

## POSITION DESCRIPTION

<b>Position Title:</b>	Exercise Physiologist
<b>Department:</b>	LifeWorks
<b>Location:</b>	Royal Rehab Ryde, NSW and/or other Sydney Metropolitan areas.

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:	Yes
NDIS check required:	Yes

Position Purpose:
<p>The Exercise Physiologist is a member of the LifeWorks Ryde service to expand the current multidisciplinary service providing high quality EP interventions to clients funded by NDIS in the community or outpatient setting. EP intervention can occur:</p> <ul style="list-style-type: none"> <li>• Onsite at Royal Rehab’s Advanced Tech Therapy Centre, Ryde</li> <li>• In the client’s own home</li> <li>• In a range of Royal Rehab supported accommodation houses or facilities or other supported accommodation services</li> <li>• In a community location relevant to the client’s goals, e.g., shopping centre, community meetings.</li> </ul> <p>The position is responsible for the assessment, planning, implementation and evaluation of EP interventions within a client-focused and goal-centred framework.</p> <p>The position will be working in a therapy service with opportunities to be trained in utilising a range of advanced and robotic technology and innovation to optimise the effectiveness of EP interventions. This may include, but not be limited to, robotic end effector systems and virtual reality.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• To provide high quality, timely Exercise Physiology services to clients to maximise function, performance of activities of daily living and participation in meaningful activities.</li> <li>• To comply with centre-wide, service and Exercise Physiology discipline specific policies/procedures and initiatives and the Royal Rehab mission, vision and values</li> <li>• To work as part of the multidisciplinary team within LifeWorks and the Exercise Physiology department at Royal Rehab LifeWorks Ryde. This may involve working in or providing cover to other units from time to time upon request.</li> </ul>

Organisation Context:

Royal Rehab Group is a health and disability provider and has been delivering high quality services for people living with disability, their families, and carers for more than 120 years.

Royal Rehab encompasses of the below:

- Royal Rehab Public Hospital inclusive of specialised brain and spinal injury public inpatient rehabilitation units and community-based services
- Royal Rehab Private Hospital, including Day Rehab Programs at Ryde and Petersham
- Community Rehabilitation Services -TRANSPAC, home based rehab and public outpatients
- Royal Rehab LifeWorks - fee for service community and outpatients rehab and therapy
- Sargood on Collaroy (Spinal Resort)
- BreakThru Home and Living- disability accommodation and care services
- BreakThru Community services- day programs, DES, Support coordination.

Royal Rehab LifeWorks Ryde is an umbrella service that provides allied health services for people with a disability in a setting that suits their needs. This can be onsite at Royal Rehab, Ryde and/or in the community. Services under this program include:

- Single disciplinary and multi-disciplinary therapy and capacity building services aimed at achieving client goals.
- Driving assessment and training services.
- Psychosexual counselling and therapy services for people with a disability.

Programs are typically funded by NDIS, icare and other compensable schemes, though clients can self-fund.

### Organisational Relationships:

#### Reports to:

Operationally: Clinical Operations Manager, LifeWorks and Program Coordinator, LifeWorks  
 Professionally: Director of Community and Allied Health

#### Responsible for:

N/A

### 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:

#### Essential

- A degree in Exercise Physiology and Accreditation with Exercise Sports Science Australia (ESSA) as an Exercise Physiologist (AEP)
- Ability to work independently as a sole clinician and as part of a multidisciplinary team
- Previous experience working with neurological disorders including stroke and Parkinson's Disease desirable
- Ability to work independently and as part of a multidisciplinary team
- Excellent organisation and time management skills
- Strong commitment and professionalism to customer centred care
- Experience building long lasting patient relationships
- Highly motivated and a positive attitude

**Desirable**

- Knowledge of quality improvement and service evaluation processes
- Understanding of NDIS processes and procedures
- Experience in a rehabilitation setting
- PD Warrior certification (or willingness to complete training)

**Key Internal & External Relationships:**

Internal	<ul style="list-style-type: none"> <li>• Executive Director- Hospitals</li> <li>• Director of Allied Health,</li> <li>• Clinical Operations Manager- LifeWorks</li> <li>• Program Coordinator - LifeWorks</li> <li>• Physiotherapy Professional Leader</li> <li>• Community Therapy MDT and administration staff</li> <li>• All colleagues at Royal Rehab</li> </ul>
External	<ul style="list-style-type: none"> <li>• Clients and their relatives / carers</li> <li>• Community based SP's (public and private)</li> <li>• GPs</li> <li>• Insurance companies</li> <li>• icare, lifetime care and support, worker's care</li> <li>• Support Coordinators</li> <li>• Case Managers</li> <li>• National Disability Insurance Agency</li> <li>• Exercise Physiology interest Groups</li> <li>• Colleagues in other health facilities</li> </ul>

**Delegations/Authority**

Budget	N/A
Financial Delegations	As defined by the Delegations Authority policy

**Key Responsibility Areas**

Key Area of Accountability	Specific Tasks and Responsibilities
Provide assessment and treatment of individuals with high and complex health needs	<ul style="list-style-type: none"> <li>• Provide individual exercise physiology assessments, treatment and home exercise programs for all clients as indicated.</li> <li>• Work collaboratively with other members of the multidisciplinary team to ensure that the client receives an integrated service that meets their needs.</li> <li>• Identify the physical requirements of clients referred for Exercise Physiology, and provide the following to maximize their physical function:               <ul style="list-style-type: none"> <li>○ Appropriate referral to external providers if necessary</li> <li>○ Appropriate goal setting with client</li> <li>○ Appropriate treatment plan developed</li> <li>○ Appropriate treatment environments determined</li> <li>○ Appropriate physiotherapy interventions and strategies</li> <li>○ Appropriate liaison with team members regarding exercise physiology interventions</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Educate carers in the necessary skills for physical maintenance of their family member/client at home and in the community, which ensures the awareness of safe practice and minimization of the risk of injury to client and carer.</li> <li>• Advise and support the Multidisciplinary team (MDT) on triaging of clients for waiting lists as required.</li> <li>• Operate effectively with minimal direct clinical supervision (dependent on level).</li> <li>• Liaise with relatives/carers regarding client's goals, objectives and treatment plans where appropriate.</li> <li>• Contribute to clinical discussions and goal setting at case conferences, goal setting meetings and family conferences.</li> <li>• Keep up to date with current practices and evidence to ensure best practice.</li> <li>• Maintain timely and accurate medical records, documenting assessments, intervention and progress in accordance with Royal Rehab and Exercise Physiology guidelines</li> <li>• Provide written and verbal reports to all relevant stakeholders on assessment, diagnosis and on discharge from the service.</li> <li>• Ensure continuity of care by providing detailed handovers to other therapists.</li> <li>• Respect client confidentiality at all times.</li> <li>• Maintain current Exercise Physiology registration.</li> <li>• Maintain professional standards at all times.</li> <li>• Promote Royal Rehab and the LifeWorks service in a positive light at all points of contact with the public.</li> <li>• Be aware of safety issues and follow procedures when visiting clients in their homes. Know who to refer to or complete risk assessment form as part of LifeWorks initial assessment.</li> <li>• Comply with Minimal Lift policies and Workplace, Health and Safety policy and obligations including adopting a risk management approach.</li> <li>• Comply with Royal Rehab's Smoke Free Workplace Policy (and smoke only in designated areas on designated breaks).</li> <li>• Perform duties in accordance with relevant Work Health and Safety and Equal Opportunity Legislation.</li> <li>• Perform duties in accordance with the Centre and LifeWorks Service Policies and Procedures</li> </ul>
Clinical Support	<ul style="list-style-type: none"> <li>• Ensure outcome measures are completed on admission and discharge.</li> <li>• Ensure exercise physiology equipment is maintained in good working order, maintain an inventory of items and organise supplies as required.</li> <li>• Follow appropriate procedures for obtaining consent from clients and community service providers, being mindful of medico-legal implications when providing advice and consultancy services.</li> <li>• Enter appointments into Client Management System daily and check appointments are completed by due date.</li> <li>• Accurately record details of intervention where billing occurs for compensable or chargeable clients.</li> <li>• Comply with Royal Rehab policies and procedures regarding the order, purchase and payment of goods.</li> <li>• Drive responsibly. Fines are the responsibility of staff incurring them.</li> <li>• Complete timesheet forms including details of kilometres travelled in own car on a fortnightly basis.</li> <li>• Contribute proactively to housekeeping within the LifeWorks area.</li> <li>• Respect and be responsible for equipment, report any breakages/faults immediately to Program Coordinator / Manager.</li> </ul>

