

## Position Description

<b>POSITION:</b>	Physiotherapy Team Leader
<b>ACCOUNTABLE TO:</b>	Director of Primary and Community Services
<b>DEPARTMENT:</b>	Primary and Community Services
<b>AWARD:</b>	Allied Health Professionals (Victorian Public Health Sector) Single Interest Agreement 2021-2026

### ORGANISATIONAL BACKGROUND

Robinvale District Health Services (RDHS) is a Multi-Purpose Service (MPS) located in North- West Victoria on the Murray River that provides a diverse range of services across a catchment area of approximately 60,000 square kilometres. In addition to service delivery in our immediate area, RDHS provides outreach services to the communities of Ouyen, Manangatang, Boundary Bend, Balranald, Wentworth and Dareton.

RDHS operates 10 acute beds, 54 residential aged care places and provide urgent care services to both the Robinvale and Manangatang communities. A comprehensive range of additional services include renal dialysis, midwifery, Visiting nursing, Allied health and early years.

#### Our Vision

Through leadership and innovation RDHS will improve the health, wellbeing and strength of our communities

#### Our Mission

To be accessible, build strong relationships, understand and meet people's needs and use resources wisely

#### Our Values



We interact with others as we would expect them to interact with us



We deliver high services with integrity, honesty and competence



We provide a standard of service and support which we would expect for ourselves



This means that we are dedicated to sustained promotion and success of the organisation



We work together in a positive, supportive manner

# Position Description

## Position statement

The RDHS Physiotherapy Team Leader works as part of the Primary and Community Services team, although has a priority focus on Physiotherapy service delivery and Physiotherapy team support. The Physiotherapy Team Leader possesses a higher level of clinical competence and experience, however is still involved in direct client care, both onsite and offsite, including Outreach services and health promotion activities to address the health needs of the community. The caseload is spread across a variety of locations including: RDHS Health and Wellbeing centre, acute hospital, aged care facilities, home-based, Outreach clinics and other locations that can arise. The Physiotherapy Team leader will be expected to work with students and Allied Health Assistants.

## Team Leader Responsibilities:

- Possess specialist knowledge and work in a clinical, educational, research and/or managerial area that requires this specialist knowledge.
- Deliver best practice and evidence-based Physiotherapy interventions to individuals as well as being involved with health promotion activities as appropriate.
- Maintain rostering for the Physiotherapy team to deliver services to inpatients, outpatients, aged care, community programs and Outreach clinics in order to meet specified contracts, service needs and areas directed by Director of Primary and Community Services.
- Coordinate and deliver Outreach clinics to designated areas as identified by Director of Primary and Community Services.
- Work with other disciplines in a multi-disciplinary team to achieve the best possible client outcomes.
- Work collaboratively with external service providers, key organisations, community groups and consumers to develop and improve primary health care services.
- Work together with the Director of Primary and Community Services to implement flexible, innovative and holistic service models to meet community needs.
- Actively participate in professional development including attendance at seminars and other learning and development opportunities, as well as keeping a record of sessions attended.
- Keep up to date with developments, legislation and regulations relevant to the requirements of the position.
- Provide formal clinical supervision and professional support to Grade 1 and Grade 2 Physiotherapists.
- Be the primary lead to teach, support and sign off on Physiotherapy under-graduate students and post-graduate students, however there may also be occasions needed to support other Allied Health or Nursing students.
- Develop and/or contribute to quality improvement projects as identified or as delegated by Director of Primary and Community Services.
- Advocating to Director of Primary and Community Services on behalf of the Physiotherapy team.
- Complete statistics and monthly requirements of the role.
- Will be expected to backfill the Director of Primary and Community Services position as requested.
- Conduct other duties as directed.

## Organisational outcomes

- Operational management that is aligned with organisational direction and directives
- Effective coordination of hospital resources to ensure safe operational continuity
- Occupational Health and Safety Legislation, Acts and RDHS procedures are met.
- Ongoing quality improvement.
- Collaborative, productive and harmonious team environment
- High level of productivity is achieved

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### KEY SELECTION CRITERIA

#### Essential

- University qualification in Physiotherapy
- At least five years' experience as a Grade 2 Physiotherapist or equivalent title
- Current registration with AHPRA
- Current membership with Australian Physiotherapy Association
- Current driver's license

#### Desirable

- Experience working in a rural health service with a generalist workload
- Sound knowledge of public health and social services
- Experience working with First Nations Peoples and Culturally and Linguistically Diverse (CALD) communities

#### Personal Behaviours & Attributes:

- Commitment to RDHS vision, mission and values
- Strong commitment to providing high levels of customer service (both internal and external stakeholders)
- Initiative, flexibility and ability to work independently as well as in a team
- High levels of self-motivation and initiative
- Ownership and accountability of one's work
- High levels of confidentiality and integrity (relating to both data and verbal communication)
- Passion for the community and making the extra effort to achieve the desired outcomes

### KEY PERFORMANCE INDICATORS FOR THIS POSITION

- To meet the minimum requirements of the position as stated in this Position Profile and as expressly agreed with your Manager
- To meet the objectives as agreed in your Performance Review Plan
- Completion of all prescribed annual competencies

### GENERAL RESPONSIBILITIES FOR ALL POSITIONS

#### People & Culture

- Employees must comply with and demonstrate the organizational values.
- All employees of RDHS are required to participate in an annual Performance Review and Planning process, ensuring all documentation is provided for the personnel file.
- All employees will undertake a departmental orientation induction program and complete training requirements relevant to the position, including all mandatory training requirements
- On an annual basis complete mandatory training requirements
- RDHS adopts and applies the Victorian Public Sector Code of Conduct. Each employee has the right to a work environment free from any form of workplace harassment and bullying.

#### Administration

- Be conversant with RDHS policies and procedures and be able to demonstrate how to access relevant policies and procedures using the PROMPT system

#### Diversity and Inclusion

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- Conducts self in a way that is respectful of others
- In collaboration with other staff, initiate and support training and events that promote diversity, inclusion and gender equity
- All staff are required to complete mandatory cultural awareness training

### Occupational Health and Safety

- Each employee has the right to a safe working environment and should advise their Manager of any risk or condition likely to result in accident or injury.
- Ensure that work practices are carried out in such a manner that minimizes risks to patients/clients/care recipients/residents, other staff members and visitors
- Are confidently able to complete a VHIMS incident report and report safety issues immediately to their manager/supervisor and/or Safety Representative
- Ensure that infection control guidelines and requirements are known and incorporated into daily work activities
- RDHS is a totally smoke free work place.
- All employees of RDHS must comply with the health service's Infection Control Policy (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza and Covid-19.

### Quality and Safety

- Demonstrate a commitment to the delivery of quality services
- Demonstrate a focus on partnering with consumers in the planning, delivery and evaluation of services and care, by actively seeking feedback and engaging consumers in their care planning as appropriate to employee role
- Ensure all RDHS activities are in accordance with the National Safety and Quality Health Service Standards (organisation wide)
- To actively participate in the review and continuous improvement of the quality and safety of clinical care including contribution to external accreditation processes
- To identify and make recommendations on opportunity to improve processes, quality and safe service delivery outcomes on clinical services provided as appropriate
- Be able to identify risks and follow RDHS Risk Management Policy and Procedure
- Have processes to monitor and evaluate the performance of the services provided by the work area

### Authority and Conditions

- All employees of RDHS must sign a Confidentiality Statement. This is to ensure that employees shall not at any time during the period of employment, or at its completion, divulge either directly or indirectly to any person, confidential knowledge or information acquired during the course of this employment.
- All employees of RDHS are required to recognize consumer rights and operate within the Charter of Human Rights
- Operate in accordance with the Delegation of Authority Framework.

### OTHER RELEVANT INFORMATION

- Appointment is subject to a six month qualifying period from the date of commencement
- Appointment is subject to satisfactory clearance of a current Police and Working with Children Check
- 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
- Management may alter this Position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s)
- A Probation Review will occur six (6) months from commencement, then annually taking account of the key roles and responsibilities outlined in this position description. In addition to reviewing performance (individual and work team), the annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead

I have read, understand and agree to comply with the duties and responsibilities of this Position Profile.

I accept the above Terms of Employment.



# Position Description

Name:

Signed:

Date:

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