

JOB DESCRIPTION

Staff Physiotherapist Physiotherapy Department Kaitaia Hospital

Position Title:	Staff Physiotherapist
Organisation Unit:	Physiotherapy Department
Location:	Kaitaia Hospital, Northland District Health Board
Responsible to:	Charge Physiotherapist and Operational Manager Kaitaia Hospital Northland District Health Board
Primary Functions of the Position:	To provide physiotherapy to patients of Northland District Health Board in any clinical area

Functional Relationships

The Staff Physiotherapist will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none">• Referring doctors• Physiotherapists• Physiotherapy assistants• Physiotherapy receptionist• Nursing, medical and auxiliary staff• Patients and relatives	<ul style="list-style-type: none">• Referring doctors• Physiotherapists• Health professionals• ACC Case Managers



Key Responsibilities and Expected Outcomes

Northland District Health Board has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with NDHB:

Values	Supporting Statement
Tāngata i te tuatahi People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
Whakaute (tuku mana) Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
Manaaki Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
Whakawhitiwhiti Kōrero Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding aroha
Te Hiranga Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Staff Physiotherapist encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- To assist with administration and housekeeping tasks within the department as needed
- To manage a clinical case load according to current practice standards
- To maintain and improve skills
- To function in accordance with Northland DHB policies and procedures
- To function in accordance with Physiotherapy Department policies and procedures
- To have an understanding of the Treaty of Waitangi and its relevance to health
- To take responsibility for the safety of self, colleagues and patients in the workplace
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within District Health Board management processes and procedures • Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes • Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner • Attend the Northland District Health Board Te Tiriti o Waitangi Training

Key Responsibility Area	Expected Outcomes
<i>To assist with administration and housekeeping tasks within the department as needed</i>	<ul style="list-style-type: none"> • Understanding of department administration and housekeeping duties • Ability to share administration and housekeeping duties when these tasks unable to be delegated.
<i>To manage a clinical case load according to current practice standards</i>	<ul style="list-style-type: none"> • Timely response to referrals • Efficient time management • Competent and safe practice • Measurable outcomes from intervention • Correct documentation • Effective communication with patients and care team • Statistics kept in accordance with current requirements • Patient equipment needs and equipment documentation are met. • Participation in the writing of clinical guidelines in area of clinical practice • Outputs met as set by Section Head • Effective and safe delegation of supervised patient programs to the Physiotherapy Assistant.
<i>To maintain and improve skills</i>	<ul style="list-style-type: none"> • Participation in the In-service programme • Participation in practice reviews, audits and performance appraisals • Participation in Quality Improvement programs • CPD log maintained as per requirements of the Physiotherapy Board of New Zealand
<i>To function in accordance with Northland DHB policies and procedures</i>	<ul style="list-style-type: none"> • All Northland District Health Board policies and procedures will be adhered to
<i>To function in accordance with Physiotherapy Department policies and procedures</i>	<ul style="list-style-type: none"> • All Physiotherapy department policies and procedures will be adhered to • The Patient Code of Rights will be adhered to • The Privacy Code will be adhered to
<i>Health & Safety</i>	<ul style="list-style-type: none"> • Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management • Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> – Practicing and observing safe work methods; – The use of safety equipment; – Reporting unsafe conditions or equipment; and – Reporting and documenting all accidents or incidents

Key Responsibility Area	Expected Outcomes
<i>Privacy and Confidentiality</i>	<ul style="list-style-type: none"> • Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Northland DHB's Privacy Policies and Procedures • Complete mandatory induction training on Privacy responsibilities

Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

Person Specification

Education and Qualifications

Essential

- Registration with The Physiotherapy Board of New Zealand
- Current APC

Awareness and Understanding of

Essential

- Te Tiriti o Waitangi and its application to the health setting
- Privacy Act (2020) and Health Information Privacy Code (2020)
- Health and Safety at Work Act 2015

Desirable

- Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)
- New Zealand Council of Healthcare Standards



Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by:

Signature:

Date:

Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title:

Signature of employee:

Date:

