



HSS Registered June 2023

## Allied Health Assistant Physiotherapy

Hospital Salaried Officers Agreement: HSO Level G2

Position Number: 104933

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: HOS 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.

## EMHS Vision and Values

### Our Vision

***Healthy people, amazing care.  
Koorda moort, moorditj kwabadak.***

**Healthy people** refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

**Amazing care** reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

### Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

## 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 department requirements, ensuring 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 e.g. photocopying, filing, answering phones, collection clinical records and equipment.

### 2. Education

- 2.1 Attends Department meetings as required. 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

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values

### 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 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

\_\_\_\_\_  
 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

**HCN Registration Details** (to be completed by HSS)

Created on \_\_\_\_\_

Last Updated on \_\_\_\_\_