

<b>Position Title:</b>	Physiotherapist Graduate Year Program
<b>Classification:</b>	Physiotherapist Grade 1, Year 3
<b>Reports to:</b>	Physiotherapy Manager with Clinical Support provided by Learning & Development Department
<b>Department:</b>	Physiotherapy Services
<b>Award / Enterprise Agreement:</b>	Victorian Public Health Sector Health Professionals Enterprise Agreement 2020-2021

### About Bass Coast Health

Bass Coast Health is the major public healthcare provider within the Bass Coast Shire in South Gippsland. The service has provided quality service and care for residents of the Bass Coast Shire for over 100 years. It is an integrated Health Service providing Emergency services as well as Acute Medical and Surgical, Sub-acute and Residential inpatient beds along with an extensive array of Community and Primary care services. Services are provided also from a number of other sites including Wonthaggi, San Remo and Cowes.

The service is committed to working in partnership with its consumers, its community, and with other health services and all levels of government.

Bass Coast Health celebrates and supports the diverse life experiences and perspectives of everyone in our community, including, consumers, volunteers and staff - regardless of gender, sexual orientation, age, race, disability or religious belief.

Bass Coast Health is a Smoke Free organisation.

#### Our Mission:

Delivering person-centred care to improve health, wellbeing, care experience and health outcomes, with our community.

#### Our Vision:

Excellence in Care

#### Our Values:

- Well-being
- Equity
- Compassion
- Accountability
- Respect
- Excellence

#### Our Strategic Goals:

Safety & Quality	Service Capability	People	Innovation & Technology	Financial Health
We will deliver safe, high quality, person-centred care.	We will grow service capacity and capability including access to meet local and sub-regional needs.	We will enable a skilled, motivated workforce that is highly valued.	We will embrace innovation and technology.	We will ensure strong financial governance viability and sustainability.

## Position Summary

The Physiotherapy Graduate Year Program provides a supported introduction to the Physiotherapy role in public health, with a focus on consolidating skill development through structured education, supervision and clinical support for developing clinicians. The position involves rotations in sub-acute, general medicine, community and geriatrics and is a 12 months fixed term position.

Graduate Physiotherapist's are expected to provide high quality assessments and interventions to maximise the functional independence, health, safety and quality of life of clients with a commitment to client-centred care, collaborative practice and evidence-based knowledge.

## Key Selection Criteria

### MANDATORY:

- Bachelor of Physiotherapy, Master of Physiotherapy or recognised equivalent
- Registration with the Australian Health Practitioners Regulation Agency (AHPRA)
- Member of or eligibility for membership of the Australian Physiotherapy Association (APA)
- Victorian Driver's licence
- A valid Police Check

### DESIRABLE:

- Demonstrated knowledge of clinical Physiotherapy theory and practice
- Demonstrated effective interpersonal and communication skills, both written and verbal
- Demonstrated ability to work as part of an interdisciplinary team
- Demonstrated understanding of person-centred care
- An understanding of the principles of continuous quality improvement
- Established skills in organisation, planning and priority setting
- Demonstrated computer skills

**Position Objectives**

Strategic Goal	Objectives
<p><b>Quality &amp; Safety</b></p>	<p><b>Health Service Wide Objectives</b></p> <ul style="list-style-type: none"> <li>• Be aware of and adhere to the responsibilities for safety and quality, continuous improvement and evaluation of your service.</li> <li>• Ensure all risks are identified and reported promptly and that prevention strategies are implemented to ensure the safety of all patients, staff and consumers</li> <li>• Maintain a good working knowledge of the National Safety and Quality Health Service Standards; take initiative to pursue opportunities for quality improvement, and actively contribute to accreditation of services.</li> <li>• Actively involve patients, consumers and/or carers in their care (including decision making regarding goals and treatment including ACP) and in quality and safety improvement activities</li> <li>• Maintain knowledge of infection prevention and control commensurate with the requirements of your position and adhere to the organisation’s Infection Prevention and Control policies and procedures at all times.</li> <li>• Comply with all legislative, regulatory and policy and procedural requirements to protect and enhance the health, safety and wellbeing of staff, consumers and volunteers whilst at work. This includes the appropriate and safe use of machinery, devices and personal protective equipment and adherence to the principles of general and patient manual handling.</li> <li>• Be aware and adhere to Bass Coast Health’s policies and procedures, accessible via the PROMPT document management system.</li> </ul> <p><b>Local Objectives</b></p> <ul style="list-style-type: none"> <li>• Establish effective therapeutic relationships with clients and families / carers</li> <li>• Provide high quality assessments and interventions to maximise the functional independence, health, safety and quality of life of inpatients and community based clients</li> <li>• Ensure client involvement in decision making, care planning and discharge planning</li> <li>• Promote a culture of person-centred care that encourages and supports client participation to maintain or improve health and independence</li> <li>• Evaluate and moderate service delivery in accordance with evidence based practice</li> <li>• Document client notes accurately and on a daily basis</li> <li>• Perform electronic data entry accurately and on a daily basis</li> <li>• Spend a minimum of 90% of time on client related activities</li> <li>• Maintain Physiotherapy registration, meeting all requirements of the Australian Health Practitioners Regulation Agency</li> <li>• Engage in an ethical and professional manner with clients, family / carers and staff members at all times in accordance with the Physiotherapy Australia Code of Ethics</li> </ul>

	<ul style="list-style-type: none"> <li>• Participate in the development and implementation of the Physiotherapy Department business plan and preparation for Accreditation</li> <li>• Understand and comply with Quality standards, relevant legislation and relevant BCH and department specific policies and procedures</li> <li>• Report risks and actively work toward implementing risk reduction strategies</li> </ul>
<b>Strategic Goal</b>	<b>Objectives</b>
<b>Service Capability</b>	<p><b>Health Service Wide Objectives</b></p> <ul style="list-style-type: none"> <li>• Be aware of the BCH Clinical Services Plan and implement relevant strategies to increase service capability.</li> <li>• Actively participate and support partnerships with service providers to improve service options and access.</li> <li>• Participate in activities that will improve facilities for care recipients and staff.</li> <li>• Ensure work practices enhance worker health and well-being</li> </ul> <p><b>Local Objectives</b></p> <ul style="list-style-type: none"> <li>• Actively participate in relevant department, organisational and external meetings as identified by the Physiotherapy Team Leader</li> <li>• Promote wider understanding of Physiotherapy and contribute to increasing the profile of Physiotherapy within BCH and externally</li> </ul>

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Strategic Goal	Objectives
<p><b>People</b></p>	<p><b>Health Service Wide Objectives</b></p> <ul style="list-style-type: none"> <li>• Contribute to a positive work culture and constructively express your ideas to create a positive working environment.</li> <li>• Be an active team member and actively collaborate with other staff and volunteers and ensure open and transparent communication with staff.</li> <li>• Contribute actively to a safe working environment and reduce risk to yourself and other staff.</li> <li>• Support and value our volunteer services</li> <li>• Adhere to Victorian Privacy Laws-Information Privacy Act 2000 and the Victorian Health Record Act 2001 and comply with BCH privacy and confidentiality protocols</li> <li>• Demonstrate willingness to undertake professional development and continuing education both work and self-sponsored</li> <li>• Attend relevant in-service education programs, workshops and seminars to maintain and update knowledge and expertise</li> <li>• Support and development of others e.g. students</li> <li>• Participate in an annual performance review in accordance with BCH policy and participate in the revision of the position statement annually or as required</li> <li>• Maintain a zero tolerance of Bullying and Harassment behaviour.</li> <li>• Undertake annual competencies relevant to your position.</li> </ul> <p><b>Local Objectives</b></p> <ul style="list-style-type: none"> <li>• Establish effective working relationships and communication with members of the Physiotherapy department, other members of the multi-disciplinary team and external service providers, ensuring relevant information is communicated in an effective and timely manner</li> <li>• Prioritise own workload and utilise time and resources effectively</li> <li>• Demonstrate a commitment to evidence-based practice and ongoing professional development and initiate and promote innovative clinical practice</li> <li>• Actively participate in regular clinical supervision, structured graduate learning and support opportunities and the annual staff performance review and development process</li> <li>• Seek supervision and guidance when required</li> <li>• Participate in annual BCH competency training and assessment, maintaining a record of this and other education attended</li> <li>• Participate in continuous quality improvement - identifying, implementing and documenting quality improvement initiatives</li> <li>• Assist in the learning and development of students and allied health assistants</li> </ul>
<p><b>Innovation &amp; Technology</b></p>	<p><b>Health Service Wide Objectives</b></p> <ul style="list-style-type: none"> <li>• Actively participate in Information Technology / Information Management strategies and ensure compliance with IMIT policies and procedures.</li> <li>• Actively contribute to service development and service re-design initiatives which facilitate improved processes and system efficiency.</li> </ul>

