

Position Description			
Name		Date	
Position Title	<b>Clinical Lead - Physiotherapy</b>		
Department	<b>Rural Health Team</b>		
EBA / Award	Victorian Stand Alone Community Health Centres Allied Health Professionals Enterprise Agreement 2017-2021		
Classification	Senior Clinician/Grade 3, Year 1 – 4 22.8 hours per fortnight, 0.3 EFT 12 month fixed term contract Initial 6-month probationary review and then annual performance appraisal.		
Primary Site	Wangaratta With the occasional travel to other sites required		
Reporting to	Rural Health Team Service Manager		
Direct Reports	Team Members of Physiotherapy		
Budgetary Responsibilities	Nil		
Liaises with Internally	GH staff, including Business Services, Quality, Risk/Compliance and People Working Well roles <ul style="list-style-type: none"> <li>• Service Manager Rural Health Team</li> <li>• Service Manager, Primary Care</li> <li>• Other Allied Health Clinical Leads</li> <li>• Team members of the Rural Health Team</li> </ul>		
Liaises with Externally	This position may be expected to liaise with, though not limited to the following; <ul style="list-style-type: none"> <li>• Department of Health and Department of Fairness, Families and Housing Local Government staff and representatives.</li> <li>• Community service organisations.</li> <li>• Health services</li> <li>• Other Not for Profit Organisations.</li> <li>• Universities /Tertiary education sector</li> <li>• Relevant peak bodies</li> </ul>		
Program Information	This position is part of the Rural Health Team. The Rural Health Team is a multidisciplinary team delivering Allied Health and Nursing services. Our target population is typically older adults (65+), people with disabilities and people with chronic conditions impacting on their daily function. Our services are delivered in peoples' homes, communities or are clinic based. We use a mixture of individual and group service delivery models and have a focus on wellness and reablement.		
Purpose of the role	The Physiotherapy Clinical Lead is responsible for providing leadership to the Physiotherapy team. They report directly to the Service Manager Rural Health Team. They hold the key responsibilities of ensuring effective and high quality clinical supervision occurs within their discipline and for developing a professional development plan to meet the needs of their discipline , Gateway Health and the community. They will ensure the Physiotherapy team provides best practice, evidence based care and meets quality and risk standards.		

	<ul style="list-style-type: none"> <li>• The Physiotherapy Clinical Lead will be responsible for representing and promoting Physiotherapy and the broader Allied Health community within Gateway and externally.</li> <li>• In conjunction with the Service Manager Rural Health Team they will:</li> <li>• Monitor activity requirements for Physiotherapy</li> <li>• Provide strategic direction for the Physiotherapy team and Allied Health more broadly to meet activity and budget requirements as well as the needs of Gateway Health and the community</li> <li>• Complete performance appraisals for their discipline</li> <li>• Recruit to their discipline</li> <li>•</li> </ul>
<p>About Gateway Health</p>	<p>Gateway Health is a not-for-profit Company limited by guarantee and a registered Community Health Service under the Health Services Act 1988 (Vic).</p> <p><b>Vision:</b> People Living Well</p> <p><b>Our Purpose:</b> To provide care and services that connect the community and strengthened individual and population health and wellbeing</p> <p><b>Our Values:</b> Values reflect the way we interact, connect and work with every client, with partners, with volunteers and with one another. Principles shape the way we plan and design our services and business systems. Together they underpin organisational culture, strategy and the way we deliver our services.</p> <p>We CARE – We ACHIEVE – We LEARN – We WORK TOGETHER – We INNOVATE</p> <p><b>Our Principles:</b></p> <p><i>We <b>advocate for</b> fair and equitable access to health care and wellbeing services for all.</i></p> <p><i>We <b>respect</b> the strength of individuals and the community, and their capacity to recover from adversity.</i></p> <p><i>We <b>recognize</b> the importance of adaptability and responsiveness to enable us to deliver on our commitment to the community.</i></p> <p><i>We <b>actively listen</b> and work alongside the community and each other to design and deliver better solutions.</i></p> <p><i>We <b>believe</b> a learning culture is critical to enhancing the wellbeing of staff, clients and the community.</i></p> <p><i>We <b>contribute to creation of</b> a connected and integrated health and community care system to achieve the best outcomes for our clients and community.</i></p> <p>Gateway Health strives for an achievement culture that encourages innovation and initiative. We build and foster strengths-based programs that focus on support and recovery. Our staff are our greatest asset.</p> <p>The organisation employs over 380 staff providing a range of primary health and welfare services across the Ovens Murray region in North East Victoria and parts of Southern New South Wales. Gateway Health serves all people, and is committed to improving individual and population health outcomes. We will do this by providing health care and support to individuals and communities in times of need, and by actively working with our partners to address the social and environmental determinants of health. They are delivered through a mix of centre-based services in Wodonga, Wangaratta and Myrtleford, and outreach services to rural communities across the region.</p> <p>Gateway Health is committed to creating a workforce that reflects the communities we serve. We believe that a workforce that recognises and celebrates diversity will best meet the health and well-being needs of all people we serve including Aboriginal and Torres Strait Islander peoples; people with a disability; lesbian, gay, bisexual,</p>