	<ul style="list-style-type: none"> <li>• Undertake other duties as delegated and/or assist in other Royal Rehab Units if required as directed by the Manager or Physiotherapy PL.</li> <li>• Follow Royal Rehab policy when applying for leave, liaise with Manager and PL, completing all the relevant forms in a timely fashion.</li> <li>• Notify the Manager as soon as feasible when unavailable for work.</li> <li>• Participate in the mandatory training requirements of the centre.</li> <li>• Notify Manager of any problems with pay statement as soon as possible.</li> </ul>
Demonstrate and maintain an understanding of and commitment to research, service development and quality improvement	<ul style="list-style-type: none"> <li>• Participate in a continuous process to monitor, evaluate and develop performance.</li> <li>• Identify opportunities for improvement in clinical practice.</li> <li>• Contribute to the collection and evaluation of client and service outcome data.</li> <li>• Contribute to ongoing quality improvement activities with other members of the MDT.</li> <li>• Support/participate in clinical research conducted by colleagues at Royal Rehab and other exercise physiologists who are conducting multi-centred projects when able.</li> <li>• Liaise with, Manager to contribute to the ongoing development of the exercise physiology, physiotherapy service and LifeWorks by actively participating in service meetings and working parties.</li> </ul>
Participate in the development of LifeWorks	<ul style="list-style-type: none"> <li>• Report any problems, issues, incidents and injuries to the Manager</li> <li>• Participate in Royal Rehab Performance Development program.</li> <li>• Comply with the Centre's uniform/dress code policy.</li> <li>• Participate in Royal Rehab accreditation process.</li> </ul>

### GENERAL RESPONSIBILITIES

#### Work Health and Safety

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:

- Ensure that all potential hazards, accidents and incidents are identified and notified
- 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 provides assistance to 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 then 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
Physical Demands	Description					
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>	<b>Description</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>	<b>Description</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	✓				
	Tasks involve viewing/handling deceased and/or mutilated bodies					✓
<b>Exposure to Chemicals</b>	<b>Description</b>					
Dust	Tasks involve working with dust i.e. sawdust					✓
Gases	Tasks involve working in areas affected by gas, or working directly with gases					✓
Fumes	Tasks involve working with fumes i.e. which may cause problems to health if inhaled					✓
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made e.g. dermatitis					✓
Hazardous substances	Tasks involve handling of hazardous substances including storage or transportation					✓
Biological matter	Tasks involve work with human biological matter through examination, storage, transport or disposal	✓				
Allergenic substances	Tasks involve exposure to allergenic substances					✓
Anti-biotics	Tasks involve handling, transport, administration or disposal of anti-biotics					✓
<b>Working Environment</b>	<b>Description</b>					
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance e.g. glare, not enough natural light					✓
Colour	Tasks involve differentiation of colour			✓		
Sunlight	Exposure to sunlight		✓			
Temperature	Tasks involve working in temperature extremes e.g. working in a cool room, working outdoors, boiler room		✓			
Confined spaces	Tasks involve working in confined spaces					✓
<b>Accident Risk</b>	<b>Description</b>					
Surfaces	Tasks involve working on slippery or uneven surfaces	✓				
Housekeeping	Tasks involve working with obstacles within the area, bad housekeeping	✓				
Heights	Tasks involve working at heights					✓

Manual handling	Tasks involve manual handling		✓			
Noise	Tasks involve working in a noisy environment	✓				
Radiation	Tasks involve exposure to x-rays					✓
Electricity	Tasks involve working with electrical apparatus and currents					✓
Machinery	Tasks involve use of machinery and equipment:	✓				
	1) Light	✓				
	2) Heavy	✓				
	3) Portable	✓				
Biological hazards	Tasks involve working with blood, blood products/body fluids	✓				
<b>Other Issues</b>	<b>Description</b>					
Workplace access	Tasks involve difficult access or movement from site to site	✓				
Personal protective equipment	Tasks involve use of Personal Protective Equipment	✓				
Safety critical issues	Tasks involve responsibility for safety of others		✓			

Document Control (Hiring Manager use only)	
<b>Effective Date:</b> 20 <sup>th</sup> March 2024	<b>Authorised By:</b> Kylie Chambers, Clinical Operations Manager Royal Rehab LifeWorks-Ryde

### Acknowledgement:

I accept the position description as documented above and understand that the position description will be reviewed during the performance review time. I understand that the position description may need to be amended periodically due to changes in responsibilities and organisational requirements.

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Name

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Signature

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Date