

# Position Description

## Grade 3 Physiotherapist - Tracheostomy Review and Management Service (TRAMS)

<b>Classification:</b>	Grade 3 year 1 to 4 (VB7 to VC1)
<b>Business unit/department:</b>	Physiotherapy
<b>Work location:</b>	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
<b>Agreement:</b>	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026 Choose an item. Choose an item.
<b>Employment type:</b>	Part-Time
<b>Hours per week:</b>	0.6 EFT
<b>Reports to:</b>	Manager of Physiotherapy Operational- Manager, TRAMS
<b>Direct reports:</b>	NA
<b>Financial management:</b>	Budget: \$0
<b>Date:</b>	11/06/2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

### Position purpose

The Grade 3 TRAMS Physiotherapist will be recognised as a clinical leader in a specialist area of tracheostomy and ventilator care as recognised by the Employer. They will demonstrate superior consolidated skills and will motivate and inspire others. They will be leaders in building and contributing to knowledge in their area of expertise and will encourage teaching, research and mentoring within a designated clinical stream. They are expected to lead and develop individuals and teams, and to have currency of professional knowledge and skills that supports patient care at the highest clinical level.

The Grade 3 clinician will support the TRAMS Manager and team in a range of activities including project planning and development, strategic planning, policy development and resource allocation and data collection.

## About the TRAMS and Physiotherapy Department

This position is based within the Tracheostomy Review and Management Service and the Physiotherapy Department.

TRAMS is a multidisciplinary, consultative service which coordinates care, policy, and education for tracheostomy patients across all Austin Health campuses and into the community. The core team consists of Doctors, Nurses, Speech Pathologists and Physiotherapists. TRAMS coordinates the Interdepartmental Tracheostomy Committee and Forum aimed at improving communication and safety for this patient group across all stakeholders. TRAMS reports to the Deteriorating Patient Committee. TRAMS provides extensive education including annual workshops, creation of eLearning, online webinars and International Tracheostomy Symposiums.

Additionally, TRAMS is the lead Asia Pacific site for the Global Tracheostomy Collaborative (GTC). [www.globaltrach.org](http://www.globaltrach.org). The GTC is a tracheostomy quality initiative aimed at improving the lives of people who have a tracheostomy.

The Physiotherapy Department comprises approximately 92 EFT 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 1st through to 3rd year for the Doctorate of Physiotherapy (DPT) course.

Clinical research is a priority of both departments.

The Physiotherapist employed into this position will work closely with all members of the multidisciplinary team including medical, nursing and allied health staff.

## Position responsibilities

### Clinical Care

- Provide high quality, evidence based physiotherapy assessment and intervention to patients with tracheostomy across acute and community settings
- Provide a tertiary level consultancy service to staff across Austin Health and externally, offering advice, innovative solutions and support for complex clinical care and service provision
- Demonstrate and promote evidence-based practice and interdisciplinary care
- Manage and prioritise clinical workload effectively in both fast paced acute environment and in community setting, ensuring care aligns with Austin Health clinical guidelines and protocols
- Facilitate safe and effective discharge planning and follow-up services for patients and carers living with a tracheostomy
- Provide timely, accurate documentation and comprehensive clinical handover
- Communicate effectively with medical, nursing, allied health staff, patients, families, and carers



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## Clinical Leadership

- Lead TRAMS Physiotherapy services in alignment with departmental and Austin Health priorities
- Create a team environment which promotes a positive culture, opportunity for learning and development, safety and welfare of employees
- Participate in the development, implementation and evaluation of policy, service provision and strategic direction of the department
- Represent the TRAMS department at relevant Austin Health forums and meetings, including collaboration with relevant internal and external stakeholders e.g. Global Tracheostomy Collaborative (GTC) team
- Perform additional administrative duties and projects under direction of the managers

## Training and development

- Maintain and model evidence based practice through ongoing professional development
- Provide formal supervision to Grade 1 or 2 Physiotherapists as required
- Deliver and coordinate tracheostomy education programs for staff, students and external providers
- Contribute to the ongoing development of training frameworks, policies and clinical education resources
- Participate in supervision with Grade 4 senior clinician, and yearly performance reviews

## Quality Assurance

- Drive continuous quality improvement, service and outcome evaluation
- Identify, manage and mitigate clinical risks in line with organisational policies
- Assist in developing and maintaining guidelines, resources and ensuring compliance with hospital accreditation and the National Standards for Safety and Quality in Healthcare.
- Participate in audits, mandatory training and quality improvement activities

## Research

- Participate in research activities and support data collection and analysis using TRAMS data collection systems

## Information Management

- Maintain accurate clinical documentation, reporting, and data collection
- Adhere to Austin Health's policies for use of Information Technology and information governance requirements

## All Employees

- Comply with Austin Health policies and procedures, as amended from time to time, which can be located on the intranet.
- Participate in Austin Health's annual Performance Review and Development (PRD) program as required.
- Engage in processes to monitor service delivery and participate in improvement activities.



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- Undertake not to reveal to any person or entity any confidential information relating to patients, employees, policies, and processes and not make public statements relating to the affairs of Austin Health without prior authority of the Chief Executive Officer.
- Report incidents or near misses that have or could have impact on safety and participate in the identification and prevention of risks.
- Participate in the emergency incident response activities as directed.

## Credentialing and Scope of Clinical Practice

AHPRA Registration

## Selection criteria

### Essential skills and experience:

- Demonstrated commitment to Austin Health values
- Current registration as a Physiotherapist with AHPRA
- Minimum 7 years of relevant clinical experience
- Extensive clinical experience in tracheostomy management
- Experience managing complex patient populations including respiratory, neuromuscular, neurological and medical complex patients across the continuum of care
- Demonstrated expertise in teaching, training and education
- Commitment to ongoing professional development and evidence-based practice
- Demonstrated initiative, flexibility, problem-solving skills, and ability to adapt across clinical environments
- Demonstrated ability to undertake professional supervision and promote professional development of other staff
- Experience in research and/or quality improvement project work, including knowledge and skills in benchmarking and data analysis
- High level interpersonal skills that promote teamwork and proven ability to relate to people at all levels within an organisation
- Excellent communication and interpersonal skills
- Ability to lead and participate in the development, implementation and evaluation of models of care, guidelines, policies and procedures
- Current drivers' licence

### Desirable but not essential:

- Recognised clinical expertise and leader in the area of tracheostomy management
- Proficiency in clinical information systems and data reporting tools relevant to risk management reporting
- Hold a higher degree or progressing towards higher qualification in a relevant clinical area
- Demonstrated evidence of research, publication and public presentation



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- Skills in project management, service redesign, and/or business planning

## Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

## Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

## General information

### Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

### Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or



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Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

**Austin Health is a child safe environment**

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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