



POSITION DESCRIPTION PHYSIOTHERAPIST

1st June 2018

Location: 2/7 Homestead Road, Kerikeri. 0230
 Hours: As per Individual Employment Agreement
 Responsible to: Allison Shipton, Director and Principal Physiotherapist
 Functional Relationships: Other Physiotherapists

- Receptionists
- Referrers, Doctors, Funders
- Supplier representatives
- Allied professionals e.g. Podiatry personnel
- Other workers/users within the building
- Patients

Primary Objectives: Provide physiotherapy treatment and management to patients in a professional caring manner
 Contribute towards the provision of an excellent physiotherapy service and to maintain good working relationships with all staff and patients.
 Ensure patients have every opportunity to regain their optimal level of function and empower patients to manage their problems to the best of their ability.

Bodyworks – Physiotherapy & Wellness has an expectation that all staff will:

1. Incorporate the principles of continuous quality improvement into all activities and contribute to meeting the objectives of the Bodyworks – Physiotherapy & Wellness quality plan.
2. Comply with all health and safety procedures to ensure their own safety and the safety of others in the workplace and actively participate in the maintaining a safe working environment at Bodyworks – Physiotherapy & Wellness.
3. Not cause or allow any practice, or activity, which is unethical, unlawful, imprudent, or likely to damage the reputation of the Bodyworks – Physiotherapy & Wellness or any of its staff, or which could, through association, bring the clinic into disrepute.
4. Treat all information regarding the management and practices of Bodyworks – Physiotherapy & Wellness in strictest confidence.

File Name:	BW_Job_Description_Physiotherapist	Revision:	3	Revision Date:	August 2021 (Last Edit)
Authorised:	Mark Blakelock			Next Revision:	Plus 12-months from last edit

KEY TASKS	EXPECTED OUTCOME	PERFORMANCE MEASURES
To improve knowledge of musculo-skeletal conditions	<ul style="list-style-type: none"> Attend 12 monthly peer review Attend or take clinical in- service sessions Maintain membership and registration of professional associations as required and applicable. Maintain logbook to ensure ongoing professional development and recertification A quality service that patients, referrers and funders are satisfied with 	<ul style="list-style-type: none"> Familiar with current literature and trends of treatment Personal portfolios for records of in-services, courses, peer reviews, personal development programs and performance appraisals Professional memberships and registration maintained Statistics - source of referral Timeframes for expected In Service Training participation
Assessment and Treatment	<ul style="list-style-type: none"> Assessments must follow the clinical record form and the policy and procedure Treatment plans are modified as the patient’s condition changes Physiotherapy resources are used effectively and efficiently The advice of other physiotherapists is sought as necessary Provide education in the community when requested 	<ul style="list-style-type: none"> Clinical record audits - assessments are accurate, plans/goals of treatment are appropriate, realistic, and explained to patient. Alternatives discussed, and informed consent gained Patient progress is reported accurately in-patient files Patients have a minimum waiting time Patient surveys Statistics Document in personal file
Maintaining and reviewing equipment	<ul style="list-style-type: none"> Equipment used is monitored and any maintenance/repair/recycling is recorded in the incidents book and attended to Follow the policies and procedures regarding equipment 	<ul style="list-style-type: none"> There should be no incidents or injuries to staff or patients due to faulty equipment Supplies and stock are maintained Loans recorded in loans book
Professional Conduct	<ul style="list-style-type: none"> Physiotherapy standards and Codes of Conduct are adhered to Awareness of goals and objectives of Bodyworks – Physiotherapy & Wellness Familiarity and working in accordance with all the practice policies and procedures Adopt a professional appearance and manner 	<ul style="list-style-type: none"> Demonstrate professional conduct Conduct is consistent with Bodyworks – Physiotherapy & Wellness standards Client safety/confidentiality is protected Patient satisfaction surveys Self/peer appraisal
Privacy	<ul style="list-style-type: none"> Knowledge and implementation of the policies and procedures including computer privacy 	<ul style="list-style-type: none"> Adherence to the Privacy Act 1993 and the HIPC 1994 No complaints from patients or if so, dealt with professionally Personal portfolio - orientation check list
Referrals: ACC, Insurance Companies, Accredited Employers, and doctors	<ul style="list-style-type: none"> Diary is organised to ensure new clients are offered appointments consistent with practice policy. On the initial consultation identify the funder and ensure the patient has completed all necessary details on ACC forms Timely initiation of request for further treatments eg ACC 32s Monitor number of treatments Ensure patient is aware of surcharges and other charges 	<ul style="list-style-type: none"> New patients have first appointment within practice policy. Treatment details are entered correctly on computer and invoicing directed to the appropriate funder. Treatment numbers remain within the treatment profiles. Referrer satisfaction surveys Patients aware of surcharges

File Name:	BW_Job_Description_Physiotherapist	Revision:	3	Revision Date:	August 2021 (Last Edit)
Authorised:	Mark Blakelock			Next Revision:	Plus 12-months from last edit

