



HSS Registered March 2018

## Allied Health Assistant Physiotherapy

Health Salaried Officers Agreement: Level G2

Position Number: 104931

Physiotherapy Department

Royal Perth Bentley Group / East Metropolitan Health Service

### Reporting Relationships

Head of Department  
Award Level: HSO P6  
Position Number: 104906



Deputy Head of Department  
Award Level: HSO P4  
Position Number: 104862



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• Nil		



Also reporting to this supervisor:

- Senior Physiotherapists, HSO P3
- Senior Physiotherapists, HSO P2
- Physiotherapists, HSO P1
- Administrative Assistant, HSO G3
- Physiotherapist Assistants, HSO G3
- Physiotherapy Assistants, HSO G2
- Clinic Clerks, HSO G2

### Key Responsibilities

Assists Physiotherapy Staff as directed to enable daily provision of Physiotherapy Department clinical services.

## Brief Summary of Duties (in order of importance)

### 1. Clinical

- 1.1 Assist with the delivery of inpatient, outpatient and community based clinical services as directed, including participation in after-hours rosters and rotation between sites as required.
- 1.2 Transports patients to and from treatment areas.
- 1.3 Assists patients with personal care needs as required.
- 1.4 Prepares clinical areas and equipment for daily use. Cleans treatment equipment as per protocol, including decontamination if required.
- 1.5 Maintains equipment and clinical stock as instructed, including ordering of departmental requirements, and ensures a full stock of patient equipment and aids are available for use.
- 1.6 Completes required documentation including recording of patient statistics
- 1.7 Provides clerical support to staff as directed e.g. photocopying, filing, reception duties, collection of clinical records and equipment.

### 2. Education

- 2.1 Attends department meetings as required.
- 2.2 Attends and participates in relevant departmental education programs.

### 3. EMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 4. Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Knowledge and understanding of the role of a physiotherapy assistant.
2. Ability to participate in a team based approach to work.
3. Ability to communicate effectively (verbal and written) and interpret instruction.
4. Ability to work in a safe, independent manner once instructed.
5. Physical ability to perform a broad range of manual tasks.

### Desirable Selection Criteria

1. Completion of a Certificate III and or IV in Allied Health Assistance and or previous experience of clinical support work in a clinical department or hospital ward and/or training as a physiotherapy assistant.
2. Knowledge of patient handling techniques, patient transportation and stock control.
3. Understanding of quality improvement and accreditation processes.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

_____ Manager / Supervisor Name	_____ Signature or	_____ HE Number	_____ Date
_____ Dept. / Division Head Name	_____ Signature or	_____ HE Number	_____ Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

_____ Occupant Name	_____ Signature or	_____ HE Number	_____ Date
_____ Effective Date			

HSS Registration Details (to be completed by HSS)

Created on _____	Last Updated on	15/03/2018 HE38566
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