



North Metropolitan Health Service  
**Job Description Form**

HSS Registered April 2017

**Coordinator Physiotherapy**  
**Day Therapy Unit Clinics**  
**WA Health – HSUWA – PACTS Industrial Agreement: HSO Level P3**  
**Position Number: 700625**  
**Physiotherapy Department / Day Therapy Unit**  
**Osborne Park Hospital**

**Reporting Relationships**

Title Nurse Co-Director OPH  
 Award Level: RN SRN 10  
 Position Number: 700549



Head of Department Physiotherapy  
 Award Level: HSO Level P4  
 Position Number: 707268



**This Position**



← Also reporting to this supervisor:

- Various Positions

**Directly reporting to this position:**

Title	Classification	FTE
Senior Physiotherapy (RAILs Programme)	P2	1
Senior Physiotherapist (CAEP)	P2	0.2
Senior Physiotherapist (Parkinson’s Clinic)	P2	1
Senior Physiotherapist (Parkinson’s Clinic)	P1	0.8
Physiotherapist (Day Hospital)	P1	0.5
<b><u>Other positions under control</u></b>	P1	0.5
Physiotherapist (Parkinson’s Clinic)		
Physiotherapy Assistant (Parkinson’s Clinic)		

**Prime Function / Key Responsibilities:** Plans and coordinates quality physiotherapy service for Day Therapy Unit Clinics and Community Transition within the Rehabilitation and Aged Care Service.

# Coordinator Physiotherapy | HSO Level P3 | Position No: 700625

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

### 1. Clinical 65%

- 1.1 Co-ordinates the development, service delivery and evaluation of physiotherapy programs relating to Day Therapy Unit Clinics and Community Transition within the Rehabilitation & Aged Care Service.
- 1.2 Provides physiotherapy management of patients within the Rehabilitation and Aged Care Service.
- 1.3 Ensures the setting and maintenance of professional standards within the Team.
- 1.4 Attends program management meetings and liaises with the Health Care Team in case and program management matters.
- 1.5 Involves staff in the planning of service development and delivery.
- 1.6 Provides prophylactic and education programs for the Health Site and community.

### 2. Professional 20%

- 2.1 Provides a positive role model, progressive leadership, guidance and clinical consultancy to physiotherapists within the team.
- 2.2 Provides the Head of Service and the Physiotherapy Head of Department with information relevant to Physiotherapy Services within the Rehabilitation & Aged Care Service.
- 2.3 Acts as a clinical consultant to other physiotherapists and health professionals within the North Metropolitan Health Service.
- 2.4 Initiates, implements and participates in research, continuous improvement and education activities.
- 2.5 Ensures that subordinate staff understands and participate in Quality Improvement, Performance Management, Professional Development and Risk Management.
- 2.6 Ensures continuing participation in own personal Professional Development and Performance Management programs.
- 2.7 Provides clinical education programs, clinical supervision and performance development for staff.
- 2.8 Participates in professional organisations and establishes professional networks relevant to the Rehabilitation and Aged Care Service.
- 2.9 Responsible for investigation of incidents/accidents in work area in consultation with an OSH representative.
- 2.10 Liaises with university staff in the management of the undergraduate program, ensuring appropriate induction, supervision and assessment of students.

### 3. Administration 10%

- 3.1 Maintains accurate clinical and statistical records and reports and ensures maintenance of such records within allocated area.
- 3.2 Reviews and up-dates policies, procedures and guidelines within the section.
- 3.3 Responsible for the orientation and training of new staff into their specific job areas, and for on-going supervision.
- 3.4 Selects equipment and supplies within allocated budget.
- 3.5 Carries out delegated Physiotherapy administrative duties.

### 4. NMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.

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- 4.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards. Completes mandatory training (including safety and quality training) as relevant to role.
- 4.4 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.5 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### **5. Undertakes other duties as directed.**

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## Work Related Requirements

### Essential Selection Criteria

1. Tertiary qualification in Physiotherapy and eligible for registration by the Physiotherapy Board of Australia.
2. Considerable post graduate physiotherapy experience and education in gerontology.
3. Advanced skills and ability to use appropriate treatment and assessment methods.
4. The ability to plan, develop and evaluate physiotherapy services provided to Rehabilitation & Aged Care clients and their carers.
5. Skills and experience in the application of Best Practice principles in service delivery.
6. High level written, verbal and interpersonal skills for both clinical and administrative duties.
7. Advanced supervision skills.
8. Advanced organisational skills to manage a section.
9. Demonstrated skills and ability to add value to a multi-disciplinary team.
10. Demonstrated commitment to continuing Professional Development in relevant areas.
11. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### Desirable Selection Criteria

1. Clinical experience in a hospital setting.
2. Clinical experience in community transition programs.
3. Well-developed computer literacy and knowledge of HDWA computer applications.

### Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by the Physiotherapy Board of Australia must be provided prior to commencement.
- 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/HE:  
Date:

### Dept./Division Head

Name:  
Signature:  
Date:

### Position Occupant

Name:  
Signature:  
Date: