



Position Description

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| Position Title: | Physiotherapist This position description is a supporting document to an employee's "Letter of Appointment" and "Variation to Letter of Appointment" |
| Department: | Allied Health |
| PD Issue Date: | November 2025 |
| Classification/Award: | Award: Allied Health Professional (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026 Classification: Grade 2, Year level according to experience |
| Performance Review: | A six-month probation will apply to this position (6 months from date of commencement). Performance reviews will then be held annually. |
| ROLE | |
| <p>South Gippsland Hospital Physiotherapy services support a range of clients within the community and inpatient settings. This includes general inpatients, maternity patients, ante and post-natal services, Transitional Care Program services and community clients of all ages.</p> <p>The Physiotherapist provides high quality assessments and interventions to maximise the functional independence, health, safety and quality of life of inpatients and community-based clients. A strong knowledge and skill base, with a commitment to patient-centred care, collaborative practice and evidence-based knowledge contributes to positive client outcomes and service development. The Physiotherapist provides supervision and supports Allied Health Assistants (AHAs). A Grade 2 Physiotherapist may also provide supervision to Grade 1 Allied Health Professionals (AHPs) and students.</p> | |
| ORGANISATIONAL RELATIONSHIPS | |
| <p>Reports to: Allied Health Manager (AHM)</p> <p>Manages/Coordinates: Allied Health Assistants. Grade 1 Allied Health Professionals</p> <p>Liaises with: All South Gippsland Hospital Staff</p> <ul style="list-style-type: none">• Allied Health Professionals and Assistants• Transition Care Program (TCP) team members• Nurse Unit and Acute Care Managers• Other South Gippsland Hospital Staff as required• Medical staff• External specialist staff as required• Foster Medical Centre | |

KEY RESULT AREAS

General Key Result Areas

- Maintain Physiotherapy registration, meeting all requirements of the Australian Health Practitioners Regulation Agency (AHPRA).
- Establish sound, collaborative working relationships with internal staff, external clinicians and other stakeholders.
- Meet contractual and statutory requirements of the role including but not limited to National Health and Safety Standards, TCP guidelines, Aged Care Quality Standards and other funding guidelines.
- Maintain timely statistical data and documentation on all patient contact and clinical support activity in compliance with the South Gippsland Hospital Record and Documentation policy.
- Demonstrate knowledge and commitment towards quality improvement activities and actively participate in departmental accreditation processes
- Support with mentoring other members of the team as needed.
- Liaise effectively with the multi-disciplinary Allied Health team, the wider organisational team and contribute to team development, education and improvement, providing education to staff regarding physiotherapy services as required.
- Provide effective clinical supervision and support to AHAs. (Grade 2 Physiotherapists will also provide clinical supervision and support to Grade 1 AHPs and students)
- Delegate and plan appropriate physiotherapy clinical and administrative tasks for AHAs
- Set priorities and work in a timely and efficient way according to various program requirements and all SGH Policies and Procedures, spending a minimum of 80% of time in clinical related activities.
- Maintain and review best practice Policies and Procedures and contribute to the planning, development and evaluation of Physiotherapy services.
- Report effectively to the Allied Health Manager including escalation of all clinical and non-clinical concerns.
- Demonstrate a commitment to safety and quality of care, manage and report risk and actively work toward implementing risk reduction strategies.
- Actively participate in relevant organisational/team meetings, clinical supervision, the annual performance review, professional development opportunities and all SGH mandatory competency training and assessment requirements.
- Assist with the administration of the Physiotherapy department, including the ordering of equipment, budgeting and financial processes and other activities as required.
- Perform other duties reasonably required as directed

Clinical Services

- Provide high quality clinical assessment, therapeutic services, intervention and physiotherapy care to inpatients and outpatients, in both individual and group therapy settings, as required.
- Provide physiotherapy education to patients including but not limited to strength, mobility, falls prevention and balance training.
- Demonstrate an understanding and provision of rehabilitation, care planning and case management, including the ability to formulate goal-based care plans as required
- Ensure client, family and carer involvement in decision making, care planning and discharge planning, providing a patient advocacy role when required and promoting a culture of person-centred care.
- Provide effective representation of client physiotherapy issues at relevant meetings, including community-based family, multi-disciplinary and coordinated care meetings.
- Communicate effectively with staff, clinical managers and the multi-disciplinary team.
- Provide a multi-disciplinary approach to service delivery and discharge planning by liaising with, and referring into, relevant services as required.
- Attend in a timely manner to all appropriate service referrals.
- Provide mobility aids fitting or emergency equipment fittings (during BH only) as required.

| SPECIALIST SKILLS AND KNOWLEDGE |
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| <ul style="list-style-type: none"> • Clinical skills relevant to discipline and grade. • Demonstrated best practice knowledge of physiotherapy safe practice standards and policies. • Leadership experience with the ability to backfill the Allied Health Manager role (desirable). • Evidence of professional supervision and/or professional development. • Demonstrate willingness to undertake relevant training / course to develop skills and acquire knowledge • Participate in the Performance and Development Review process • Work within scope of practice according to qualifications and registration with the Australian Health Practitioner Regulation Agency (AHPRA). • Work according to the conduct, policies and standards of relevant external bodies and SGH • |
| QUALIFICATIONS AND EXPERIENCE |
| <ul style="list-style-type: none"> • Each employee is required to satisfy the Australian Health Practitioner Regulation Agency (AHPRA) or Industry Standard Registration organisation requirements as the physiotherapist for this role. • 2+ years' experience in acute, sub-acute and/ or community care • Member of, or eligibility for membership of, the Australian Physiotherapy Association (APA) • Current Working with Children and Police check • Current Victorian Driver's Licence • Evidence of COVID 19 vaccination |
| KEY SELECTION CRITERIA |
| <ul style="list-style-type: none"> • 2+ years' experience as a Physiotherapist. • Ability to undertake Physiotherapy clinical and risk assessments, providing suitable interventions in an acute, rehabilitation and / or community setting. • Ability to provide high quality coordinated physiotherapy services in the inpatient and/or community setting in association with other clinicians, the client, family and carers. • Experience facilitating group-based interventions (desirable) • Well-developed verbal, written and IT communication and negotiation skills. • Ability to set priorities and work collaboratively or autonomously in an efficient manner to meet requirements of the role • Experience in teaching, directing and supervising AHAs, Grade 1 AHPs and/or students (desirable) • Evidence of professional supervision and/or professional development • Demonstrated ability to competently maintain documentation and statistical data |
| MANDATORY COMPETENCIES |
| <p>Unless an employee is able to produce authorised evidence of successfully completing an approved mandatory competency, the employee will be required to successfully complete the competencies within the first six months of employment.</p> <p>Each employee is then required to successfully complete mandatory clinical competencies annually.</p> |
| ORGANISATIONAL VALUES |
| <p>South Gippsland Hospital (SGH) staff work with each other according to the Values listed below and the behaviours these values require when carrying out business.</p> <p>These values are:</p> |

Accountability – accepting responsibility for our actions
Trust- acting with integrity and being able to count on each other
Excellence – doing our best at all times and looking for ways to improve
Adaptability – being flexible and accepting of new ideas and change for the better
Mutual Respect – treating others in the way that want to be treated

It is expected that staff will work according to these Values when working directly with other staff, clients and members of the community.

OCCUPATIONAL HEALTH AND SAFETY

SGH recognises its obligation for full compliance with the *Occupational Health and Safety Act 2004* and associated Occupation Health and Safety regulations 2017. All staff are required:

- to comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures.
- to take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace.
- to seek guidance about new or modified work procedures.
- to ensure that any hazardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to their supervisor.

If the role includes people management duties, these include the requirement to manage the health and safety of people under this control and support the actions contained in SGH OH&S policies.

INFECTION PREVENTION AND CONTROL

An effective, integrated organisation-wide Infection Prevention and Control Program is dependent upon the support, recognition, motivation, commitment and integrity of every staff member.

All staff members have a responsibility to maintain infection prevention and control knowledge levels commensurate with the requirements of the position, and to adhere to the organisation's Infection Prevention and Control policies and procedures at all times.

LEARNING AND DEVELOPMENT

SGH is committed to education.

All staff have a responsibility to undertake their own professional development and actively participate in the learning and development of others. This may involve colleagues, health professionals from other disciplines or students. Inter-professional education is strongly encouraged and supported and is integral to a small rural hospital

HEALTH AND WELLBEING

The health and wellbeing of employees is a priority for SGH and the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals is recognised in this workplace.

Staff are expected to:

- partake in the promotion of the health and wellbeing of employees
- contribute to an inclusive and health promoting environment
- promote our values of trust, excellence, accountability, adaptability and mutual respect
- promote an organisational culture of positive mental health and wellbeing through supportive leadership, employee participation and shared decision making

| DIVERSITY STATEMENT |
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| <p>SGH is committed to providing employment, health care and all related business based on the principles of access, equity and respect. SGH acknowledge the Traditional Custodians of the land on which we work and pay our respect to their Elders past, present and emerging.</p> <p>Staff are expected to provide excellence in care and a safe, welcoming and inclusive health service by:</p> <ul style="list-style-type: none"> • extending respect to Aboriginal and Torres Strait Islander people at all times, • engaging respectfully with all cultures and • respecting and appreciating what makes each individual different, in terms of age, gender, ethnicity, religion, disability, sexual orientation, education and national origin. |
| MULTI AGENCY RISK ASSESSMENT MANAGEMENT (MARAM) |
| <p>Family Violence is a health issue and SGH provide support to any staff member experiencing family violence. All public hospitals are legislated to screen, identify and respond to family violence. The Multi Agency Risk Assessment Management (MARAM) framework is a whole organisation, multi-level approach to family violence. At SGH, we are committed to align our organisation with the 4 pillars of the MARAM framework: Shared understanding, Collaborative practice, Responsibility for risk assessment and management and Systems, outcomes and improvement. We respectfully, safely, and sensitively engage with all. We work collaboratively to increase the safety of people experiencing family violence, and to keep perpetrators in view and accountable for their actions and behaviours. We are committed to ensuring that all staff have access to adequate training to enable them to fulfil the responsibilities assigned to their role in the MARAM framework. Employees will undertake MARAM training as appropriate to their position and adhere to related policies.</p> <p>At SGH <u>all</u> staff either contributes to or holds the following responsibilities;</p> <p>Responsibility 1: Respectful, sensitive and safe engagement with clients and colleagues</p> <p>Responsibility 2: Identification of family violence risk</p> <p>Responsibility 5: Seek secondary consultations and referrals for comprehensive risk assessment and management</p> <p>Responsibility 6: Contribute to information sharing with other services in line with SGH Information Sharing Policy</p> <p>Responsibility 9: Contribute to coordinated risk management</p> <p>Responsibility 10: Collaborate for ongoing risk assessment and risk management</p> <p>In addition to the above, some senior nursing staff hold responsibilities of</p> <p>Responsibility 3: Intermediate risk assessments</p> <p>Responsibility 4: Intermediate risk management.</p> |
| CONFIDENTIALITY |
| <p>Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of SGH.</p> <p>Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information.</p> <p>Failure to comply with this agreement may result in disciplinary action and may include termination of employment.</p> |
| QUALITY AND RISK MANAGEMENT |
| <p>In order to ensure patient safety and high quality of care:</p> <ul style="list-style-type: none"> • Staff are required to participate in the development and maintenance of a quality service through the application of professional standards; participation in quality improvement activities; and compliance with the policies, procedures, practices and organisational goals and objectives of SGH. |

- Staff are required to encourage the patient to partner with the health care team and be at the center of all care decisions.
- Staff are required to contribute to the development and maintenance of the SGH Risk Management Framework and apply the framework to identify, evaluate and minimise exposure to risk.
- Staff are required to abide by the Code of Conduct for Victorian Public Sector Employees
- Clinical leaders are required to help support other clinicians to understand and perform their delegated safety and quality roles, and ensure clinical staff are working within their designated scope of clinical practice

SPECIAL REQUIREMENTS

- Staff will be required to satisfactorily complete a National Police Records, and Working with Children Check prior to commencing employment.
- Staff are strongly recommended to be vaccinated and remain up to date with their COVID-19 vaccinations
- Should your role require you to drive a SGH vehicle, a current Victorian Drivers Licence is required. Loss of licence or any licence infringement must be reported by the employee to Management immediately.
- A completion of pre-existing injury or illness declaration will be required prior to appointment to the position.
- SGH employees are expected to be familiar and work according to:
 - policies and procedures of SGH, including Risk Management Policy & Framework
 - Industrial Agreements that provide terms and conditions of employment
 - Scope of Practice and professional codes of conduct established for your profession
 - Code of Conduct for Victorian public sector employees and
 - Code of Conduct for Aged Care
 - Provisions of the Fair Work Act.

INCUMBENT STATEMENT

I, _____ have read, understand and accept
(please print name)

the above Position Description.

Signed: _____ Date: _____

Copy to staff member: ☐ Yes ☐ No

Details certified correct by:

Name: _____

Signature: _____

Date: _____