

POSITION DESCRIPTION

Health NZ Te Whatu Ora is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Organisational Vision

Health NZ's vision is to improve the health and well being of the people living in Canterbury.

Organisational Values

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

POSITION TITLE:

Physiotherapy Assistant

REPORTS TO (Title):

Clinical Manager, Physiotherapy Services

REPORTS ON A DAILY BASIS TO:

Physiotherapy Team Leader

PRINCIPAL OBJECTIVES

To assist in the day to day operation of the Physiotherapy Service and to assist physiotherapists with patient treatments.

FUNCTIONAL RELATIONSHIPS:

(Who are the customer/consumers/patients)

INTERNALLY:

1	Clinical Manager
2	Physiotherapy Team Leader
3	Physiotherapy department staff
4	Clerical support staff
5	Health NZ Waitaha Canterbury staff – MDT, orderlies, laundry, site maintenance, cleaners
6	Physiotherapy students

EXTERNALLY:

1	Patients/clients and their family/whanau/carers
2	Equipment and orthotic providers
3	Hospital visitors

KEY PERFORMANCE OBJECTIVES:

Task 1	The Physiotherapy Assistant is responsible for the maintenance and monitoring of supplies and equipment within the Physiotherapy Department or specified clinical area
Expected Result	<ul style="list-style-type: none"> - The gym/department/pool is maintained according to the established policies and procedures, and any discrepancy reported to the Physiotherapy Team Leader, a physiotherapist and/or the Clinical Manager.
Task 2	The Physiotherapy Assistant is responsible for the setting out of equipment in preparation for physiotherapy sessions or meetings as required.
Expected Result	<ul style="list-style-type: none"> - Exercise equipment is set out as required in accordance with established policies and procedures. - All equipment is set up and removed as per requirement for sessions.
Task 3	The Physiotherapy Assistant will assist with the delivery of quality patient care as requested, under the supervision of a registered physiotherapist
Expected Result	<ul style="list-style-type: none"> - As required carry out patient related duties either independently or in conjunction with the physiotherapist recognizing that the patient remains the responsibility of the relevant registered physiotherapist. - Advise the physiotherapist promptly of any problems in delivering quality patient care. - Be aware of the limitations of practice of a Physiotherapy Assistant. - Maintain confidentiality relating to patients and whanau
Task 4	The Physiotherapy Assistant is responsible for ensuring that his/her knowledge of departmental safety standards is in accordance with DHB policy.
Expected Result	<ul style="list-style-type: none"> - Read Divisional and Departmental Manuals. - Safety mechanisms within the physiotherapy department and/or ward or unit are checked regularly and any faults promptly reported to the Team Leader, a physiotherapist and/or Clinical Manager. - Assist in the cleaning of department and patient care areas during the course of the day (e.g. body fluids) in accordance with established policies and procedures. - Assist with checks of all patient related equipment and report discrepancies promptly.

Task 5	The Physiotherapy Assistant is responsible for ensuring that his/her own knowledge of emergency procedures is kept up to date in accordance with DHB policy.
Expected Result	<ul style="list-style-type: none"> - CPR standards maintained. - Demonstrate competence in carrying out emergency procedures, e.g. fire. - Attend relevant emergency training sessions, e.g. hydrotherapy, medical, emergency training. - Electrical Safety.
Task 6	The Physiotherapy Assistant is responsible for maintaining ongoing communication with the Clinical Manager and Physiotherapy Team Leader or the delegated representative
Expected Result	<ul style="list-style-type: none"> - Attend and participate in own performance review meetings with the Physiotherapy Team Leader and/or Clinical Manager. - Ensure achievement of own documented performance objectives. - Attend physiotherapy service staff and inservice meetings as arranged. - Attend education/training sessions for assistants as arranged. - Participate in clinical area orientation / training as arranged.
Task 7	The Physiotherapy Assistant will contribute towards the development of the Physiotherapy Department where appropriate.
Expected Result	<ul style="list-style-type: none"> - Carry out allocated tasks - Participation in the preparation of policies and procedures. - Undertake computer training as necessary for clinical or administrative duties
Task 8	The Physiotherapy Assistant will undertake other duties as reasonably requested by the Physiotherapy Team Leader or Clinical Manager
Expected Result	<ul style="list-style-type: none"> - Provide cover to clinical areas as requested. - To ensure that all duties required to be performed in the best interests of DHB are done so in a competent and effective manner.

HEALTH & SAFETY:

- Observe all Health NZ Waitaha Canterbury's safe work procedures and instructions
- Ensure your own safety and that of others
- Report any hazards or potential hazard immediately
- Use all protective equipment and wear protective clothing provided
- Make unsafe work situations safe or, if they cannot, inform your supervisor or manager
- Co-operate with the monitoring of workplace hazards and employees health
- Ensure that all accidents or incidents are promptly reported to your manager
- Report early any pain or discomfort
- Take an active role in the Health NZ Waitaha Canterbury's rehabilitation plan, to ensure an early and durable return to work
- Seek advice from your manager if you are unsure of any work practice

QUALITY:

Every staff member within Health NZ Waitaha Canterbury's is responsible for ensuring a quality service is provided in there area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

QUALIFICATIONS & EXPERIENCE:

Essential

- NZ Certificate in Health and Wellbeing Level 3 Health Assistant Strand. This may be completed following appointment to a position

Desirable

- Have had some experience working with the elderly and people with disabilities

PERSONAL ATTRIBUTES:

MANDATORY

- Ability to “work together” in a truthful and helpful manner.
- Ability to “work smarter” by being innovative and proactive.
- Accepts responsibility for actions.
- Understand and preserve patient confidentiality at all times and be familiar with the requirements of the Privacy Act 1993 with regard to consent for distribution of information between carers and health professionals
- Have an ability to comprehend and communicate effectively in spoken and written English
- Have confidence in water (swimming pool)
- Be in a state of good personal health to carry out the duties expected of a physiotherapy assistant

DESIRABLE

- Demonstrate an ability to communicate effectively with a wide range of people
- Be able to work under pressure and sometimes unsupervised
- Possess time management and organisational skills and an ability to prioritise work
- Be flexible and adaptable
- Demonstrate an ability to perform as an effective team member
- Understand and preserve patient confidentiality at all times
- Good swimming ability would be an advantage
- Be prepared to spend time in the swimming pool in close physical contact with a patient if required by the supervising physiotherapist

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.