



**Swan Hill**  
District Health  
Connected Care. Best Experience.



**Inclusive**

**Compassionate**

**Progressive**

**Accountable**

## Physiotherapist

### Full Time Grade 1/Grade 2

An enthusiastic Physiotherapist is sought within our multidisciplinary rehabilitation service at Swan Hill District Health.

#### **What does the job entail?**

The Physiotherapy Department has a diverse role at SHDH, providing a broad range of physiotherapy and exercise physiology services across a variety of areas including;

- Clinical services, with responsibilities for 59 acute and subacute care hospital beds (including dialysis, day procedure and midwifery), and the Emergency Department
- Outpatient Physiotherapy Department, including general outpatients, paediatrics and women's health
- Community Rehabilitation Centre, including multiple group programs and 1:1 therapy
- Transitional Care Program (inpatient and community based)
- Residential Aged Care
- Hospital Admissions Risk Program
- Lymphoedema Physiotherapy
- Continence Physiotherapy
- Chronic Pain Clinic

The Physiotherapy Department is currently staffed by ten Physiotherapists, five Exercise Physiologists and two Allied Health Assistants and is supported by an expanding Primary Care Division, including Health Promotion, Counselling, Dental, Community Rehabilitation, Aboriginal Hospital Liaison and Allied Health Departments.

#### **About Swan Hill:**

Swan Hill is located in rural Victoria approximately 3.5 hours from Melbourne. Swan Hill is a safe place where you will be greeted with a warm smile from our friendly local community. Located on the Murray River, it is a fisherman's dream, and for those with a love of water sports and skiing, pictures Lake Boga is only a 15 minute drive. Swan Hill also boost one of Victoria's premier golf and country clubs at Murray Downs, perfect for golfing enthusiasts.

#### **Want More Info?**

For enquiries please contact Emma Pay E: [epay@shdh.org.au](mailto:epay@shdh.org.au) or PH: 03 5033 9390.

#### **How to Apply:**

Applications, including CV and cover letter addressing the Key Selection Criteria should be forwarded, along with an Application for employment form, to: [employment@shdh.org.au](mailto:employment@shdh.org.au)

*Aboriginal and Torres Strait Islander people are encouraged to apply*



<b>Position:</b>	<b>PHYSIOTHERAPIST</b>
<b>Classification:</b>	PHYSIOTHERAPIST GR2 (YEAR LEVEL IN ACCORDANCE WITH EXPERIENCE)
<b>Department:</b>	Physiotherapy
<b>Reports to:</b>	Physiotherapy Manager
<b>Position Summary:</b>	To provide Physiotherapy services to acute, midwifery, community outpatients, rehabilitative services and Transitional Care Program, emergency department and aged Care.
<b>Responsibilities:</b>	<p><b>Clinical Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Provide physiotherapy services as rostered to patients in acute wards, Community Rehabilitation Centre, Midwifery, Inpatient Subacute Unit, Transitional Care Program (TCP), Aged Care, Community Outpatients, Paediatrics, Emergency Department and Hydrotherapy.</li> <li>• To make an assessment of patient's conditions, establish treatment goals and implement techniques by which these goals shall be met in clinical practice.</li> <li>• Participate in prenatal/postnatal management and New Mother's classes as rostered.</li> <li>• Provision of outreach services.</li> <li>• Participate in teaching and education programs for nursing, allied health and other hospital staff in relation to physiotherapy, including back care and correct lifting seminars. Swan Hill District Health implements the No Lifting policy.</li> <li>• To provide recommendations, advice and assistance to other staff, clients and carers with regard to manual handling, patient mobility and use/application of equipment.</li> <li>• To prescribe and assist in the provision of appropriate aids and equipment.</li> <li>• Perform other related duties as directed by the Executive Officer and Chief of Physiotherapy.</li> <li>• In rotation with other physiotherapy staff, to provide a weekend service as required.</li> </ul> <p><b>Supervisory</b></p> <p>The Grade Two Physiotherapist may be responsible for the support, supervision and education of:</p> <ul style="list-style-type: none"> <li>• Grade 1 Physiotherapists, within clinical supervision, under the direction of the Physiotherapy Manager</li> <li>• Undergraduate Physiotherapy Students</li> <li>• Work Experience Students</li> </ul> <p><b>Personal/Professional Development</b></p> <ul style="list-style-type: none"> <li>• To maintain an up to date knowledge and skill base to facilitate best possible client care.</li> <li>• To maintain an active professional development program by: <ul style="list-style-type: none"> <li>○ Attendance and participation in relevant courses, workshops, lectures, etc.</li> <li>○ Sharing of knowledge with other staff through inservice and journal club programs.</li> </ul> </li> </ul>

**Customer Service**

- To provide education and act as a resource to:
  - Other staff, students, clients and carers.
  - Community groups and other agencies as appropriate and required.
- To work in accordance with the Code of Professional Conduct as set down by the Australian Physiotherapy Association.
- To comply with the Swan Hill District Health Code of Conduct.
- At all times promote good interpersonal relationships both within and outside of the Physiotherapy department, team and organisation.

**Teamwork and Communication**

- To make verbal or written reports on patient condition, progress and recommendations.
- To liaise regularly with Physiotherapy Manager and Department Heads on client and administrative matters relating to work areas.
- To attend team meetings as required and work in conjunction with other disciplines to achieve common goals.
- Effective delegation of appropriate tasks to the Allied Health Assistant.
- Participate in regular supervision sessions with Senior Physiotherapists.

**Documentation and Administration**

- Maintain statistics as required.
- To record assessments, actions/treatment and progress in patient files.
- Maintain an up to date written program for any groups conducted.
- Participate in ongoing development, revision and implementation of policies and procedures.

**Continuous Quality Improvement**

- To recommend/discuss any new resources, processes, or equipment that may be required to maintain and further develop effective programs or treatments with the Physiotherapy Manager.
- To participate in Quality Improvement activities within the Physiotherapy department, team and organisation as required.

**Key Selection Criteria:**

- Bachelor of Physiotherapy or equivalent from a recognised university or college institution
- Current registration with APRHA
- Demonstrated experience and clinical skills across a broad range of physiotherapy areas/practice
- To work independently, with initiative and without direct clinical supervision
- Ability to work well in a multi-disciplinary team and with community members
- Excellent communication and organisational skills
- To be flexible and adaptable to varied clinical areas of physiotherapy
- To demonstrate experience in supervising students and/or junior staff members.
- Demonstrated experience of quality improvement in the healthcare setting, and knowledge of the Australian public health system
- Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers)

**Desirable:**

	<ul style="list-style-type: none"> <li>• Experience in public speaking and providing group education</li> <li>• Current Victorian Drivers License</li> <li>• All applicants must be able to obtain a Medicare Provider number for SHDH site/s as required and commit to the contracted 100% donation model of MBS revenue to SHDH.</li> </ul>
<b>Salary/Award:</b>	Salary in accordance with Allied Health Professionals (Victorian Public Health Sector) <i>Single Interest Enterprise Agreement 2016-2020</i> .
<b>Infection Control:</b>	<ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>• The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> <li>• All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>• It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols</li> </ul>
<b>Person Centered Care:</b>	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>We recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered</p>
<b>Our Purpose:</b>	<p><b>Connected Care / Best Experience</b></p> <p>SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
<b>Privacy and Confidentiality:</b>	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
<b>Mandatory Training:</b>	All employees must be aware of and complete designated mandatory training within the required time frame.
<b>Safety:</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care for your safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>• Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> </ul>

	<ul style="list-style-type: none"> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>
<b>Asset Management:</b>	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Previous Revision dates:</b>	Nov 2017, Jan 2018, Sept 2018, Jan 2020, Feb 2021, July 2021
<b>Current:</b>	MARCH 2022
<b>Managers Name:</b>	Emma Pay
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



<b>Position:</b>	Physiotherapist
<b>Classification:</b>	PHYSIO GR1 (YEAR LEVEL IN ACCORDANCE WITH EXPERIENCE)
<b>Department:</b>	Physiotherapy
<b>Reports to:</b>	Physiotherapy Manager
<b>Position Summary:</b>	To provide physiotherapy services to acute, midwifery, community outpatients, rehabilitative services and transitional care program, emergency department and aged care.
<b>Responsibilities:</b>	<p><b>Clinical Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Provide physiotherapy services, as rostered, to patients in acute wards, the Community Rehabilitation Centre, Midwifery, Inpatient Subacute Unit, Transitional Care Program (TCP), Aged Care, Community Outpatients, Pediatrics, Emergency Department and Hydrotherapy, on a rotational basis.</li> <li>• To make an assessment of patient's conditions, establish treatment goals and implement techniques by which these goals shall be met in clinical practice.</li> <li>• To provide physiotherapy management for clients in both an individual and/or group setting, as per rotation/roster.</li> <li>• Participate in prenatal/postnatal management and New Mother's classes as required.</li> <li>• Provision of outreach services.</li> <li>• Participate in teaching and education programs for nursing, allied health and other hospital staff in relation to physiotherapy, including back care and correct lifting seminars. Swan Hill District Health implements the No Lifting policy.</li> <li>• To provide recommendations, advice and assistance to other staff, clients and carers with regard to manual handling, patient mobility and use/application of equipment.</li> <li>• To prescribe and assist in the provision of appropriate aids and equipment.</li> <li>• Perform other related duties as directed by the Executive Officer and Physiotherapy Manager.</li> <li>• In rotation with other physiotherapy staff, to provide a weekend service as required.</li> </ul> <p><b>Personal/Professional Development</b></p> <ul style="list-style-type: none"> <li>• To maintain an up to date knowledge and skill base to facilitate best possible client care.</li> <li>• To maintain an active professional development program by: <ul style="list-style-type: none"> <li>○ Attendance and participation in relevant courses, workshops, lectures, etc.</li> <li>○ Sharing of knowledge with other staff through in-service and journal club programs.</li> </ul> </li> </ul> <p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>• To provide education and act as a resource to: <ul style="list-style-type: none"> <li>○ Other staff, students, clients and carers.</li> <li>○ Community groups and other agencies as appropriate and required.</li> </ul> </li> <li>• To work in accordance with the Code of Professional Conduct as set</li> </ul>

	<p>down by the Australian Physiotherapy Association.</p> <ul style="list-style-type: none"> <li>• To comply with the Swan Hill District Health Code of Conduct.</li> <li>• At all times promote good interpersonal relationships both within and outside of the Physiotherapy department, team and organisation.</li> </ul> <p><b>Teamwork and Communication</b></p> <ul style="list-style-type: none"> <li>• To make verbal or written reports on patient condition, progress and recommendations.</li> <li>• To liaise regularly with Physiotherapy Manager and Department Heads on client and administrative matters relating to work areas.</li> <li>• To attend team meetings as required and work in conjunction with other disciplines to achieve common goals.</li> <li>• Effective delegation of appropriate tasks to the Allied Health Assistant.</li> <li>• Participate in regular supervision sessions with Senior Physiotherapists.</li> </ul> <p><b>Documentation and Administration</b></p> <ul style="list-style-type: none"> <li>• Maintain statistics as required.</li> <li>• To record assessments, actions/treatment and progress in patient files in a timely manner.</li> <li>• Maintain an up to date written program for any groups conducted.</li> <li>• Participate in ongoing development, revision and implementation of policies and procedures.</li> </ul>
<b>Key Selection Criteria:</b>	<ul style="list-style-type: none"> <li>• Bachelor of Physiotherapy or equivalent from a recognised university or college institution</li> <li>• Current registration with AHPRA</li> <li>• Demonstrated clinical skills in diverse range of physiotherapy practice</li> <li>• Ability to work independently without direct clinical supervision, and with initiative.</li> <li>• Ability to work well in a multi-disciplinary team and with community members</li> <li>• Excellent communication and organisational skills</li> <li>• To be flexible and adaptable to varied clinical areas of physiotherapy</li> </ul> <ul style="list-style-type: none"> <li>• Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers)</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• A good knowledge of quality improvement and the Australian public health system</li> <li>• Experience in public speaking and providing group education</li> <li>• Current Driver's License</li> <li>• All applicants must be able to obtain a Medicare Provider number for SHDH site/s as required and commit to the contracted 100% donation model of MBS revenue to SHDH.</li> </ul>
<b>Salary/Award:</b>	Salary in accordance with Allied Health Professionals (Victorian Public Health Sector) <i>Single Interest Enterprise Agreement 2016-2020</i> .
<b>Infection Control:</b>	<ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>• The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> <li>• All staff shall take responsibility for their own practice and share</li> </ul>



	<p>responsibility for creating and maintaining a system that provides safe, high quality health care.</p> <ul style="list-style-type: none"> <li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>• It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols</li> </ul>
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<b>Mandatory Training:</b>	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
<b>Safety:</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care for your safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>• Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>
<b>Asset Management:</b>	<p>Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.</p>
<b>Review:</b>	<p>Completion of My Work Plan on a yearly basis.</p>
<b>Previous Revision dates:</b>	<p>October 2017, January 2018, Sept 2018, Jan 2020, Feb 2021, July 2021</p>
<b>Current:</b>	<p>MARCH 2022</p>
<b>Managers Name:</b>	<p>Emma Pay</p>
<b>Managers Signature:</b>	
<b>Employees Name:</b>	



**Employees Signature:**

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The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants Curriculum Vitae

<b>Position Applying for</b>	
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<b>First name</b>		<b>Middle name</b>	
<b>Last name</b>			
<b>Address</b>			
<b>Preferred name</b>			
<b>Contact</b>	<u>Phone</u>		<u>Email</u>

Are you of Aboriginal/Torres Strait Islander Origin?     No         Aboriginal         Torres Strait Islander  
*(This question is voluntary)*

Do you wish to be identified under this category?     Yes     No

Are you an Australian Citizen or Permanent Resident:     Yes     No                      Date of Grant ...../...../.....

If no, what is your current Visa Status – Visa type \_\_\_\_\_ Expiry date ...../...../.....

Place/Country of issue: \_\_\_\_\_ Issue Number: \_\_\_\_\_

Do you require sponsorship?                                       Yes     No

**Conditions of Employment**

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

**Initial employment is subject to:**

- 6 months' probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department as required

**Hours of Work** – \_\_\_\_\_ (Availability)

**Discipline/Misconduct**

Have you experienced discipline or misconduct action at any previous employment?     Yes     No

If **Yes**, please provide details:

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## Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: \_\_\_\_\_

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

## Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

**Disclosure advice: - (to be completed by the applicant)**

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I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

**Signature of applicant:** \_\_\_\_\_ **Date:** ...../...../.....

**NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.**

**Enquiries:**

Email address: [employment@shdh.org.au](mailto:employment@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585