

## POSITION DESCRIPTION

|                        |                           |
|------------------------|---------------------------|
| <b>Position Title:</b> | Casual Physiotherapist    |
| <b>Department:</b>     | Allied Health Casual Pool |
| <b>Location:</b>       | Royal Rehab Ryde          |

| Employment Screening Check:              |            |
|--|------------|
| National Criminal Record Check required: | Yes        |
| Working with Children Check required:    | Yes        |
| Vaccination Category required:           | Category A |
| Online driving record check required     | No         |

| Position Purpose:   |
|---|
| To provide clinical cover for leave as determined by the Professional Leader and Clinical Operations Managers of the units/services across Royal Rehab – Ryde & Royal Rehab Private - Ryde.<br>The position plays an integral role with maintaining service continuity. |

| Organisation Context:  |
|--|
| This position will work alongside other physiotherapists, within a multidisciplinary team in the Private Inpatients Unit and Day Rehabilitation, Spinal Injury Unit, Brain Injury Unit and Community Rehab Services. |

| Organisational Relationships: |   |
|-------------------------------|---|
| <b>Reports to:</b>            | Physiotherapy Professional Leader and Clinical Operations Manager.<br>Clinical supervision provided by Senior Physiotherapists. |
| <b>Responsible for:</b>       | Tasks delegated to an Allied Health Assistant   |

| Performance Review & Development Planning:   |
|--|
| Assessment against service, professional and organisation performance indicators, and development of professional development plan will occur 3 months after commencement, and annually thereafter |

| Qualifications, Skills & Experience:   |
|--|
| <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Registration with AHPRA.</li> <li>• Experience working in an inpatient rehabilitation service covering a neurological and orthopaedic caseload and aquatic physiotherapy.</li> <li>• Experience working with compensable clients and/or knowledge of systems involved.</li> </ul> |



|   |
|---|
| <ul style="list-style-type: none"> <li>• Demonstration of effective multidisciplinary teamwork.</li> <li>• Demonstration of evidence of relevant professional development and commitment to evidence-based practice.</li> <li>• Demonstration of excellent time management and self-organisational skills.</li> <li>• Demonstration of excellence in written and verbal communication skills.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience in the physiotherapy management of people with spinal cord injury and traumatic brain injury in an inpatient rehabilitation setting.</li> <li>• Experience working with community patients/clients in onsite or home-based settings.</li> <li>• Experience and/or sound knowledge of quality and research activities.</li> </ul> |
|---|

| <b>Key Internal &amp; External Relationships:</b> |   |
|---|---|
| Internal  | Physiotherapy Professional Leader, Director of Allied Health, Clinical Operations Manager, Rehabilitation Specialists, Multidisciplinary team members, physiotherapists across the organisation |
| External  | Colleagues at other health facilities, equipment suppliers, private health funders, ENABLE NSW, iCare, NDIS   |

| <b>Delegations/Authority</b> |     |
|------------------------------|-----|
| Budget                       | N/A |
| Financial Delegations        | N/A |

| <b>Key Responsibility Areas</b>   |  |
|-----------------------------------|--|
| <b>Key Area of Accountability</b> | <b>Specific Tasks and Responsibilities</b>   |
| Clinical                          | <ul style="list-style-type: none"> <li>• Provision of high quality, evidence-based physiotherapy interventions based on sound clinical reasoning following comprehensive assessment.</li> <li>• Provision of aquatic physiotherapy sessions.</li> <li>• Completion of all relevant documentation relevant to clinical care, transfers and discharge of clients as per Royal Rehab policy.</li> <li>• Be responsible for tasks delegated to a physiotherapy/allied health assistant.</li> </ul> |
| Clinical support                  | <ul style="list-style-type: none"> <li>• Attendance and participation at case conferences, goal setting meetings, family conferences.</li> <li>• Enter activity statistics into Kyra (electronic medical record system) by the due date.</li> </ul>  |
| Professional                      | <ul style="list-style-type: none"> <li>• Support clinical research conducted by colleagues and other physiotherapists conducting multi-centred projects.</li> <li>• Demonstrate ongoing professional and personal development through Performance Development Plan (PDP) and clinical supervision.</li> </ul>  |

| <b>GENERAL RESPONSIBILITIES</b>  |
|--|
| <b>Work Health and Safety</b>  |
| <p>Royal Rehab is committed to providing a healthy and safe workplace for all employees, clients and visitors. To facilitate this safe and healthy workplace it is your responsibility to:</p> <ul style="list-style-type: none"> <li>• Ensure that all potential hazards, accidents and incidents are identified and notified.</li> </ul> |



- Ensure your own safety and that of others.

