

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Physiotherapist Grade 1
<b>DIRECTORATE</b>	Community Programs
<b>RESPONSIBLE TO</b>	Health Information Programs Manager
<b>DIRECT REPORTS</b>	Not applicable
<b>AWARD</b>	Health Professional Services Award 2003
<b>CLASSIFICATION</b>	Physiotherapist Grade 1
<b>EMPLOYMENT STATUS</b>	Temporary Full Time
<b>HOURS PER FORTNIGHT</b>	80
<b>DATE OF CREATION/AMENDMENT</b>	September, 2012
<b>CREATED/AMENDED BY</b>	Health Information Programs Manager

### POSITION OBJECTIVE

The provision of efficient and effective evaluation and management of a client caseload, as guided by the physiotherapy Registration Board of Victoria..

### RESPONSIBILITIES & PERFORMANCE INDICATORS

Provision of Physiotherapy service to patients throughout the hospital as allocated by the Senior Physiotherapist. This may include; Acute, CRC, Connolly Rehabilitation and Clients in the Community.

Advising Supervising Physiotherapist of any problems arising relating to staff, patients and service offered; and to be actively involved in the problem solving process.

Attendance at and participation in case conferences, ward rounds and discharge planning as indicated.

High quality client care is provided in a harmonious and safe environment by competent and qualified staff to meet all legal requirements and the physical, social and spiritual needs of the clients.

Participation in quality improvement activities

Liaison with other members of the interdisciplinary team and relevant members of the community to develop appropriate and well coordinated treatment regimes and programs for patients and clients.

Development of care plans and provision of care that is compliant with the Health Independence Guidelines

Assistance with supervision of students as requested and directed by supervising physiotherapist.

Awareness of the contents of the Physiotherapy Department procedure manual and adherence to those procedures.

Participation in continuing education and inservices including occupational health and safety.

Provision of a safe working environment, taking reasonable care of yourself and other persons who may be affected by your acts or omissions in the work place.

## QUALIFICATIONS

Essential:        Current registration with the Physiotherapists Registration Board of Victoria  
                         Current Drivers Licence

Desirable:

## KEY SELECTION CRITERIA

- Excellent communication skills
- Proven ability to work as part of a multidisciplinary team
- Well developed organisational and time management skills
- Willingness to rotate across the various in the Health Service
- Proficient computer skills

## OCCUPATIONAL HEALTH & SAFETY

Each employee has the right to a safe working environment and they should advise their supervisor of any risk or condition likely to result in accident or injury. Each employee has the responsibility to take reasonable care of his or her own health and safety, to comply with Mt Alexander Hospital's Occupational Health and Safety policies and procedures and to participate in appropriate safety education and evaluation activities.

## HOSPITAL POLICIES & PROCEDURES

It is every employee's responsibility to access and have knowledge of relevant policies and procedures that relate to their employment. All hospital-wide policies and procedures can be accessed on the Mt Alexander Hospital Intranet site.

## RISK MANAGEMENT

Mt Alexander Hospital supports an organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are to be accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

## PERFORMANCE MANAGEMENT

It is a condition of employment that employees participate in the Performance Management Planning and Review program on a regular basis.

## QUALITY IMPROVEMENT

Each employee has a responsibility to participate and commit to ongoing quality improvement activities.

## EMPLOYMENT PRINCIPLES

Mt Alexander Hospital is committed to the employment principles that reinforce the public sector values. These principles ensure:

- Employment decisions are based on merit
- Employees are treated fairly and reasonably
- Equal employment opportunity is provided

- Human Rights are upheld in accordance with the Charter of Human Rights & Responsibilities Act 2006
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment

## VALUES & CONDUCT

Employees are required to comply with the values outlined in the State Services Authority Code of Conduct as it applies to Mt Alexander Hospital.

<b>Responsiveness</b>
<ul style="list-style-type: none"> <li>• providing frank, impartial and timely advice to the Government</li> <li>• providing high quality services to the Victorian community</li> <li>• identifying and promoting best practice</li> </ul>
<b>Integrity</b>
<ul style="list-style-type: none"> <li>• being honest, open and transparent in their dealings</li> <li>• using powers responsibly</li> <li>• reporting improper conduct</li> <li>• avoiding real or apparent conflicts of interest</li> <li>• striving to earn and sustain public trust at the highest level</li> </ul>
<b>Impartiality</b>
<ul style="list-style-type: none"> <li>• making decisions and providing advice on merit without bias, caprice, favouritism or self-interest</li> <li>• acting fairly by objectively considering all relevant facts and applying fair criteria</li> <li>• implementing Government policies and programs equitably</li> </ul>
<b>Accountability</b>
<ul style="list-style-type: none"> <li>• working to clear objectives in a transparent manner</li> <li>• accepting responsibility for their decisions and actions</li> <li>• seeking to achieve best use of resources</li> <li>• submitting themselves to appropriate scrutiny</li> </ul>
<b>Respect</b>
<ul style="list-style-type: none"> <li>• treating others fairly and objectively</li> <li>• ensuring freedom from discrimination, harassment and bullying</li> <li>• using their views to improve outcomes on an ongoing basis</li> </ul>
<b>Leadership</b>
<ul style="list-style-type: none"> <li>• actively implementing, promoting and supporting these values</li> </ul>
<b>Human Rights</b>
<ul style="list-style-type: none"> <li>• making decisions and providing advice consistent with human rights</li> <li>• actively implementing, promoting and supporting human rights</li> </ul>

## ADDITIONAL REQUIREMENTS

- This position description is subject to review and amendment at any time, as appropriate and as approved by the relevant Director.
- To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle.
- The successful applicant will be required to provide a current Police Records Check prior to commencement. A Working With Children Check may also be required for particular positions.

## ACCEPTANCE OF THE POSITION

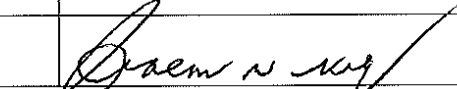
*I understand, agree to and accept the role as outlined in accordance with this position description*

NAME (please print)

SIGNATURE

DATE

**REPORTING MANAGER***Signed on behalf of Castlemaine Health*

NAME (please print)	Graem W Kelly		
TITLE	Chief Executive Officer		
SIGNATURE		DATE	16 February 2012