POSITION DESCRIPTION – Alfred Health / The Alfred / Caulfield Hospital / Sandringham Hospital

DATE REVISED: 6th February 2019

POSITION: Grade 2 Senior Physiotherapist (General Medicine)

AWARD/AGREEMENT: Victorian Allied Health Professionals (Public Health Sector) Enterprise Agreement 2016-2020

CLASSIFICATION TITLE: VB1 – VB4

DEPARTMENT/DIVISION: Allied Health

ACCOUNTABLE TO: Senior Clinician (Progressive Illness, Aged Care, Neurosciences) Stream Leader (Progressive Illness, Aged Care, Neurosciences) Acute Physiotherapy Services Manager

OPERATIONALLY ACCOUNTABLE: Acute Physiotherapy Services Manager

PROFESSIONALLY ACCOUNTABLE: Acute Physiotherapy Services Manager

ALFRED HEALTH

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham.

Further information about Alfred Health is available at www.alfredhealth.org.au

OUR PURPOSE

To improve the lives of our patients and their families, our communities and humanity.

OUR BELIEFS

Our staff are expected to demonstrate and uphold the beliefs of Alfred Health:

- Patients are the reason we are here – they are the focus of what we do
- How we do things is as important as what we do. Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental
- Excellence is the standard we work to everyday. Through research and education, we raise the bar for tomorrow
- We work together. We play vital roles in a team that achieves extraordinary results
- Our leadership shares ideas and demonstrates behaviours that inspire others to follow
DEPARTMENT

ALFRED HEALTH ACUTE PHYSIOTHERAPY SERVICE

Alfred Health’s Acute Physiotherapy Service provides physiotherapy services to the patients of The Alfred and Sandringham Hospital. Alfred Health’s Acute Physiotherapy Service is the amalgamation of The Alfred Physiotherapy Department and the Sandringham Hospital Physiotherapy Department.

The Acute Physiotherapy Service is organised into five functional streams, namely: Intensive Care, Musculoskeletal, Respiratory, PAN (Progressive Illness, Aged Care and Neurosciences), and Sandringham. The first four streams are located at The Alfred site, with the fifth and latter stream based at the Sandringham site.

The Acute Physiotherapy Service consists of approximately 62.0 eft and 120 people. The Acute Physiotherapy Service has a proud history of clinical and academic excellence. It remains strongly committed to further pursuing excellence in physiotherapy.

Alfred Health’s Acute Physiotherapy Service, in partnership with Caulfield Hospital, is a Physiotherapy Clinical School, for both La Trobe and Monash Universities.

Alfred Health’s Acute Physiotherapy Service is committed to improving the level of evidence for physiotherapy best practise, through clinical research.

ALFRED HEALTH ACUTE PHYSIOTHERAPY SERVICE VALUES STATEMENT

Consistent with Alfred Health’s Mission Statement, we strive to deliver excellence in physiotherapy services in patient care, research, education, staff development and peer support.

We achieve this through:

- OPEN COMMUNICATION
- EMBRACING DIVERSITY
- INNOVATION
- PROFESSIONALISM
- ENTHUSIASM
- TEAMWORK
- COMPASSION
- RESPECT
POSITION SUMMARY

The Grade 2 physiotherapist is responsible for the ongoing development and provision of physiotherapy services to the General Medicine Units in consultation with senior clinician(s) and stream leader at the level of a developing expert.

The Grade 2 physiotherapist is also responsible for the education of physiotherapy students and the supervision and professional development of Grade 1 staff assigned to their units.

The Grade 2 physiotherapist has an important role contributing to the development of the clinical team and the physiotherapy service through strong leadership and teamwork. Building good working relationships through communication with the allied health and medical staff is key to this role.

KEY CAPABILITIES AND VALUES

- Highly developed verbal communication skills to enable effective liaison within a interdisciplinary team
- Highly developed written communication skills to ensure accurate case recording and statistics
- High level of clinical competence judged by complexity of clients and level of independent practice
- Strong theoretical knowledge base relevant to workplace
- Ability to relate to and treat clients with a wide range of disabilities from a variety of social and ethnic backgrounds
- Ability to take direction from supervising staff and work effectively in an interdisciplinary team
- Ability to manage, develop and support staff effectively
- Ability to work independently and unsupervised
- Commitment to providing an innovative high quality service to Alfred Health clients
- Demonstrated initiative and flexibility in approach to service delivery
- Demonstrated commitment to staff development and continuing education and quality improvement
- Positive approach to teamwork and willingness to undertake a broad range of clinical and non-clinical duties

QUALITY, SAFETY, RISK and IMPROVEMENT

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives
- Follow organisational safety, quality & risk policies and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Alfred Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- Adhere to infection control guidelines in the treatment of all clients
- Ensure infection control guidelines are adhered to in the preparation of the treatment areas, client equipment and in the cleaning of areas between clients
- Maintain tidiness in treatment areas such as changing linen, equipment cleaning, spot cleaning and equipment storage

OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF

- Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
- Comply with Alfred Health medication management and medication safety policies and guidelines.
- In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Research activities will be undertaken commensurate with the role