### **Equity and Zero Tolerance to Bullying, Harassment and Discrimination**

Royal Rehab upholds the Federal and State government’s policies to bring equality in employment for all employees to assist them to achieve their full potential. Royal Rehab will ensure merit-based selection and that all facets of employment are fair, by making unlawful discrimination of persons based on gender, pregnancy, race, religion, marital status, age, sexual preferences, disability or carer responsibilities.

As an employee of Royal Rehab, it is your responsibility to:

- Deal with others in a fair and equitable manner free from harassment and discrimination.
- Ensure that a working environment free from sexual or any other harassment is recognised as a basic right.

### **Principles of Multiculturalism**

Employees are expected to:

- Respect and make provision for culture, language and religion of others within an Australian legal and institutional framework where English is the common language.
- Organise access to health care interpreting services to facilitate communication with clients who are from non-English speaking backgrounds as required.
- Abide by the principles of the Multiculturalism Act 2000.
- Implement the Multicultural Policies and Services Program (MPSP) within their area of responsibility.

### **Code of Conduct**

Royal Rehab requires a professional standard of behaviour from staff which:

- Demonstrates respect for the right of the individual and the community.
- Promotes and maintains public confidence and trust in the work of the Centre.

The purpose of the Code of Conduct is to provide a framework for decisions and actions in relation to conduct in employment. The code assists both employers and employees when they are required to decide what the acceptable standards of behaviour are. It underpins commitment to a duty of care to all staff and clients receiving our services. Employees should refer to the Code of Conduct for further information.

### **Safety & Continuous Quality Improvement**

All employees of Royal Rehab are expected to be actively involved in the review, evaluation and continuous improvement of processes and services within the employee's area of responsibility and/or interest. Royal Rehab participates in a number of relevant external accreditation and certification programs which include a continuous quality improvement approach. These programs support and facilitate the effective and efficient provision of quality care and the safety of clients of Royal Rehab.

### **Organisational Values**

Employees are expected to demonstrate a high standard of personal and professional behaviour and uphold Royal Rehab’s values being:

#### **Honesty: We conduct ourselves with truth, openness and integrity.**

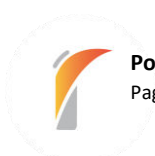
I will:

- Be sincere and genuine will all interactions.
- Communicate openly and encourage others to do the same.
- Be trustworthy in all that I do.

#### **Respect: We acknowledge and appreciate people’s rights, roles, views, and feelings.**

I will:

- Treat people with dignity.
- Acknowledge and value a person’s perspectives, connections and diversity.
- Be thoughtful and considerate.



**Working Together: We work as a team to achieve shared goals.**

I will:

- Share my knowledge, skills, experience and resources.
- Foster a culture of learning.
- Build positive relationships.

**Innovative Thinking: We embrace a culture of creativity to find the best solutions.**

I will:

- Explore better ways to continuously improve.
- Welcome and encourage new ideas.
- Actively participate in change.

**Environmental Policy and Waste Minimisation**

Being a good corporate citizen Royal Rehab will seek to implement changes that will ensure that its activities are undertaken in a manner consistent with best environmental health and safety practice. Employees are expected to be accountable for efficient resource utilisation, the reduction of waste, and commitment to recycling.

**Smoke Free Policy**

Royal Rehab is committed to adopting a smoke free workplace that will preclude all staff and visitors from smoking within the Centre.

**Royal Rehab Policies and Procedures**

It is a requirement that all Royal Rehab employees read, understand and adhere to Royal Rehab policies and procedures, paying particular attention to the following:

- Manual Handling.
- Confidentiality of Patient Information.
- Infection Control.
- Security.
- Fire Safety.
- Emergency Procedures.
- IT and Internet Utilisation.



