## Position Description

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| position title | Rehabilitation Assistant Physiotherapy |
| Department | SCDHB – Physiotherapy Department |
| Location | Timaru, South Canterbury |
| FTE | As per offer letter |
| Hours of Work | As per offer letter |
| Professional link | NA |
| Professional report | NA |
| Service and Directorate | Allied Health |
| Operational report | Professional Leader Physiotherapy (Operation & Professional) |
| Number of direct reports | Nil |
| DHB Delegation Level | NA |

POSITION DESCRIPTION Agreement

Please sign below to confirm that you have read, understood and agree to the responsibilities and expectations outlined in this position description.

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

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| Employee Name |  | | |
| Employee Signature |  | Date |  |

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| Employer Name |  | | |
| Employer Signature |  | Date |  |

## About Us

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| Vision | Every moment matters |
| Mission | Enhancing the health and independence of the people of South Canterbury |
| Values | ICARE |
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|  | INTEGRITY | pono  Honest and strong moral principles |
| COLLABORATION | Mahi Tahi  Working together to make every moment matter |
| Accountability | Whaiwhakaaro  Acknowledgement and assumption of responsibility |
| Respect | Whakaute  Fostering inclusion and embracing diversity |
| Excellence | hiraka  Aim high to deliver exceptional results |
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| The South Canterbury District Health Board (SCDHB) is responsible for the effective delivery of health and disability services to people of South Canterbury. This includes hospital-based services, community-based services and referrals to and from appropriate tertiary centres.  SCDHB values diversity and is proactively striving to enable this across our workforce, in order to better reflect the makeup of the local community that we serve, in order to help us to provide health care which acknowledges and respects cultural values and beliefs.  SCDHB has embarked on a path to becoming a Learning Organisation, whereby staff are supported and challenged to grow professionally and to question processes and methodology in an effort to improve the what and how we do things.  Healthcare Assistants and Rehabilitation Assistants work as part of the health care teams that provide a range of diagnostic, technical, therapeutic and direct patient care and support services to the communities they serve. This role will work collaboratively with all health professionals as well as the wider multi-disciplinary team throughout the SCDHB in a way that is consistent with the Organisation’s vision and values. | |

## About the role

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| Role Perspective | The Allied Health services include Dietetics, Occupational Therapy, Orthotics Physiotherapy, Pharmacy, Radiology, Speech and Language Therapy, Social Work, Orthotics, Clinical Psychology and Audiology.  Services are delivered regionally across the inpatient, outpatients and community areas. Each department is supported by a Professional Leader who reports to the Director Allied Health, Scientific and Technical.  The position is central to the Physiotherapy Department, working collaboratively with colleagues, other allied health staff, services and reporting to the Professional Leader. |
| Role  Purpose | Through developing and maintaining a high standard of work at all times this role will support and facilitate the work of the registered clinical staff to provide an excellent Physiotherapy service for clients in the Physiotherapy Department and in other work areas as required. |

Functional Relationships

## Pillars of practice

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| Leadership and Management | Te Ārahi me te Whakahaere |

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| **Key accountabilities:**   * Participate in and contribute to the functioning of the interprofessional team * Attend and contribute to relevant department meetings. * Establish and maintain an effective working relationship with other staff * Contributes to the development of team goals and service delivery.   **Time management**   * Manage own time adopting a disciplined approach to establishing and following identified role-related priorities   **Skill Sharing**   * Share skills (as appropriate) with other unregulated (assistant) workforces to enhance person centred outcomes | **Examples of successful delivery of duties and responsibilities:**   * You participate as a team member to ensure the best outcomes for patients/ people * Your tasks are scheduled and completed in a timely manner * You produce work that complies with SCDHB processes and reflects best practice. * You live and support the SCDHB values in everything you do. * You maintain timely and accurate statistics as required by Department |

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| CLINICAL Practice | Te Mahi Haumanu | |
| **Key accountabilities:**  **Legislative requirements**   * Practise in accordance with relevant legislation, codes, policies etc. and uphold consumer rights   **Assessments and interventions (if appropriate to profession)**   * Contribute to the safe and contemporary patient care delivery in the hospital, outpatient or community setting * Carry out mobility and exercise programmes under the direction of the registered staff * Be familiar with the patient’s / client’s goals and gain informed consent for intervention, taking into account those who lack capacity (e.g. those with cognitive difficulties). * Utilise therapeutic relationships with patients/clients/residents that are established, maintained and terminated appropriately * Reflect on and evaluate the effectiveness of own practice * Issue/deliver and order walking aids under the delegation of the Physiotherapist. * Undertake manual handling skills to ensure safe practice.   **Documentation**   * Undertake clerical support work such as data entry on computer, filing, photocopying, appointment making, compiling of statistics and liaising with staff regarding phones calls and patient appointments. * Maintain confidentiality of patient information and documentation * Adhere to SCDHB’s documentation standards   **Culturally Sensitive Practice**   * Practice in a culturally safe manner * Demonstrate an awareness of health inequalities, with evidence of implementing actions within own practice towards reducing these for the patient/client and/or whānau. | **Examples of successful delivery of duties and responsibilities:**   * You adhere to legislative standards of practice * You work within your scope of practice * You use standard measurement tools and equipment as set down by departmental protocols * Your documentation and statistics are timely, clear, concise and accurate * You assist others to gain appropriate support and representation which reflects their cultural needs and preferences. * You communicate to registered staff any observations regarding patient status that requires a change in management * Issue/deliver walking aids as well as set up walking aids to the correct height. * Following cleaning instructions of walking aids being returned to the department. * You quickly and effectively adjust your behaviour to meet a goal and/or changing circumstances, e.g. changed work schedules, patient’s needs * You demonstrate an understanding of the roles of the interdisciplinary and transdisciplinary team * You will apply the principles of collaborative interdisciplinary team work and the Calderdale Framework necessary to facilitate the delivery of a safe and effective patient focused service * You will manage your own workload to enable support and assistance for other staff when necessary * You will provide leave cover when other assistant is on leave * You will utilize available resources efficiently to meet patient’s/client’s health care needs * You will ensure safe manual handling practices are carried out |

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| Teaching and Learning | Ako Atu, Ako Mai | |
| **Key accountabilities:**  **Of Self**   * Reflect on and evaluate the effectiveness of own practice * In conjunction with your line manager at your annual performance appraisal undertake a regular review of objectives and identification of training and development needs * Achieve and maintain contemporary practice by maintaining relevant knowledge and skills in your area of practice * Maintain an awareness of current developments in the areas being worked in. | **Examples of successful delivery of duties and responsibilities:**   * You complete mandatory training as applicable for the role. * You participate in an annual performance review * You actively seek feedback and accept constructive criticism. * You attend in-service education programmes and staff meetings * You maintain a high level of personal motivation for work despite problems, changes or daily work demands * You respond to requests, ideas and suggestions in a non-defensive way, taking appropriate action that facilitates cooperation and trust |

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| Service Improvement and Research | Te Whakapai Ratonga me te Rangahau | |
| **Key accountabilities:**   * Contribute to improvement activities to develop and improve service delivery. * Participate in work / projects that may result from the planning process. * Practice in a way that utilises resources in the most cost-effective manner. | **Examples of successful delivery of duties and responsibilities:**   * You demonstrate a positive personal commitment to the culture of continuous quality improvement by ensuring quality values are integrated into personal daily practice |

Person specification

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| Education, Qualification or equivalent level of learning) | **ESSENTIAL**   * A current New Zealand training certificate in patient care or relevant experience * Clean and current full drivers licence |
| Experience | **Desirable**   * Manual Handling Skills * Basic computer skills – Microsoft Word and Excel |
| Knowledge and Skills | **ESSENTIAL**   * Proven confidence in carrying out manual tasks |
| Personal Qualities | **ESSENTIAL**   * Effective interpersonal and communication skills. * Ability to work under pressure * Effective planning and prioritisation skills * Accepts responsibility for own actions * Be prepared to assist in other areas in times of staff shortages |

**APPENDIX 1** | General Responsibilities of an Employee of South Canterbury District Health Board (SCDHB)

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| treaty of waitangi | SCDHB is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection. |
| Professional responsibilities | As an employee of SCDHB you are required to:   * Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice. * Keep yourself up to date on knowledge, best practices and legislation relating to your work. * Make a personal contribution towards effective and efficient working relationships within your team and with other SCDHB departments. * Ensure that you carry out your work in a way that is both customer-focused, while meeting culturally competent professional standards. * In conjunction with your manager, identify your own training needs and plan to meet these needs. * Manage your own time and prioritise your work effectively. |
| health, safety and wellbeing | * Compliance with all health and safety legislative requirements. * Compliance with the ACC Partnership Programme requirements. * Compliance with all organisation-wide health and safety policies and procedures. * Compliance with the Health and Safety Manual, any relevant hazardous substances information and the emergency plan. * Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way. * Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early. * Knowledge of identified hazards is kept up to date. * Reportable event form is completed (via Safety First) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours. * Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace. * As part of our duty of care towards our patients, it is crucial that all patient-facing staff be fully immunized. All clinical roles will be expected to provide evidence of immunity to certain illnesses and screened for TB as appropriate at the pre-employment stage. |
| raise concerns | * All employees of SCDHB are expected and encouraged to immediately ask questions, and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised (e.g. Safety 1st and Speaking Up for Safety). * All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time (e.g. Promoting Professional Accountability). |
| child wellbeing and protection | SCDHB is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:   * Contribute to and support the organisation’s strong commitment to a child centred approach to protect children across the region. * Act at all times in the best interest of the children and young people, putting their interests first. * Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion. |
| legislation, regulations and board policies | You are required to be familiar with and adhere to the provisions of:   * All relevant acts and regulations * All Board, hospital and department policies * All relevant procedure manuals * The SCDHB’s Disciplinary Policy and Code of Behaviour. |
| confidentiality | You are required to:   * Adhere to the Privacy Act 2020, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information. * Maintain strict confidentiality of patient, applicant and employee information at all times. |
| risk management | You are required to:   * Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced. * Be especially aware of those risks which have high cost or safety implications. * Complete an accident/incident report for any accident, incident or near miss which has taken place at work. * Respond to complaints according to appropriate policies. |
| security | You are required to:   * Wear your identification badge at all times when on site or when carrying out official duties. * Notify Human Resources of any changes required for your ID badge. * Report any suspicious or unusual occurrence to an orderly or telephone operator. * Complete an incident report for any incident which has or might have compromised the safety of staff, consumers and visitors. |
| smokefree | SCDHB is a Smokefree Organisation. This applies to all staff and contractors working within SCDHB buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, consumer sand others are informed of the policy. This also applies to SCDHB staff employed on Board business in the community. |