

POSITION DESCRIPTION

Position Title:	Senior Physiotherapist
Department:	NSW Spinal Outreach Service
Location:	Royal Rehab, Ryde and other metropolitan and regional parts of NSW

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
NDIS Worker Screening Check required:	No

Position Purpose:
<p>The position calls for an experienced and highly motivated Physiotherapist with well-developed clinical and interpersonal skills to work within a collaborative team. You will have experience in management of complex disability, ideally in Spinal Cord Injury (SCI), and experience in case management or similar roles to support clients holistically. The role reports to the Manager of the NSW Spinal Outreach Service (SOS), and will be supported by experienced Physiotherapists within the team and organisation. You will be able to manage multiple competing caseload demands, participate in development and delivery of clinician education, and contribute to the service development of the team and organisation through contributions to working parties and quality projects deemed relevant to this role. The ability to attend three rural clinics during the calendar year (away for 3-4 night block) is essential.</p>

Organisation Context:
<p>Based at Royal Rehab, the NSW Spinal Outreach Service incorporates the Rural Spinal Cord Injury Service and as a Statewide service provides assessment, education, consultancy and support to people with a spinal cord injury, their families and carers and associated care agencies. The multidisciplinary clinical team consists of Occupational Therapists, Clinical Nurse Specialists, Physiotherapists, Social Workers and Staff Specialists.</p>

Organisational Relationships:	
Reports to:	Manager, NSW Spinal Outreach Service & Professionally to the Professional Leader Physio, Royal Rehab.
Responsible for:	N/A

Performance Review & Development Planning:
<p>Assessment against service, professional and organisation performance indicators, and development of professional development plan will occur 3 months after commencement, and annually thereafter.</p>

Qualifications, Skills & Experience:

Essential

1. AHPRA Registered Physiotherapist with a minimum of 5 years post registration experience,
2. Post-registration experience and/or qualifications relevant to spinal cord injury, neurological conditions, or rehabilitation.
3. Demonstrated high level written and verbal communication, interpersonal skills and the ability to identify key messages, issues and concerns when communicating with others.
4. Demonstrated ability to accurately keep records including written client records and administrative records in accordance with policies and procedures.
5. Current C unrestricted drivers' license or equivalent.
6. Competent computer user, specifically with Microsoft products.
7. Ability to travel throughout rural NSW (approx. 3 times/year, for 3-4 nights duration on each occasion).

Desirable

1. Experience in a community-based health care setting.
3. Ability to develop and promote preventative approaches to client health care with an emphasis on supported self-management and education.
4. Ability to case-manage clients and demonstrate an understanding of the roles and functions of case management within a multi-disciplinary team in community or inpatient settings.
5. Experience of quality improvement initiatives or clinical research.
6. Demonstrated understanding of adult learning styles.

Key Internal & External Relationships:

Internal	NSW Spinal Outreach Service Manager, other SOS team members, Director of Nursing Royal Rehab, General Manager Community Services, CNC Spinal Injuries Unit, other staff at Royal Rehab, staff at Sargood on Collaroy and Metro Rehab.
External	<i>Metropolitan and Rural:</i> NDIS representatives, Enable NSW, Dept of Housing, Community based nursing (public and private), iCare Lifetime Care, iCare Workers Care, ParaQuad, SCIA, Rural Spinal Cord Injury Coordinators, insurance companies, equipment/continence suppliers, Government and non-government organisations providing services within the community, public and private hospital rehabilitation facilities, aged care and residential facilities, POWH, RNS Hospital, other metropolitan hospitals.

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
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<p>Provision of Physiotherapy support to clients and clinicians using evidence-based practice</p>	<ul style="list-style-type: none"> • To provide comprehensive physiotherapy assessment of clients to assist in the development and maintenance of community integration goals and the identification of long-term needs within the community. • To act as Client Services Co-ordinator (CSC) supporting services required either internal or external to the organisation. • To identify the physical requirements and needs of a community client and develop appropriate goals and strategies for intervention. • To educate carers in skills necessary to assist in the physical management of clients at home. • To educate clients/carers as required eg back care, manual handling, positioning, exercise, and use of equipment. • To prescribe appropriate equipment/assistive devices and modify equipment to maximise a client's independence and train clients/carers in the correct and safe use of the equipment where appropriate. • Make links with suppliers of equipment and advise in relation to appropriate prescription guidelines. • To attend and participate in case conferences, to review client status, set goals for ongoing intervention and organise discharge plans. • To provide assessment, consultation and educational support to hospital and community service providers regarding the needs of clients with a spinal cord injury. • To work collaboratively with other team members on the development and implementation of interdisciplinary programs to assist clients maximise independence in the community. • To document Physiotherapy intervention and complete reports in the medical record in accordance with service procedures and standards in a timely manner.
<p>Effective Communication</p>	<ul style="list-style-type: none"> • To educate carers in skills necessary to assist in the management of clients at home. • To provide discipline specific support and education to team members in relation to community rehabilitation assessment and intervention. • Develop, maintain and document alliances within the community which function as effective support structures for clients with spinal cord injuries. • Liaise with the network of community services, agencies and health professional disability groups to utilise and enhance service capacity to meet client needs. • Be a state-wide consultant and resource person for clinicians and support teams in relation to community service delivery for people with spinal cord injury. • Make and maintain links with suppliers of equipment and advise in relation to appropriate prescription guidelines.
<p>Service Delivery leadership</p>	<ul style="list-style-type: none"> • To contribute to and develop the evaluation of the long-term rehabilitation outcomes for clients with a spinal cord injury and their families/carers. • To provide a high level of input and professionalism to the NSW SOS as a member of the interdisciplinary team. • To be able to identify significant issues impacting on the rehabilitation outcomes for people with a spinal cord injury and implement strategies to address these issues. Promote Physiotherapy expertise within NSW

