Deakin, Latrobe and Monash Universities.

Eastern Health provides health care in the areas of acute care, aged care, rehabilitation within the inpatient and ambulatory care setting, community health and mental health from campuses including:

- Angliss Hospital
- Box Hill Hospital
- Healesville Hospital
- Maroondah Hospital
- Peter James Centre
- Wantirna Health
- Yarra Ranges Health – Lilydale
- Yarra Valley Community Health Service

Although this position may be initially aligned with a single campus within Eastern Health – there could be an expectation to work at any campus or combination of campuses located within the Eastern Health service.