



# Position Description

<b>Position Title:</b>	Physiotherapist Grade 1
<b>Award/classification:</b>	Victorian Stand Alone Community Health Centres, Health Professionals Multi-Employer Enterprise Agreement 2017-2021.
<b>Directorate:</b>	Health and Community Services
<b>Reports to/Direct Reports:</b>	Program Manager/Team Leader Physical Wellbeing Team
<b>Effective date:</b>	August 2019

## Overall Position Purpose

The Grade 1 Physiotherapist will hold responsibility for the provision of a high standard of clinical services to eligible clients in our community. Key deliverables for this role are to provide individualised, re-enabling/restorative, evidence-based physiotherapy assessments, clinical interventions, education, empowerment and self-management.

This position contributes to the success of DPV Health Ltd by operating as a physiotherapist within the Physical Wellbeing Team.

This position provides client-centred care, a high standard of clinical services and expertise with one on one and/or group interventions for elderly, disabled, ATSI, refugee/asylum seekers and other eligible clients in the Northern Metropolitan area of Melbourne.

## Duties and Responsibilities

### Under the guidance and support of a Grade 2 Therapist and/or Team Leader:

#### Service Delivery – Client Experience

- Protect the confidentiality of all clients, participants and staff at all times.
- Undertake accurate, timely assessments and interventions to internal and external clients consistent with team scope and individual scope of practice as determined by regular clinical supervision.
- Develop care plans in collaboration with clients/participants and other stakeholders to work towards client-centred goals.
- Identify need for additional support services with the client/participant in care plans. Make appropriate internal and external referrals for group or individual interventions to support a coordinated approach to better health outcomes for the client/participant.
- Provide follow up reviews, interventions and self-management strategies to empower the client/participant to achieve agreed goals in line with chronic disease best practice principles.
- Provide feedback to clients/participants, referrers and other stakeholders outlining assessment findings, agreed goals and recommendations. Feedback should be provided within 14 days of initial contact, or if changes in health status warrants further correspondence.
- Where appropriate, provide reports to NDIS Support Coordinators at required intervals to demonstrate effectiveness of the service in reaching the participants' goals.
- Ensure that client files supports the standard for documentation best practice, the funding body business rules and upholds the values of the organisation.

	Physiotherapist Grade 1	Doc Owner: Human Resources
Effective: August 2019	Review Due	Version No V1

- Facilitate and evaluate group based programs that support clients to improve control of their own health and encourages integration into the community, e.g. water-based, gym-based, condition-based groups with emphasis on social inclusion and community access.
- Supervise Allied Health Assistants as required.
- Assist in the supervision of Physiotherapy students as required.
- Support and contribute to service delivery growth and development opportunities in the Northern Growth Corridor.
- Identify and support quality improvement processes identified as relevant to the service delivery area
- Practice effective Infection Control Procedures
- Participate in ongoing Professional Development to meet registration requirement as specified by AHPRA.
- Participate in research activities in partnership with other agencies.

#### **Reporting, Systems and Analytics**

- Provide high quality concise and timely reports for Team Leader/Program Manager as required.
- Actively use and promote the use of DPV Health Ltd systems such as VHIMS, Trakcare, eCase, MyBookings, ESS, e3, i-chris, TRIM and others
- Continually review service/support provided to analyse success and areas of improvement

#### **Financials, Budgets, Targets, Funding**

- Maintain regular, timely and accurate statistical input into relevant client databases.
- Actively support the Vision, Purpose and Values contained in the DPV Health Corporate plan.
- Understand the business rules for all relevant funding stream (HACC, CHSP, CH, ICD, MBS, NDIS or others) and achieve targets in all areas.
- Demonstrate working at full clinical diary caseload and take active steps to prevent FTAs and cancellations.
- Understand the impact of FTAs on reaching targets and on fee for service business streams.
- Ensure that all financial transactions are undertaken in line with approved DPV Health policy and delegations

#### **Culture, Engagement, Diversity – People Experience (standard section – not to be changed)**

- Demonstrates behaviours aligned with DPV Health Values and Code of Conduct
- Participate in regular supervision, annual work plans and annual performance reviews
- Actively participate in all required training, inductions and development
- Actively participate in and attend organisationally required meetings in a positive constructive manner. Offering balanced views and seeking solutions
- Actively supports and demonstrates inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct

#### **Health and Safety (standard section – not to be changed)**

- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards and injuries.
- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.
- Demonstrate safe work behaviours and conducting work in accordance with our safety management system.

#### **Risk Management and Compliance – Quality and Accreditation (standard section- not to be changed)**

- Ensure documentation supports both quality and department standards
- Actively identify, monitor and manage areas of key risk and lead appropriate escalation and response
- Actively monitor and improve the quality and safety of their care and services

	Physiotherapist Grade 1	Doc Owner: Human Resources
Effective: August 2019	Review Due	Version No V1

- Identify risks as they emerge and proactively address new and known risks.
- Commitment to partnering with clients to facilitate effective engagement and participation

## DVP Health Requirements

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- Current Victorian drivers licence
- Valid Working with Children's Check (valid for 5 years from the date of issue)
- Satisfactory registration to "Disability Support Register Check".
- Satisfactory Police Check (valid for 3 years from the date of issue)
- Occasional after hours and weekend work may be required
- Travel between sites is required
- Specific tasks and functions for this role will be detailed through objectives and key performance areas
- Eligibility for MBS Provider registration. (Once appointed)

## Authority

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The occupant of this position has authority as per the DPV Health Delegation Manual.

## Qualifications Required:

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- Bachelor Degree of Physiotherapy
- Eligibility to obtain and maintain professional registration with the Australian Health Practitioners Registration Agency (AHPRA) and evidence of current registration, to be demonstrated annually.
- SWEP credentialing (Minimum green) or able to apply for credentialing.

## Key Selection Criteria

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### Mandatory

- Current Registration as a Physiotherapist with AHPRA.
- Sound theoretical knowledge base and the commitment to continuing Professional Development to ensure best practice/evidence-based interventions are followed.
- Excellent baseline skills in assessment, treatment techniques and care planning.
- Understanding of client needs and provision of excellent services.
- Experience in conducting, developing and evaluating therapeutic and/or health education groups.
- Appreciation of a culture of risk management and mitigation.
- Excellent written and verbal communication skills. Ability to communicate with a diverse range of audiences in an informative, engaging and persuasive manner.

### Desirable

- Proficiency in a relevant community language will be highly regarded.
- Experience working as a Physiotherapist in a Community Setting including work with CALD, Aged, and clients with or at risk of chronic diseases as well as clients with disabilities will also be highly regarded.

	Physiotherapist Grade 1	Doc Owner: Human Resources
Effective: August 2019	Review Due	Version No V1

**Employee Acknowledgement**

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I, \_\_\_\_\_, acknowledge I have read and understood this position descriptions and the requirements of my role.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

	Physiotherapist Grade 1	Doc Owner: Human Resources
Effective: August 2019	Review Due	Version No V1

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# Position Description

<b>Position Title:</b>	Physiotherapist Grade 2
<b>Award/classification:</b>	Victorian Stand Alone Community Health Centres, Health Professionals Multi-Employer Enterprise Agreement 2017-2021.
<b>Directorate:</b>	Health and Community Services
<b>Reports to/Direct Reports:</b>	Program Manager/Team Leader Physical Wellbeing Team
<b>Effective date:</b>	August 2019

## Overall Position Purpose

The Grade 2 Physiotherapist will hold responsibility for the provision of a high standard of clinical services to eligible clients in our community. Key deliverables for this role are to provide individualised, re-enabling/restorative, evidence-based physiotherapy assessments, clinical interventions, education, empowerment and self-management.

This position contributes to the success of DPV Health Ltd by operating as a physiotherapist within the Physical Wellbeing Team.

This position provides client-centred care, a high standard of clinical services and expertise with one on one and/or group interventions for elderly, disabled, ATSI, refugee/asylum seekers and other eligible clients in the Northern Metropolitan area of Melbourne.

## Duties and Responsibilities

### Service Delivery – Client Experience

- Protect the confidentiality of all clients, participants and staff at all times.
- Undertake accurate, timely assessments and interventions to internal and external clients consistent with team scope and individual scope of practice as determined by regular clinical supervision.
- Develop care plans in collaboration with clients/participants and other stakeholders to work towards client-centred goals.
- Identify need for additional support services with the client/participant in care plans. Make appropriate internal and external referrals for group or individual interventions to support a coordinated approach to better health outcomes for the client/participant.
- Provide follow up reviews, interventions and self-management strategies to empower the client/participant to achieve agreed goals in line with chronic disease best practice principles.
- Provide feedback to clients/participants, referrers and other stakeholders outlining assessment findings, agreed goals and recommendations. Feedback should be provided within 14 days of initial contact, or if changes in health status warrants further correspondence.
- Where appropriate, provide reports to NDIS Support Coordinators at required intervals to demonstrate effectiveness of the service in reaching the participants' goals.
- Ensure that client files supports the standard for documentation best practice, the funding body business rules and upholds the values of the organisation.

