



HSS REGISTERED

Head of Department Physiotherapy
Health Salaried Officers Agreement: P-4
Position Number: 005005
Physiotherapy Department
Armadale Kalamunda Group / East Metropolitan Health Service

Reporting Relationships

Executive Director Armadale Kalamunda Group
 Health Executive Service - Grade B
 Position Number: 602758



Director of Allied Health
 HSO G-10
 Position Number: 111370



This Position



Directly reporting to this position:

Title	Classification	FTE
• Coordinator Physiotherapist	HSO; P-3	1.0FTE
• Senior Physiotherapist	HSO; P-2	5.4FTE

Also reporting to this supervisor:

- Principal Occupational Therapist,
- Principal Social Worker
- Senior Dietitian
- Coordinator Speech Pathology
- Senior Podiatrist
- Principal Clinical Psychologist

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.

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

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
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..... Dept. / Division Head Name Signature	or HE Number Date
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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 January 2019
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