Strategic Goal	Objectives
<p><b>Innovation &amp; Technology</b></p>	<ul style="list-style-type: none"> <li>• Participate in eHealth opportunities including telemedicine services, to increase access to local service provision.</li> <li>• Actively contribute to the re-design of local systems and processes which optimise Data Integrity and Management.</li> <li>• Participate in the BCH learning and research plans and share innovation and learning with colleagues.</li> </ul> <p><b>Local Objectives</b></p> <ul style="list-style-type: none"> <li>• Nil</li> </ul>
<p><b>Financial Health</b></p>	<p><b>Health Service Wide Objectives</b></p> <ul style="list-style-type: none"> <li>• Comply with the Instrument of Delegation as set out with the BCH IOD policy.</li> <li>• Implement revenue strategies where relevant.</li> <li>• Reduce expenditure by ensuring all resources are used appropriately.</li> <li>• Contribute ideas and efforts towards the BCH fundraising strategy.</li> <li>• Be aware of the BCH Risk Management framework and the local requirements to identify, report, manage and mitigate risk.</li> <li>• Participate in waste reduction initiatives such as "Turning Off" the Lights to reduce BCH's environmental footprint.</li> </ul> <p><b>Local Objectives</b></p> <ul style="list-style-type: none"> <li>• Assist with the administration of the Physiotherapy department, including the ordering of equipment, financial processes and other activities as directed by the Physiotherapy Manager</li> <li>• Ensure agreed performance targets are met</li> </ul>

NOTE:

Statements in this position description are intended to reflect general responsibilities and are not intended to be all-inclusive. Other duties may be required as part of this role.

**Victorian Public Sector Commission Code of Conduct and Values**

Bass Coast Health employees are required to observe the Victorian Public Sector Commission Code of Conduct which promotes adherence to the values prescribed in the Public Administration Act 2004. This Code prescribes standards of required behaviour and should be read in conjunction with this document. The Code of Conduct is outlined in the BCH Code of Conduct Policy.



**Individual Staff Member Accepting and Reviewing the Position Description**

I understand, agree to and accept the role as outlined in accordance with this Position Description.

<b>NAME</b> (please print):		
<b>SIGNATURE:</b>		<b>DATE:</b> ___ / ___ / ___

**Individual's Manager Reviewing and Agreeing to the Position Description**

I understand, agree to and accept the role as outlined in accordance with this Position Description.

<b>NAME</b> (please print):		
<b>SIGNATURE:</b>		<b>DATE:</b> ___ / ___ / ___

**Executive Director – Approving the Original Position Description**

Signed on behalf of Bass Coast Health

<b>NAME</b> (please print)		
<b>SIGNATURE:</b>		<b>DATE:</b> ___ / ___ / ___