

## Position Description

### Exercise Physiologist Grade 1

<b>Award or EBA:</b>	Victorian Stand Alone Community Health Centres, Health Professionals Multi-Employer Enterprise Agreement 2021-2022.
<b>Classification/Grade:</b>	Exercise Physiologist Grade 1
<b>Directorate:</b>	Health and Community Services
<b>Reports to:</b>	Program Manager/Team Leader, Health and Wellbeing Program
<b>Direct Reports:</b>	Exercise Physiology Team Leader

Our vision is ensuring the health and wellbeing of our community.

Our values are:



Inclusion	Integrity	Collaboration	Excellence	Innovation
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### Role Description

The Exercise Physiologist will work within a multidisciplinary team to develop and implement client-centred exercise programs for clients with chronic and complex conditions. The work will involve 1:1 centre or home-based clients, Telehealth, as well as group programs at the centre or local gyms.

The Grade 1 Exercise Physiologist (EP) will demonstrate good clinical reasoning and exercise prescription skills, and a commitment to learning. Under the guidance of a Grade 2 therapist and/or Team Leader, the EP will be accountable for providing quality client care through the application of clinical skills in assessment, planning, implementation, treatment and management of clients/participants.

The role includes organisation, implementation of programs at DPV Health with clients who have diabetes, respiratory, cardiac and other chronic and complex conditions. They will also work with our NDIS clients, Medicare Funded Services. Mental health program as well as our Social Support Programs.

The Grade 1 Exercise Physiologist will develop and hold responsibility for the provision of a high standard of clinical services to eligible clients in our community. Key deliverables for this role are to provide individualised, re-enabling/restorative, evidence-based assessment, clinical interventions, education empowerment and self-management.

This position provides client-centred care of a high standard to 1:1 and/or group interventions for elderly, CALD, disabled, ATSI, refugee/asylum seekers and other eligible clients in the Northern Metropolitan area of Melbourne.

## Roles Key Accountabilities

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### Service Delivery

- Protect the confidentiality of all clients, participants and staff at all times.
- Undertake accurate, timely assessments and interventions to internal and external clients consistent with team scope and individual scope of practice as determined by regular clinical supervision.
- Develop care plans in collaboration with clients/participants and other stakeholders to work towards client-centred goals.
- Identify need for additional support services with the client/participant in care plans. Make appropriate internal and external referrals for group or individual interventions to support a coordinated approach to better health outcomes for the client/participant.
- Provide follow up reviews, interventions and self-management strategies to empower the client/participant to achieve agreed goals in line with chronic disease best practice principles.
- Provide feedback to clients/participants, referrers and other stakeholders outlining assessment findings, agreed goals and recommendations. Feedback should be provided within 14 days of initial contact, or if changes in health status warrants further correspondence.
- Contribute to Case Conferencing of clients as required.
- Where appropriate, provide reports to NDIS Support Coordinators and HCP managers at required intervals to demonstrate effectiveness of the service in reaching the participants' goals.
- Ensure that client files supports the standard for documentation best practice, the funding body business rules and upholds the values of the organisation.
- Develop, run and evaluate group based programs that support clients to improve control of their own health and encourages integration into the community, e.g. water-based, gym-based, condition-based groups with emphasis on social inclusion and community access.
- Develop supervision skills under guidance of the Grade 2 Therapist with Allied Health Assistants as required.
- Supervise and support Allied Health Assistant students as required.
- Support and contribute to service delivery growth and development opportunities in the Northern Growth Corridor.
- Identify, contribute to, and support quality improvement processes identified as relevant to the service delivery area
- Identify, contribute to, and support quality improvement processes from a client, quality and organisational view
- Practice effective Infection Control Procedures, especially following the COVID pandemic
- Participate in ongoing Professional Development.
- Participate in monthly supervision (pro rata). Engage in and contribute to monthly team meetings and PD.
- Participate in research activities in partnership with other agencies.
- Well-developed written and oral communication skills including public presentation skills.