KEY TASKS	EXPECTED OUTCOME	PERFORMANCE MEASURES
Effective communication	<ul style="list-style-type: none"> • Effective communication with the principal, other physiotherapists, receptionists, ACC case managers, doctors, employers, and other personnel as appropriate • Patients and families are informed about their treatment progress and expected outcomes • Appropriate letters and referrals are made on discharge 	<ul style="list-style-type: none"> • Good and effective working relationships with other team members • Clients and families are satisfied with information given, and have queries answered. • Appropriate referrals are made if required • Referral statistics • Personal appraisals Record of discussions and record of patient’s verbal consent in notes, letters attached to files
Efficiency of practice operations	<ul style="list-style-type: none"> • Attend administration meetings • Record incidents and communications in book for discussion at meetings including suggestions for improving managerial and clinical procedures • Follow specific daily tasks • Order equipment/stock with principal’s authorisation 	<ul style="list-style-type: none"> • Minutes of meetings • Quality improvement activities are initiated from incidents book • Waiting times are kept to a minimum (not more than 10 minutes) • Other physiotherapists monitor completion of daily tasks
Health and Safety	<ul style="list-style-type: none"> • Attend fire-drill, CPR training sessions and disaster plan practices • Awareness of all health and safety policies and procedures • Undertake and be involved in OSH in the immediate work area 	<ul style="list-style-type: none"> • CPR certificates - personal portfolios • Audit diary entries • Personal portfolio – orientation check list • Document practice diary

File Name:	BW_Job_Description_Physiotherapist	Revision:	3	Revision Date:	August 2021 (Last Edit)
Authorised:	Mark Blakelock			Next Revision:	Plus 12-months from last edit

SPECIFIC DAILY TASKS

START

1. Switch on the computers, access Practice Management Software and check appointments for the day - correct appointment print-out accordingly. Ensure there is a record for every patient on the appointment book print out
2. Check for answer phone messages: ring patients requesting an appointment as soon as able, record messages on message pad.
3. Check the patient treatment rooms are tidy
4. If first to arrive, place sandwich board on pavement.

DURING THE DAY

1. **New Patients:**
 - a. Ensure appropriate forms have been completed
 - b. Check all client details
 - c. Check all injury details
 - d. Check all health information and note on VIP if necessary
 - e. Check marketing information is completed
 - f. Make sure client has signed form (twice if needed)
 - g. Alert the receptionist to work-related accidents.
2. Ensure the patient has been made aware of the Patient Information folder
3. **ACC Clients**
 - a. Ensure the accident description is adequate before the patient leaves the clinic
 - b. Ensure Injury Read Code is relevant to treatment and reflects your diagnosis.
 - i. If it is not relevant, prepare ACC32 or ACC45 to register new Read Code/Injury
4. **Discharged patients:**
 - a. Check all details completed on records,
 - i. the goals of treatment plan column have been completed
 - ii. a discharge summary done as appropriate
5. For patients who DNA or do not cancel within 4 hours of their appointment:
 - a. Decide whether the patient should be charged
 - b. If so, write "to be charged" on VIP diary page and ensure an invoice is sent to the patient
6. Change bed linen, towels, and gowns after soiling as appropriate
7. Tidy the treatment rooms after use
8. Return all equipment to appropriate storage
9. Ring patients who do not attend on the day if deemed appropriate. Ring patients in hold file as necessary.

END OF DAY

1. Ensure there is a clinical record for every patient who has attended for treatment on the day.
2. Ensure all client related paperwork is returned to the receptionist.
3. Tidy your treatment room in preparation for the next day. Empty rubbish tins. Do own dishes.
4. Switch off electrical equipment
5. Shut down the computer
6. If second to last to leave, inform last staff member that you are leaving and lock front door
7. Move sandwich board into clinic and lock front door if last to leave.

WEEKLY

1. Complete Inactive Patient report and phone calls

END OF WEEK

1. Change the treatment rooms bed linen, towels and gown

LIMIT OF AUTHORITY

1. No delegation to make capital purchases
2. Expenditure is within delegated authority
3. No staffing delegation
4. Roster changes require authorisation from Principal

LIMITATIONS OF PRACTICE

Must not practice outside levels of professional competence / scope of practice.

Must follow the guidelines of the Aotearoa New Zealand Physiotherapy Code of Ethics and Professional Conduct

Must be competent with health consumers whose cultures may differ from their own and with colleagues and other health professionals from diverse backgrounds.

File Name:	BW_Job_Description_Physiotherapist	Revision:	3	Revision Date:	August 2021 (Last Edit)
Authorised:	Mark Blakelock			Next Revision:	Plus 12-months from last edit

CANNOT TREAT

1. Outside the levels of professional competence / scope of practice.
2. Respiratory conditions
3. Neurological conditions
4. Aches and pains of non-musculo-skeletal origin
5. Women's health conditions except as detailed in Practice business plan.

KNOW WHEN

1. To refer back to the referring doctor, or refer on to a doctor
2. To refer to another physiotherapist
3. To refer to another allied health professional

Signed: _____ DATE: ____/____/____

File Name:	BW_Job_Description_Physiotherapist	Revision:	3	Revision Date:	August 2021 (Last Edit)
Authorised:	Mark Blakelock			Next Revision:	Plus 12-months from last edit