	SOS, Royal Rehab and the community e.g participate in educational programs for professional staff and community groups.
Administrative	<ul style="list-style-type: none"> • Maintain relevant client and administrative databases within the bounds of relevant policy and procedures. • Participate in relevant team and discipline meetings. • Complete client and service reports as required as specified in the Service Agreement (may change under negotiation from time to time) and for Royal Rehab service delivery requirements. • Comply and contribute to relevant data collection.
Professional Development and Supervision	<ul style="list-style-type: none"> • May supervise or co-supervise Physiotherapy students. • Participate in the provision of clinical inservice education programs to staff and students. • Supervise Physiotherapy colleagues if delegated by the NSW SOS Manager & Physiotherapy Professional Leader including giving input to annual performance appraisals. • Demonstrate a commitment to own professional development and keeping skills and knowledge up to date. • Participate in clinical supervision as per Royal Rehab Policy and an annual performance appraisal as per Royal Rehab Performance Development Program. • Participate in Physiotherapy Service meetings and Journal Clubs, minute and chair meetings and conduct Physiotherapy Service projects as required. • Attend all mandatory Royal Rehab staff training and other professional development in line with professional goals established in performance appraisal. • Remain up to date on issues relevant to Physiotherapy practice and demonstrate understanding of evidence based practice in a rehabilitation setting. • Develop and maintain knowledge of relevant rehabilitation/disability issues, generalist and disability specific community and consumer services/agencies.
Quality and Research	<ul style="list-style-type: none"> • Identify opportunities for improvement in clinical practice in unit/service, develop and lead quality improvement activities with other staff. • Involvement in planning, implementation, evaluating and reporting on services within NSW SOS and Physiotherapy service including evaluation of the long-term rehabilitation outcomes for clients with a spinal cord injury and their families/carers. • May manage specific tasks or projects, conduct clinical research in collaboration with the Physiotherapy Service and/or NSW SOS. • Participate in Royal Rehab, NSW SOS and Physiotherapy Service continuous quality improvement programs and accreditation process. • Participate in developing appropriate outcome measures to monitor the function of the NSW SOS and Physiotherapy Service. • Promote and support research that informs best practice for SCI rehabilitation.

Other	<ul style="list-style-type: none"> • Travel regularly throughout Metropolitan Sydney and periodically travel to rural locations as part of the Rural Spinal Cord Injury clinic teams. • To comply with centre-wide and Physiotherapy Dept specific policies/procedures and initiatives to “work in partnership with people to maximise abilities and optimise lifestyles following injury or illness” as per RRCS mission statement. • Abide by the legislative, and professional Code of Ethics relevant to Physiotherapists, and comply with Royal Rehab policies including Royal Rehab’s Code of Conduct and Spinal Outreach Service policies and procedures.
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GENERAL RESPONSIBILITIES	
Work Health and Safety	
<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"> • 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	
<p>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.</p> <p>As an employee of Royal Rehab it is your responsibility to:</p> <ul style="list-style-type: none"> • 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	
<p>Employees are expected to:</p> <ul style="list-style-type: none"> • 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	
<p>Royal Rehab requires a professional standard of behaviour from staff which:</p> <ul style="list-style-type: none"> • Demonstrates respect for the right of the individual and the community • Promotes and maintains public confidence and trust in the work of the Centre <p>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</p>	
Safety & Continuous Quality Improvement	
<p>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</p>	

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 with 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

O = Occasional	Activity exists up to 1/3 of the time when performing the task
F = Frequent	Activity exists between 1/3 and 2/3 of the time when performing the task
C = Constant	Activity exists more than 2/3 of the time when performing the task
R = Repetitive	Activity involves repetitive movement
NA	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		✓			
Sensory Demands	Description					
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			✓		
Psychological Demands	Description					
	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					✓
Exposure to Chemicals	Description					
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					✓
Working Environment	Description					
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	✓				
Accident Risk	Description					
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	✓				
Other Issues	Description					
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)	
Effective Date: October 2020	Authorised By: Manager, NSW Spinal Outreach Service

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.

Name

Signature

_____/_____/_____
Date