	<p>transgender and gender diverse people; inter sex people; people experiencing health inequalities; and culturally and linguistically diverse people.</p> <p><b>Review of Position Descriptions:</b> This position description will be reviewed annually (July each year), during annual appraisals, when the position becomes vacant or as deemed necessary.</p>
<b>Code of Conduct</b>	<p>Employees are expected to, at all times:</p> <ul style="list-style-type: none"> <li>• Adhere to the Gateway Health Code of Conduct including the Child Safe Procedures</li> <li>• Maintain a high professional standard and work with integrity</li> <li>• Develop collaborative working relationships</li> <li>• Communicate with respect and tolerance</li> <li>• Maintain a client focus</li> <li>• Adopt a Continuous Improvement approach</li> <li>• Work within legislative and compliance framework.</li> </ul>
<b>Key Responsibilities and Accountabilities</b>	
<b>Role Specific</b>	
<ul style="list-style-type: none"> <li>• Role model high standards of professional practice and conduct in client service delivery, working in partnership with colleagues and agencies.</li> <li>• Funding and Service Agreement Targets are met to ensure Clients are exited from the program appropriately and timely.</li> <li>• Provide evidence-based practice in line with professional and funding requirements</li> <li>• Complete high-quality clinical notes within agreed time frames and in accordance with GH and relevant professional body policies and procedures.</li> <li>• Complete all program specific administrative tasks within the required time frames.</li> <li>• All data is entered onto designated service databases, including excel spreadsheets.</li> <li>• Databases are kept up to date at all times</li> <li>• Timely and accurate commencement and maintenance of client records, financial and statistical data and any other information per organisational policy.</li> <li>• Participation in and facilitation of regular performance reviews and appraisals</li> <li>• Competently use all relevant organisational databases – including but not limited to VHIMS, RelainSys, clinical software, financial software</li> <li>• Active participation in Professional Development</li> <li>• Active participation and coordination in specific clinical supervision</li> <li>• Completion of Mandatory training</li> </ul>	
<b>Financial Management</b>	
<ul style="list-style-type: none"> <li>• Follow all Gateway Health financial procedures</li> <li>• Data entered and invoices raised (where appropriate) and processed within funding / program deadlines</li> <li>• Understand funding models and targets that are relevant to your discipline</li> <li>• Assist in providing relevant education to your discipline regarding funding models and targets</li> <li>• In liaison with the Rural Health Team Service Manager <ul style="list-style-type: none"> <li>○ Monitor your disciplines activity targets</li> <li>○ Develop strategies to reach activity targets</li> </ul> </li> <li>• Consult with Service Manager in relation to financial and budgetary planning specific to your discipline, including workforce planning</li> </ul>	
<b>People</b>	
<ul style="list-style-type: none"> <li>• Develop and maintain professional relationships with internal and external stakeholders.</li> <li>• Contribute to productive and positive team meetings.</li> <li>• Willingness to engage in a flexible work model</li> <li>• Positively contribute to the culture and spirit of the Rural Health Team, work environment and to GH.</li> </ul>	

- Your behaviour is congruent with organisational values, behaviours and goals
- Contribute to the development of procedures and systems within this program
- Positively embrace and adopt change as it occurs.
- Ensure regular Physiotherapy team meetings
- Ensure all team members are updated and included in key messaging from Allied Health Clinical Lead meetings

#### Technical Skills / Industry Knowledge

- Provide regular, high quality clinical supervision and professional support to AHAs, Grade 1 and Grade 2 clinicians within your team
- Identify team capabilities and establish a professional development plan to meet the needs of the service
- Establish, coordinate, supervise and take responsibility for student placements within your discipline
- Ensure all members of your discipline actively participate in quality activities and ensure completion within a timely manner and to a high standard.
- Actively participate in quality and safety activities such as clinical risk management, clinical indicator use and benchmarking.
- Actively lead and coordinate the development and continuous review of policies and procedures, underpinned by best available evidence.
- Contribute to compliance with National Standards and accreditation for Gateway Health as required.
- Evaluate service provision and review, update and improve services based on customer feedback, data analysis and available evidence.
- Maintain a proactive approach to the identification, management and reduction of risk
- Comply with minimal funding requirements

#### Organisational Responsibilities

- As outlined in the Code of Conduct ensure all interactions are undertaken in accordance with the behaviours set
- Maintain privacy and confidentiality at all times
- Ensure an understanding of individual responsibility for safety, quality and risk and adhere to all relevant legislation, regulations and organisational policies, procedures and guidelines.
- Working within the Risk Management Framework, identify, report and manage risks and ensure actions are taken to prevent and minimise harm to yourself, your colleagues, consumers, members of the public and the organisation.
- Actively contribute to quality assurance initiatives and other program activities to meet all relevant benchmarking and accreditation standards.
- Contribute to organisational quality activities to ensure continual review and improvement.
- Contribute to a safe and welcoming workplace at all times.
- Develop and maintain a personal care plan and attendance in the Gateway Health Clinical Supervision or Line Management Meetings
- Protect the rights, safety and wellbeing of children and provide a child safe environment.
- To continually develop both personally and professionally to meet the changing needs of your position, career and organisation.
- As this position is within a community health service the occupant may be asked to be temporarily redeployed to meet the Health Service's responsibilities in the event of a disaster or emergency. Any such changes will be made in consultation with the occupant.

## Inherent Requirements

Gateway Health has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the position (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others.

The position may require the following tasks among other things:

- Manual handling (pushing, pulling, lifting, holding, carrying)
- Sitting, standing, bending, reaching
- Computer work, data entry
- Operating equipment
- Use of personal protective equipment
- General waste handling
- Driving motor vehicles
- Dealing with anxious or upset staff, consumers or members of the public
- Work at and travel to other locations will be required

## Key Selection Criteria

***Applicants MUST address the Selection Criteria below when completing an employment application***

### Essential

1. Ability to behave in accordance to the Gateway Health Values of We Care, We work together, We achieve, We learn, We innovate.
2. Tertiary qualifications in Physiotherapy
3. Registered with AHPRA
4. Experience working in Community Health
5. Demonstrated advanced knowledge and skills and significant experience in Physiotherapy
6. Demonstrated skills in the evaluation and implementation of evidence based practice
7. Demonstrated strong leadership skills
8. Demonstrated commitment to ongoing professional development and education
9. Experience in supervision of staff and/or students
10. Strong organisational skills, with the ability to prioritise demands, escalate where required, and deliver on multiple deadlines and juggle competing priorities.
11. Demonstrated ability in IT systems including Microsoft Office (Outlook, Word/typing skills) and client information management systems.
12. Demonstrated use of high level written, verbal and interpersonal communication skills to build and maintain effective relationships with internal and external stakeholders.

### Mandatory Requirements

13. Current Australian Drivers Licence or accepted International Drivers licence
14. Confirmation of your right to work in Australia, Satisfactory National/International Police, National Disability Inclusion Scheme Worker Check and Victorian Working with Children Checks must be provided prior to commencement.

### Desirable

15. Working towards, or completion of relevant post graduate study

I acknowledge:

- That I will recognise and celebrate diversity, and will best meet the health and well-being needs of all people we serve including Aboriginal and Torres Strait Islander peoples; people with a disability; lesbian, gay, bisexual, transgender and gender diverse people; inter sex people; people experiencing health inequalities; and culturally and linguistically diverse people.
- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That Gateway Health is an equal opportunity employer and has a smoke free workplace policy.
- That Gateway Health has a zero tolerance of child abuse and family violence, all allegations and safety concerns will be treated very seriously. For more information refer to Gateways Health's Child Safety Standards procedure and family Violence Policy.
- I will comply with my contract, all policies and procedures and follow directions given.
- That I have read and fully understand the Position Description and Inherent Requirements of the position
- I agree that I have the physical and psychological ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position. This is not intended to be an exhaustive list of all responsibilities, duties and skills required.
- Gateway Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected staff member(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

**Accepted by**

(print name):

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**Employee**

**Signature:**

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**Date:**

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