## Job Demands Checklist

### Frequency Definitions

|                       |  |
|-----------------------|--|
| <b>O</b> = Occasional | Activity exists up to 1/3 of the time when performing the task           |
| <b>F</b> = Frequent   | Activity exists between 1/3 and 2/3 of the time when performing the task |
| <b>C</b> = Constant   | Activity exists more than 2/3 of the time when performing the task       |
| <b>R</b> = Repetitive | Activity involves repetitive movement                                    |
| <b>NA</b>             | Not applicable to this role  |

| Job Demands                  |  | Frequency |   |   |   |    |
|------------------------------|--|-----------|---|---|---|----|
|                              |  | O         | F | C | R | NA |
| <b>Physical Demands</b>      | <b>Description</b>   |           |   |   |   |    |
| Kneeling/squatting           | Tasks involve flexion/bending at the knees and ankle possible at the waist, in order to work at low levels                             |           | ✓ |   |   |    |
| Leg/foot movement            | Tasks involve use of leg and or foot to operate machinery  |           | ✓ |   |   |    |
| Hand/arm movement            | Tasks involve use of hands/arms i.e. stacking, reaching, typing, mopping, sweeping, sorting, inspecting                                |           | ✓ |   |   |    |
| Bending/twisting             | Tasks involve forward or backward bending/twisting at the waist  |           | ✓ |   |   |    |
| Standing                     | Tasks involve standing in an upright position without moving about   |           | ✓ |   |   |    |
| Driving                      | Tasks involve operating any motor powered vehicle  |           |   |   |   |    |
| Sitting                      | Tasks involve remaining in a seated position during task performance   | ✓         |   |   |   |    |
| Reaching                     | Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended                          |           | ✓ |   |   |    |
| Walking/running              | Tasks involve walking or running on even surfaces  |           | ✓ |   |   |    |
|                              | Tasks involve walking on uneven surfaces   | ✓         |   |   |   |    |
|                              | Tasks involve walking up steep slopes  | ✓         |   |   |   |    |
|                              | Tasks involve walking down steep slopes  | ✓         |   |   |   |    |
|                              | Tasks involve walking whilst pushing/pulling objects   | ✓         |   |   |   |    |
| Climbing                     | Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees   | ✓         |   |   |   |    |
| Working at heights           | Tasks involve making use of ladders, footstools, scaffolding etc. Anything where the person stands on an object rather than the ground |           |   |   |   | ✓  |
| Lifting/carrying             | Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands        |           | ✓ |   |   |    |
|                              | 1) Light lifting/carrying 0-9kg  |           | ✓ |   |   |    |
|                              | 2) Moderate lifting/carrying 10-15kg   | ✓         |   |   |   |    |
|                              | 3) Heavy lifting/carrying 16+kg  |           |   |   |   | ✓  |
| Restraining                  | Tasks involve restraining clients/clients, others  |           |   |   |   | ✓  |
| Pushing/pulling              | Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking                                 | ✓         |   |   |   |    |
| Grasping                     | Tasks involve gripping, holding, clasping with fingers or hands  |           | ✓ |   |   |    |
| Manual dexterity             | Tasks involve fine finger movements i.e. keyboard operation, writing   |           | ✓ |   |   |    |
| <b>Sensory Demands</b>       |  |           |   |   |   |    |
| Sight                        | Tasks involve use of eyes as an integral part of task performance i.e. looking at screen/keyboard in computer operations               | ✓         |   |   |   |    |
| Hearing                      | Tasks involve working in a noisy area i.e. boiler room, workshop   |           |   |   |   | ✓  |
| Smell                        | Tasks involve the use of the smell senses as an integral part of the task performance i.e. working with chemicals                      |           |   |   |   | ✓  |
| Taste                        | Tasks involve the use of taste as an integral part of task performance   |           |   |   |   | ✓  |
| Touch                        | Tasks involve the use of touch as an integral part of task performance   |           | ✓ |   |   |    |
| <b>Psychological Demands</b> |  |           |   |   |   |    |
|                              | Tasks involve interacting with distressed people   | ✓         |   |   |   |    |
|                              | Tasks involve interacting with people who as part of their lives may be aggressive, verbally or sexually uninhibited                   | ✓         |   |   |   |    |



