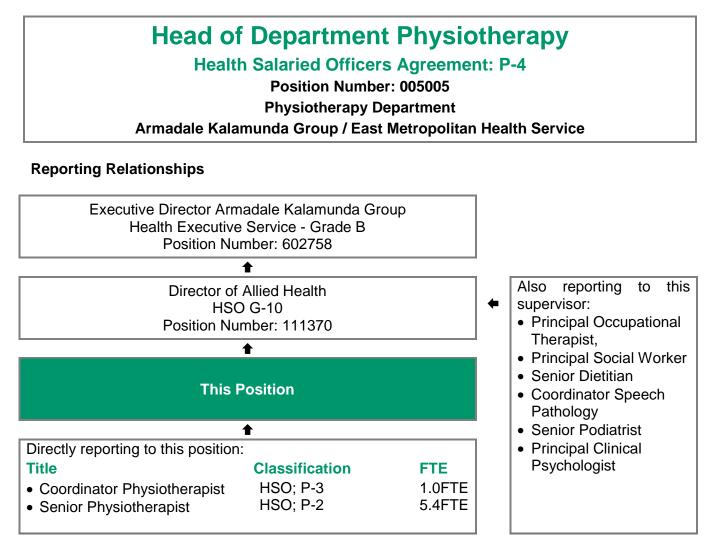




## **HSS REGISTERED**



#### **Key Responsibilities**

Manages and directs the Physiotherapy service across all clinical areas/specialties and delivery settings for Armadale Kalamunda Group (AKG). Manages all administrative, clinical and supervisory aspects of the physiotherapy service.

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

### 1. Management

- 1.1 Plans, directs and evaluates physiotherapy services for the Divisions of EHMS that operate within AKG.
- 1.2 Responsible for policy formulation and review and procedural documentation for Physiotherapy.
- 1.3 Promotes and ensures the maintenance of Physiotherapy practice standards and compliance with relevant policies, procedures and legislation.
- 1.4 Plans and coordinates the development, implementation and evaluation of Physiotherapy programs.
- 1.5 Manages and undertakes the recruitment, selection and appointment of Physiotherapy staff, and coordinates leave and leave cover arrangements.
- 1.6 Deploys and rosters Physiotherapy staff, allocates and coordinates duties, monitors and adjusts assigned workloads.
- 1.7 Oversees the operational & strategic planning at departmental level and contributes to strategic planning at health service and division levels.
- 1.8 Advises Director of Allied Health on professional, clinical and workforce issues relating to Physiotherapy.
- 1.9 Ensures maintenance & analysis of Physiotherapy reports, records and statistics and completion of other administrative requirements.
- 1.10 Responsible for promoting and ensuring active participation in Quality Activities by all staff.

## 2. Professional

- 2.1 Provides direct professional supervision and performance development for senior physiotherapists.
- 2.2 Ensures the provision of appropriate orientation, supervision, performance management and professional development of all Physiotherapy staff.
- 2.3 Acts as a consultant to Physiotherapy staff across the health service in regard to clinical issues and the management of complex cases, with due regard for the context of service delivery
- 2.4 Participates in department and hospital policy, planning and management committees as required.
- 2.5 Represents the profession on professional committees, associations and working parties within and outside AKG.

## 3. Education and Research

- 3.1 Coordinates the placement, supervision and training of undergraduate and postgraduate physiotherapy students at AKG.
- 3.2 Participates in appropriate activities to maintain or upgrade managerial, professional, clinical and managerial skills and knowledge and implements continuing education for staff.
- 3.3 Initiates and/or participates in approved research programs

## 4. EMHS 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.
- 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

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ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.

- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 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.

# **Work Related Requirements**

### **Essential Selection Criteria**

- 1. Tertiary qualification in Physiotherapy and eligible for registration by the Physiotherapy Board of Australia.
- 2. Demonstrated extensive clinical and managerial experience and knowledge of physiotherapy services in inpatient and outpatient/community settings.
- 3. Demonstrated knowledge and application of human resource management principles.
- 4. Demonstrated high level interpersonal and communication skills both oral and written.
- 5. Demonstrated negotiation, analytical and problem solving skills relevant to clinical and management areas.
- 6. Demonstrated knowledge, skills and application in clinical governance, quality improvement and policy formulation.
- 7. 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. Possession of or progress towards a relevant post graduate qualification.
- 2. Knowledge of research principles to support evidence based practice.

### **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	or	HE Number	Date
Dept. / Division Head Name	Signature	or	HE Number	Date
As Occupant of the position I ha	ave noted the	statemei	nt of duities respo	nsibilities and
other requirements as detailed i	in this docume		HE Number	Date
other requirements as detailed i Occupant Name Effective Date		ent.		
other requirements as detailed i	in this docume Signature	ent. or		

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