

# Austin Health Position Description



## Position Title: **Allied Health Assistant Grade 2 or 3 - Physiotherapy**

Classification:	Allied Health Assistant Grade 2 IN29 or; Allied Health Assistant Grade 3 IN30
Business Unit/ Department:	Physiotherapy
Agreement:	VICTORIAN PUBLIC HEALTH SECTOR (HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE WORKERS) SINGLE INTEREST ENTERPRISE AGREEMENT 2021-2025
Employment Type:	Full-Time
Hours per week:	38
Reports to:	Manager of Physiotherapy
Direct Reports:	0
Financial management:	Budget: \$0
Date:	26/11/2024

## About Austin Health

Austin Health is one of Victoria's largest health care providers. Comprising the Austin Hospital, Heidelberg Repatriation Hospital, Royal Talbot Rehabilitation, Hospital in the Home and community-based health services; Austin Health is an internationally recognized leader in clinical teaching, training and research, with numerous university and research institute affiliations.

Austin Health employs near 9,000 staff across its sites; including over 1,600 doctors and 3,000 nurses, and delivers a full range of leading-edge clinical services, including several state-wide services (liver transplant, spinal cord injury service, respiratory support service, child inpatient mental health service). In total, Austin Health provides over 900 beds, including mental health, aged-care and rehabilitation beds and a range of community and in the home services. The current annual operating budget is in excess of \$960 million.

Austin Health delivers vital state-wide services to all Victorians, including to diverse multicultural and veteran communities. It also provides community and specialty services to the people of Melbourne's north-eastern corridor in a safety-focused, team-oriented and stimulating work environment.

Austin Health's current vision is to change healthcare for the better through world class research, education and exceptional patient care.

Our values define who we are, shape our culture and the behaviors, practices and mindset of our people. Our values are: Our actions show we care, we bring our best, together we achieve and we shape the future. [www.austin.org.au/about-us](http://www.austin.org.au/about-us)

Austin Health is committed to providing an inclusive culture where all

employees can contribute to the best of their ability and strive to develop further. Find more at <http://www.austin.org.au>

## Position Purpose

To assist in the organisation and implementation of physiotherapy care for patients within the specific work area.

To fulfil non-clinical responsibilities (including department and equipment upkeep and cleaning) associated with the efficient operation of the physiotherapy department.

## About Physiotherapy

The Physiotherapy Department comprises about 112 EFT (Equivalent Full Time) staff at the Austin Hospital, Heidelberg Repatriation Hospital, and the Royal Talbot Rehabilitation Centre. It provides seven days per week, 12 hours per day services to acute and aged care areas. There is also a seven day a week primary care service for soft tissue injuries in the Emergency Department

It is a major clinical school for the University of Melbourne with responsibility for about 180 students from 1<sup>st</sup> through to 3<sup>rd</sup> year for the Doctorate of Physiotherapy (DPT) course. The Physiotherapy department is also associated with Swinburne University as a clinical school.

The Physiotherapy Assistant may rotate through all campuses working under the direction of physiotherapists to perform tasks including hydrotherapy, gym classes, individual treatment sessions, administration, and general activities.

## Purpose and Accountabilities

### Role Specific:

- To perform or assist in physiotherapy activities, as instructed by the physiotherapist including performing exercises, moving, transferring and ambulation of patients
- Independently provide clinical care to patients within a safe and appropriate framework as determined by the instructing physiotherapist.
- Set up equipment and store it away at the end of treatment sessions.
- Assist with maintaining a safe, clean, and tidy treatment area.
- Change linen as appropriate.
- Document patient treatment attendances on computer and/or in patient's medical record in line with Austin Health medical record policies.
- Monitor equipment supplies and re-order as required.

### Training and development:

- On commencement: participate in the Austin Health, department and unit orientation programs.
- Participate in department and sub-department in-services.
- Participate in other continuing education activities as appropriate.

- Appropriately utilize other staff and available resources to facilitate self-learning.

#### **All Employees:**

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub):
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks
- Comply with the Code of Conduct

## **Selection Criteria**

#### **Essential Knowledge and skills:**

- Suitable qualification Certificate III or equivalent.
- Good verbal and written communication skills.
- Good interpersonal skills.
- Good organisational skills.
- Demonstrate initiative, problem solving skills and flexibility.
- Effective time management skills.
- Computer skills.
- A commitment to Austin Health values: Our actions show we care, we bring out best, together we achieve, and we shape our future.

#### **Desirable but not essential:**

- Previous experience working with Physiotherapists in acute and sub-acute as an Allied Health Assistant (Physio),
- Previous experience in aquatic physiotherapy would be highly regarded

## **General Information**

#### **Austin Health is a Child Safe Environment**

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

#### **Equal Opportunity Employer**

Applications from Aboriginal and Torres Strait Islanders are encouraged to apply. For more information about working at Austin Health, please follow this link to Austin Health's Aboriginal Employment website:

<http://www.austin.org.au/careers/Aborigineemployment/>

<b>Manager Signature</b>	
<b>Employee Signature</b>	
<b>Date</b>	