

The Royal Children's Hospital Melbourne  
 50 Flemington Road  
 Parkville Victoria 3052 Australia  
 TELEPHONE +61 3 9345 5522  
 www.rch.org.au



## Position description

<b>Position title</b>	Allied Health Assistant		
<b>Department / Division</b>	Physiotherapy / Nursing and Allied Health		
<b>Classification</b>	Grade 3 (TC2)	<b>Employment Status</b>	Part-time (0.4 FTE), Fixed-term
<b>Position reports to</b>	Operational: Manager of Physiotherapy Professional: Manager of Physiotherapy		
<b>No of direct &amp; indirect reports</b>	N/A		
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville		

<b>The Royal Children's Hospital</b>
<p>The Royal Children's Hospital's (RCH) vision is to be a great children's hospital – delivering Great Care, Everywhere.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <a href="https://www.rch.org.au/quality/child-safety/">https://www.rch.org.au/quality/child-safety/</a>.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p>

## ROLE PURPOSE

The Allied Health Assistant will assist in the smooth running of the Physiotherapy Department through both clinical and non-clinical duties. In the aquatic environment this includes organisation and implementation of aquatic physiotherapy programs for inpatients and outpatients including NDIS clients, and organising and maintaining efficient day-to-day operation of the hospital pool. This may include both direct patient assistance and non-clinical responsibilities. This position is also responsible for providing land based physiotherapy assistance, inpatient and outpatient service to all teams as directed by the physiotherapists of the Physiotherapy Department.

## KEY ACCOUNTABILITIES

### Clinical Aquatic Therapy:

- Assist the Physiotherapists in the provision of aquatic therapy, e.g. monitor clients from the pool deck during therapy sessions, directly assist clients in and around the pool and changing rooms as instructed by the physiotherapist.
- Provide aquatic therapy programs for in-patients and out-patients as referred to this service under the direction of the physiotherapist.
- Prepare equipment for treatment sessions, and implement regular cleaning/ maintenance programs for equipment
- Organise and maintain efficient day-to-day operation of the hospital pool, including direct patient assistance.
- To maintain and monitor the cleanliness and safety of the hospital pool in accordance with local protocols, Australian Regulations, DHS and Australian Physiotherapy Association guidelines
- To ensure safe and appropriate entry and exit to the pool and surrounding area for all clients and keep the Physiotherapists informed of all matters relating to the health and safety of patients.
- Book appointments for clients; maintain client records and statistics, as directed by the physiotherapist or manager.
- Maintain supplies of stock items, and assist with evaluation for non-stock orders
- Accurately document assessment and treatment in the relevant medical notes

### Clinical Land Therapy:

- Under the direction of the Physiotherapy staff in the Physiotherapy department, assist in assessment and treatment sessions for designated patients, both inpatient and outpatients
- Independently provide exercise treatment sessions working within framework of supervision as outlined by Department of Health.
- Accurately document and be responsible for taking and collecting respiratory equipment to and from CSSD (Central Surgical Sterilisation Department) on a daily basis
- Manage department equipment and liaise with administration staff when in need of repair by Biomedical Engineering or Engineering under the supervision of the physiotherapy Health Safety Representative
- Assist in the audio-visual assessment of patients and be responsible for editing and copying video footage under the direction of the treating physiotherapist

### Other:

- Liaise with a variety of health professionals, responsible for the patient's management
- Attend department staff meetings and other appropriate department meetings
- Develop knowledge within all areas of physiotherapy through reading, attending appropriate seminars as guided by team leader
- Attend and participate in professional development sessions within the department as appropriate

- Participate in an annual performance development (PDAP) review with the relevant senior staff
- Complete annual pool rescue training and basic life support training as well as other hospital required mandatory training
- Register all patients for data analysis to enable accurate costing and funding
- Participate in committees within the Department and Allied Health directorate as delegated
- Participate in other duties as directed by the Manager of Physiotherapy, Team Leaders or Grade 3 Aquatic Therapist consistent with the employees skill level and classification

### QUALIFICATIONS AND EXPERIENCE

#### Essential:

- Certificate 4 – Allied Health Assistance or equivalent qualification

#### Desirable:

- Previous experience working with patients in Hospital or Healthcare environments
- Experience or knowledge of Physiotherapy
- Experience working or interacting with children and adolescents
- Bronze Medallion Life Saving Certificate/Pool Lifeguard Award/Australian swim teaching qualification or similar

#### Other Requirements:

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to complete the online NDIS Worker Orientation Module and hold a clear NDIS Worker Screening Check
- Employees are required to maintain a valid Working with Children's Check throughout their employment
- A current, full drivers licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

### KEY SELECTION CRITERIA

- Excellent verbal and written communication skills
- Excellent interpersonal skills and the ability to communicate with multiple stakeholders
- Excellent organisational skills
- Effective time management skills and the ability to balance sometimes competing and conflicting priorities
- Excellent computer literacy skills
- Demonstrate initiative, problem solving skills and flexibility
- Water confident

## IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Unity - We work as a team and in partnership with our communities
- Respect - We respect the rights of all and treat people the way we would like them to treat us
- Integrity - We believe that how we work is as important as the work we do
- Excellence - We are committed to achieving our goals and improving outcomes

## RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

## QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

**The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTIQI community and people with disability.**

Position description last updated

June 2021