	Physiotherapist Grade 2	Doc Owner: Human Resources
Effective: August 2019	Review Due	Version No V1

- Develop, run and evaluate group based programs that support clients to improve control of their own health and encourages integration into the community, e.g. water-based, gym-based, condition-based groups with emphasis on social inclusion and community access.
- Supervise and support Grade 1 physiotherapists and Allied Health Assistants as required.
- Supervise and support Physiotherapy and Allied Health Assistant students as required.
- Support and contribute to service delivery growth and development opportunities in the Northern Growth Corridor.
- Identify and support quality improvement processes identified as relevant to the service delivery area
- Identify and support quality improvement processes from a client, quality and organisational view
- Practice effective Infection Control Procedures
- Participate in ongoing Professional Development to meet registration requirement as specified by AHPRA.
- Participate in research activities in partnership with other agencies.

#### **Reporting, Systems and Analytics**

- Provide high quality concise and timely reports for Team Leader/Program Manager as required.
- Actively use and promote the use of DPV Health Ltd systems such as VHIMS, Trakcare, eCase, MyBookings, ESS, e3, i-chris, TRIM and others
- Continually review service/support provided to analyse success and areas of improvement

#### **Financials, Budgets, Targets, Funding**

- Maintain regular, timely and accurate statistical input into relevant client databases.
- Actively support the Vision, Purpose and Values contained in the DPV Health Corporate plan.
- Understand the business rules for all relevant funding stream (HACC, CHSP, CH, ICD, MBS, NDIS or others) and achieve targets in all areas.
- Demonstrate working at full clinical diary caseload and take active steps to prevent FTAs and cancellations.
- Understand the impact of FTAs on reaching targets and on fee for service business streams.
- Ensure that all financial transactions are undertaken in line with approved DPV Health policy and delegations

#### **Culture, Engagement, Diversity – People Experience (standard section – not to be changed)**

- Demonstrates behaviours aligned with DPV Health Values and Code of Conduct
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- Actively participate in all required training, inductions and development
- Actively participate in and attend organisationally required meetings in a positive constructive manner. Offering balanced views and seeking solutions
- Actively supports and demonstrates inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct

#### **Health and Safety (standard section – not to be changed)**

- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards and injuries.
- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.
- Demonstrate safe work behaviours and conducting work in accordance with our safety management system.

#### **Risk Management and Compliance – Quality and Accreditation (standard section- not to be changed)**

- Ensure documentation supports both quality and department standards
- Actively identify, monitor and manage areas of key risk and lead appropriate escalation and response
- Actively monitor and improve the quality and safety of their care and services

	Physiotherapist Grade 2	Doc Owner: Human Resources
Effective: August 2019	Review Due	Version No V1

- Identify risks as they emerge and proactively address new and known risks.
- Commitment to partnering with clients to facilitate effective engagement and participation

## DVP Health Requirements

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- Current Victorian drivers licence
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## Qualifications Required:

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- SWEP credentialing (Minimum green) or able to apply for credentialing.

## Key Selection Criteria

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### Mandatory

- Current Registration as a Physiotherapist with AHPRA.
- Sound theoretical knowledge base and the commitment to continuing Professional Development to ensure best practice/evidence-based interventions are followed.
- Well-developed clinical skills and demonstrated ability to support a coordinated approach by working with a range of stakeholders to improve health outcomes as agreed with your clients.
- Experience working as a Physiotherapist in a Community Setting including work with CALD, Aged, clients with or at risk of chronic diseases as well as clients with disabilities.
- Experience conducting, developing and evaluating therapeutic and/or health education groups.
- Experience supervising Grade 1/junior physiotherapists as well as students and Allied Health Assistants.
- Appreciation of a culture of risk management and mitigation.

### Desirable

- Proficiency in a relevant community language will be highly regarded.

	Physiotherapist Grade 2	Doc Owner: Human Resources
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**Employee Acknowledgement**

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I, \_\_\_\_\_, acknowledge I have read and understood this position descriptions and the requirements of my role.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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