**KEY CAPABILITIES**

**DUTIES AND RESPONSIBILITIES**

**Clinical**
- Responsible for the provision and ongoing development of physiotherapy services to the General Medicine and other units as requested in consultation with the senior clinicians and stream leader at the level of a developing expert.
- Attend unit meetings and ward rounds, contribute to discharge planning and provide physiotherapy intervention for patients of the designated units.
- Actively participate in and contribute to the physiotherapy care team to ensure operational effectiveness.
- Document all assessment, treatment and discharge information in the patient medical history, consistent with departmental and Alfred Health policies.
- Enter all monthly clinical and non-clinical activity using the statistical software, in accordance with departmental policy.
- Complete all required competency based assessment and learning activities related to the role within 2 months of commencing, and before undertaking such activity independently.
- Working on weekends (overtime OR time in lieu shifts) within relevant stream or other clinical areas based on skills is required. Support to develop clinical skills in other areas can be arranged as appropriate.
- At this time, the roster requirement is approximately one full weekend (both Saturday and Sunday) per quarter. This may increase or decrease depending on the needs of the service.
- On call work may be required in different clinical areas depending on the needs of the service.
- This role may require some work across campuses within Alfred Health (Sandringham, Caulfield and The Alfred)

**KPIs**
- **Achieve competency in Core Skills and Competency skills, as per departmental policy, before undertaking such activity (Target 100%)**
- **Meet recommended range (70-80%) of attributable clinical activity.**

**Education**
- Responsible for the delivery of undergraduate education within the clinical stream and as a part of the Alfred Physiotherapy Clinical School.
• Provide education to Year 3 and 4 Physiotherapy Students, and Post Graduate Physiotherapy Students, as appropriate.

**KPIs**

• *Undertake direct student supervision of clinical placements as required.*

**Quality & Research**

• Contribute to departmental, stream and or unit initiatives
• Contribute to departmental research projects.
• Active involvement in the departmental quality planning processes, particularly at the stream level
• Utilise Riskman in the recording of incidents and near misses in accordance with Alfred Health policy.
• Comply with Occupational Health and Safety, Infection Control and Risk Management frameworks for clinical areas of responsibility

**KPIs**

• *Participate in quality or research projects annually (Target 1)*

**Supervision**

• Provide junior staff and students working in the area with appropriate supervision, training and instruction in accordance with Alfred Health policies
• Provide regular informal and formal supervision for Grade 1 as outlined by departmental policy.
• Actively participate in formal supervision with Senior Clinician, Stream Leader and or other as defined by departmental policy.
• Provide instruction and supervision of allied health assistants in directing patient care.
• Actively participate in an annual performance review in accordance with departmental policy.

**KPIs**

• *Rotation Plan in place with Grade 1 Physiotherapist (Target 100%)*
• *Own Individual Supervision Plan in place with appropriate Senior Clinician or Stream Leader (Target 100%)*
• *Annual Performance review and plan in place (Target 100%)*

**Professional Development**

• To participate and contribute in both internal and external continuing education programs (eg. case presentations, inservices, special interest group meetings and professional development events).
• To demonstrate a commitment to improving professional performance.
• Assist in the provision of educational activities and opportunities within the clinical stream particular for junior staff.
KPIs

- Attendance at internal & external courses, and conferences (Target 2)

Team and Communication

- Acts as a role model for junior staff by conducting themself in a professional manner which is consistent with the Physiotherapy Board of Australia and the Australian Physiotherapy Association professional codes of conduct and ethics.
- Promotes effective communication within the team.
- To be responsible for a portfolio of the department, consistent with experience and ability.
- To participate and contribute in regular clinical stream and departmental meetings.

KPIs

- Nil

Other

- Undertake other responsibilities as directed by the Acute Physiotherapy Services Manager.
- Abide by The Alfred – Alfred Health corporate policies and practices as varied from time to time.
- Ensure safe work practices and environment in accordance with The Alfred – Alfred Health policies as varied from time to time.

In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.

KPIs

- Annual registration with the Physiotherapy Board of Australia (Mandatory)
- Annual attendance and participation in Emergency Procedures Training (Mandatory)
- Annual attendance at Back Smart Manual Handling Training (Mandatory)
- Annual attendance at Basic Life Support Training annually (Mandatory)
QUALIFICATIONS/EXPERIENCE REQUIRED

Qualifications:
Essential:
- Physiotherapist registered to practice in the state of Victoria (AHPRA)

KEY CAPABILITIES

Skills

• Developing clinical expertise in the physiotherapy assessment and treatment of General Medicine and ED patients.
• Ability to thoroughly and effectively assess and manage General and ED patients throughout the continuum of care, with a holistic approach.
• Ability to plan and manage caseload, to co-ordinate/delegate workloads as appropriate, within the stream as delegated.
• Capacity to effectively manage issues both up and down the line of accountability.
• Competence in teaching physiotherapists, undergraduate students and other staff.
• Ability to work effectively in a team.
• Ability to objectively assess and improve the quality of service being provided, at the level of the clinical unit, as delegated
• Contribute to research relevant to physiotherapy practice, at a level of a beginning researcher.
• Excellent intra and inter personal skills, including time management, verbal and written communication, conflict resolution and negotiation skills.
• Proficient in use of Microsoft Office.

Knowledge

• Advanced knowledge of the provision of physiotherapy practice to General Medicine patients.
• Knowledge of the principle of continuity of care and of the links between admission, acute, rehabilitation, community and primary services.
• Knowledge of community and hospital services available on discharge from acute.
• Knowledge of the codes of practice and codes of ethics of physiotherapy.
• Knowledge of quality improvement processes

Attitudes

• High Performer
• Customer Focused
• Team Player
• Motivated and Enthusiastic
• Flexible
• Broad Perspective
KEY SELECTION CRITERIA:

- Physiotherapist registered to practice in the state of Victoria.
- Demonstrated advanced knowledge and skills in the provision of physiotherapy services in the relevant areas of physiotherapy.
- Demonstrated ability to plan and manage a caseload, including the co-ordination of other staff
- Demonstrated ability to undertake quality initiatives
- Demonstrated ability to supervise students and Grade 1 Staff
- Demonstrated communication skills
- Demonstrated time management skills

Position Description authorised by: Jim Sayer  
Date: 6/2/2019