



HSS REGISTERED

**Coordinator Physiotherapy
(Surgical and Oncology)**

Health Salaried Officers Agreement; Level P-3

Position Number: 008405

**Sir Charles Gairdner Hospital – Physiotherapy Department
North Metropolitan Health Service**

Reporting Relationships

Head of Department, Physiotherapy
HSO Level: P-6
Position Number: 000836



Deputy Head of Department, Physiotherapy
HSO Level: P-4
Position Number: 000840



This Position



Also reporting to this supervisor:

- Various

Directly reporting to this position:

Title	Classification	FTE
Senior Physiotherapist	HSO P-3	1.0
Senior Physiotherapist	HSO P-2	2.60
Physiotherapist	HSO P-1	0.50

Other positions under control

- Senior Physiotherapist, P-2, 0.50 FTE-externally funded

Prime Function / Key Responsibilities

Leads and manages specialised Physiotherapy services for the General High Dependency Unit (HDU) within the Surgery and Oncology clinical areas at the Sir Charles Gairdner Hospital (SCGH). Represents these service areas plus breast cancer services at SCGH Physiotherapy Leadership Group meetings.

Brief Summary of Duties

1. Clinical

- 1.1 Leads, manages and provides specialised Physiotherapy services in the allocated clinical specialty areas through comprehensive patient screening, assessment, intervention and case management using advanced clinical practice and interdisciplinary skills.
- 1.2 Participates in ward rounds, case conferences, Surgical and Oncology team meetings and SCGH Physiotherapy Department meetings.
- 1.3 Advises, consults and liaises with other professional staff, hospital and community agencies on clinical matters relating to case management in the allocated specialised areas of practice.
- 1.4 Supervises students in approved clinical teaching and fieldwork programs as required.
- 1.5 Participates in a weekend inpatient roster as requested.

2. Management

- 2.1 Manages and coordinates the Surgical and Oncology physiotherapy teams, responsible for staff rostering, assigning staff to caseload duties, staff performance management and other duties as required.
- 2.2 Develops and implements specific policies and procedures (NMHS, SCGH, and SCGH Physiotherapy Department) to guide daily operations of Surgical and Oncology physiotherapy services.
- 2.3 Facilitates and implements the development of strategic and business plans for the Surgical and Oncology physiotherapy teams.
- 2.4 Ensures individual patient records and statistics are maintained by the Surgical and Oncology physiotherapy teams according to hospital and service guidelines; undertakes audits as required.
- 2.5 Leads and represents the Surgical and Oncology physiotherapy teams within the SCGH Physiotherapy Department.
- 2.6 Plans, coordinates and implements ongoing professional development for the Surgical and Oncology physiotherapy teams and other physiotherapy staff, including coordination of competency attainment for SCGH Physiotherapy Department staff in preparation for weekend duties.
- 2.7 Undertakes continued professional development and participates in performance management to advance professional standards and specialised skills in the allocated clinical areas, including training in interdisciplinary interventions relevant to the specialties.
- 2.8 Leads and participates in quality improvement activities to enhance service delivery and patient outcomes in the relevant clinical specialty areas, including implementing, monitoring and reporting on specific clinical indicators in conjunction with the Deputy Head of Department (HOD) and HOD Physiotherapy.
- 2.9 Initiates and participates in all relevant clinical management meetings with respect to allied health practice change and policy development.
- 2.10 Ensures compliance with Equal Employment Opportunity, Disability Services and Occupational Safety and Health legislation is maintained within the Surgical and Oncology physiotherapy teams.
- 2.11 Represents the Surgical and Oncology (including breast cancer services) physiotherapy teams at the SCGH Physiotherapy Leadership Group meetings and provides feedback as requested by the Deputy HOD and HOD Physiotherapy.

3. NMHS Governance, Safety and Quality Requirements

- 3.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.

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- 3.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
 - 3.3 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.
 - 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
 - 3.5 Performs duties in accordance with Government, WA Health, North 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. Tertiary qualification in Physiotherapy and eligible for registration by the Physiotherapy Board of Australia.
2. Extensive relevant clinical experience, knowledge and demonstrated clinical competence in the physiotherapeutic management of patients within the relevant specialised areas of practice.
3. Demonstrated ability to work effectively within a multidisciplinary team.
4. Demonstrated high level of interpersonal, verbal and written communication skills.
5. Experience in service coordination, development and management.
6. Experience in initiating and coordinating quality improvement and/or research activities.
7. Proven ability to supervise and conduct in-service training to staff and students both professional and inter-professional.
8. Demonstrated clinical leadership and team building skills including negotiation and conflict resolution.
9. 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. Completion or progress toward a relevant postgraduate qualification in a relevant area.
2. Previous relevant experience in a High Dependency Unit.

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: Tracy Hebden-Todd
Signature:
Date:

Position Occupant

Name:
Signature:
Date: