

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	Grade 1 Physiotherapist – Community Rehabilitation Program
<b>Award Classification:</b>	Physiotherapist Grade 1
<b>Award / Agreement Name:</b>	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
<b>Position Reports to:</b>	<b>Operational:</b> Manager (Community Rehabilitation Program) Care@Home <b>Professional:</b> Designated Grade 2 or 3 Physiotherapist > Director of Physiotherapy

### 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



## **1. POSITION PURPOSE**

Community Rehabilitation is a time-limited, goal-based program, where the incumbent will be expected to work with the client, their carers & our interdisciplinary team to maximise health, functional independence & community participation. Workload will incorporate both home and centre-based activity inclusive of leading group programs which may include aquatic physiotherapy.

As a Grade 1 physiotherapist in the Community Rehabilitation Program, you will be responsible for managing a caseload of neurological and general rehabilitation clients in addition to non clinical portfolios and responsibilities. This position requires sound clinical skills across neurological rehabilitation and an ability to assess and manage psychosocially complex clients with the support of the interdisciplinary team. This position may support supervision of allied health assistants.

This role will be well supported in an interdisciplinary team. An experienced grade 2 physiotherapist will provide regular supervision in addition to support from a senior clinician physiotherapist and an on-site operational support and guidance from the Team Leader.

This role requires the incumbent to work autonomously in the community, whilst being able to contribute and work strongly within the wider interdisciplinary team. Participating in professional development opportunities, training and quality activities is a part of this role as well as representing the Community Rehabilitation Program Eastern Health as delegated by your Team Leader/Senior Clinician and/or Manager (Community Rehabilitation Program).

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

### **Clinical Skills**

Demonstrate high level clinical skills within the designated area

Indicators:

- Model a client-centred approach with patients/clients and carers.
- Complete complex assessments using a range of assessment tools/frameworks according to departmental and professional standards.
- Develop and implement a complex treatment/intervention plan based on clinical assessment and evidence based practice.
- Is an effective multidisciplinary/healthcare team member contributing to the discharge plan of patients/clients.
- Complete all documentation in a timely and accurate manner in accordance with the departmental and organisational standards.
- Demonstrate and foster good understanding of professional values and ethics in clinical work.

### **Communication**

Demonstrate and model effective written, verbal and non-verbal communication skills with others.

Indicators

- Demonstrate effective communication skills with the multi/interdisciplinary team in both formal and informal settings.
- Demonstrate effective communication with patients/clients, carers and community agencies.
- Demonstrate clarity in written skills.
- Document clear treatment goals and management plans in the patient Medical Record.
- Demonstrate knowledge of resources available for appropriate negotiation and conflict resolution.

### **Organisational Skills**

Demonstrate and foster sound organisational skills.

#### Indicators

- Demonstrate punctuality and timeliness.
- Able to manage own time and prioritise competing demands to ensure completion of clinical work.
- Has detailed knowledge of, and is able to access resources internally and externally to achieve positive outcomes.
- Able to respond to referrals in agreed timelines as stated in departmental guidelines.
- Participate actively in departmental meetings and others as required.
- Ensure statistical information is recorded in a timely manner.
- Be responsible for maintenance of departmental resources and equipment.

### **Organisational Knowledge / Development**

To possess a clear understanding of the factors affecting healthcare and apply this knowledge to activities and projects which deliver improved services and health outcomes.

#### Indicators:

- Demonstrate a clear understanding of the public health system and the role / responsibility of Eastern Health within this system.
- Demonstrate a clear understanding of the Program Quality & Business Plan.
- Demonstrate a clear understanding of Accreditation Standards and processes.
- Identify and implement quality initiatives, participate in and, where appropriate lead multidisciplinary / departmental quality activities and undertake other relevant projects as instructed.
- Demonstrate sound knowledge of discipline specific policies and procedures, and, where appropriate and directed, develop or review these policies and procedures.
- Consistently apply Eastern Health policies and clinical procedures/guidelines in their practice.

### **Professional Development and Supervision**

To have a commitment to and responsibility for individual professional development.

#### Indicators:

- Attend, actively participate and present in relevant internal and external professional development activities.
- Actively participate in staff meetings and in-services.
- Model a strong commitment to professional development, ensure currency of clinical knowledge and actively integrate new learning into clinical practice.
- Support a learning culture within the professional department
- Participate in formal supervision &/or actively seek supervision when needed, as per professional department guidelines.
- Demonstrate an ability to use supervision to reflect on practice, and, with supervision, explore alternative approaches to clinical practice.
- Identify own learning needs and develop personal learning goals.
- Participate in the Performance Review process

### **Teaching & Research**

Involvement in teaching, training and research programs.

#### Indicators:

- Demonstrate basic skills in research evaluation and evidence based practice
- Participate in research activities or projects as requested.
- Supervise/orientate students &/or allied health assistants as appropriate for grade level and experience.
- Involvement in the development and evaluation of the teaching process, education programs and educational material.

## **Professional Leadership**

Represents Community Rehabilitation Program or Physiotherapy.

Indicators:

- Willingness to take a leadership role in the department as required.
- Display strong representation of Community Rehabilitation Program and/ or Physiotherapy as part of working parties, committees and internal and external meetings and forums.
- Recognise and support and be involved in changes in work processes.
- Act as a role model for staff within Community Rehabilitation and individual discipline

## **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 Compensations (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 centred 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 Key Performance Indicators
- Attachment 3 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: \_\_\_\_\_  
Manager (Community Rehabilitation Program) Care@Home

Date:     /     /

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**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>	Grade 1 Physiotherapist – Community Rehabilitation Program
<b>Award Classification:</b>	Physiotherapist Grade 1
<b>Award / Agreement Name:</b>	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
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<b>Next Review Date:</b>	January 2027
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#### Essential

- Recognised tertiary qualification in Physiotherapy
- Current registration as appropriate to requirements of Australian Health Practitioner Regulation Agencies
- Eligibility for practicing membership of the Australian Physiotherapy Association
- Sound clinical skills in managing a caseload and comprehensive discharge planning using a client-centred approach.
- Broad clinical experience encompassing diverse patient presentation.
- Previous clinical experience working in an aligned clinical environment.
- High level communication skills, both written and oral.
- Demonstrated capacity to work within a multidisciplinary team.
- Excellent time management skills
- Demonstrated ability to introduce innovative practice.
- Commitment to improving own practice and undertaking quality and research activities.
- Demonstrated understanding of professional codes of conduct.
- Competent computer skills
- Current Victorian driver's licence
- Active participation in client triage processes as delegated by the Team Leader/Senior Clinician and/or Manager (Community Rehabilitation Program).

#### Desirable

- Australian Physiotherapy Association membership & relevant special interest group
- Relevant clinical experience in a centre- and/or home-based service delivery model
- Demonstrated capacity for skilled negotiation and wide consultation at all levels

## ATTACHMENT 2

### KEY PERFORMANCE INDICATORS

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#### Duties and responsibilities

- Assessment, goal setting, rehabilitation and discharge planning for clients admitted to the program in a manner that is client centred, time and resource efficient and evidence based
- To act as an advisor and resource person for the management of clients undergoing rehabilitation within the program.
- Participate in and promote professional development activities in the Community Rehabilitation Program
- Participate in quality improvement activities and projects within the Community Rehabilitation Program
- Support the dissemination of new procedures, information and clinical practice within the physiotherapy and interdisciplinary team
- To share the responsibility of updating and maintaining service information and resources.
- To participate and promote linkages with internal and external Eastern Health Stakeholders.
- Punctual attendance and active participation in client review and team meetings
- Supervision/ support to allied health assistants as required
- Providing formal and informal education regarding physiotherapy in the Community Rehabilitation Program to members of Eastern Health and local communities as requested
- Willingness to accept additional duties including clinical and non-clinical portfolios as delegated by the Senior Clinicians, Team Leaders and/or Manager (Community Rehabilitation Program)
- Compliance with all Eastern Health policies and procedures.
- Active participation in client triage processes as delegated by the Team Leader/Senior Clinician and/or Manager (Community Rehabilitation Program).
- Leading and developing group programs which may include aquatic physiotherapy
- Maintain excellent documentation standards in line with Health Independence and Eastern Health Physiotherapy guidelines
- Ensure accurate recording of VINAH data
- Meet key performance clinical targets as set by the Manager (Community Rehabilitation Program)

### ATTACHMENT 3

#### EASTERN HEALTH/DEPARTMENT INFORMATION

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<b>Department / Specialty Area</b>	Community Rehabilitation Program
<b>Physical Location</b>	Peter James Centre / Wantirna Health / Angliss Hospital / Yarra Range Health

#### SPECIALTY SPECIFIC INFORMATION

##### Organisational Environment

Eastern Health provides a broad range of acute, subacute 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 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 is initially aligned with one campus within Eastern Health – there could be an expectation to work at any campus located within the Eastern Health service