### Reporting, System and Analytics

- Provide high quality concise and timely reports for Team Leader as required.
- Continually review service/support provided to analyse success and areas of improvement
- Actively use and promote the use of DPV Health systems such as TRAK, CareLink, Riskman, MyBookings, ELMO, Physitrack, Prompt, Power BI, Sharepoint and others
- Continually review service/support provided to analyse success and areas of improvement

### **Financials, Budgets, Target, Funding**

- Maintain regular, timely and accurate statistical input into relevant client databases.
- Actively support the Vision, Purpose and Values contained in the DPV Health Corporate plan.
- Understand the business rules for required funding sources such as HACC, CHSP, CH, ICD, HCP and NDIS.
- Demonstrate full clinical diaries and take active steps to prevent DNAs and cancellations.
- Understand the impact of DNAs on reaching targets and on fee for service business streams.
- Ensure that all financial transactions are undertaken in line with approved DPV Health policy and delegations

### **Culture, Engagement, Diversity – People Experience**

- Demonstrates behaviours aligned with DPV Health Values and Code of Conduct
- Participate in regular supervision, annual work plans and annual performance reviews
- Actively participate in all required training, inductions and development
- Actively participate in and attend organisationally required meetings in a positive constructive manner. Offering balanced views and seeking solutions
- Actively supports and demonstrates inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct

### **Health and Safety**

- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards and injuries.
- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.
- Demonstrate safe work behaviours and conducting work in accordance with our safety management system.

### **Risk Management and Compliance – Quality and Accreditation**

- Ensure documentation supports both quality and department standards
- Actively identify, monitor and manage areas of key risk and lead appropriate escalation and response
- Actively monitor and improve the quality and safety of their care and services
- Identify risks as they emerge and proactively addressed new and known risks.
- Commitment to partnering with clients to facilitate effective engagement and participation.

This position description contains the key roles and responsibilities and associated performance indicators for this position. The above list is not intended to be complete. Other tasks may be assigned from time to time to meet the needs of the organisation. Specific actions and objectives of this role will be outlined through the goal setting and review process.

## DPV Health Requirements

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- Current Victorian Drivers Licence
- NDIS Screening Check
- Travel between sites is required
- Evidence of Covid-19 Vaccinations (2 dose) or valid medical exemption
- Valid Working with Children Check
- Satisfactory Police Check
- Specific tasks and functions of this role will be detailed through objectives and key performance areas

## Authority

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The occupant of this position has authority as per the delegation manual.

## Key Selection Criteria

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### Qualifications

- A bachelor's degree in Exercise Science or Human Movement or equivalent with relevant post graduate degree
- ESSA accreditation

### Experience & Skills

- Current Registration Exercise and Sports Science Australia (ESSA)
- Sound theoretical knowledge base and the commitment to continuing Professional Development to ensure best practice/evidence-based interventions.
- Well-developed clinical skills and demonstrated ability to support a coordinated approach by working with a range of stakeholders to improve health outcomes as agreed with your clients.
- A minimum of 2-3 years working as an Exercise Physiologist, New Graduates also welcome.
- Experience working with CALD, Aged, and clients with or at risk of chronic diseases as well as clients with disabilities.
- Experience conducting, developing and evaluating therapeutic and/or health education groups.
- Appreciation of a culture of risk management and mitigation.

## Employee Acknowledgement

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I, \_\_\_\_\_, acknowledge I have read and understood this position descriptions and the requirements of my role.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Position Description

### Exercise Physiologist Grade 2

<b>Award or EBA:</b>	Victorian Stand-Alone Community Health Centres, Health Professionals Multi-Employer Enterprise Agreement 2021-2022.
<b>Classification/Grade:</b>	Exercise Physiologist Grade 2
<b>Directorate:</b>	Health and Community Services
<b>Reports to:</b>	Program Manager/Team Leader, Health and Wellbeing Program
<b>Direct Reports:</b>	Exercise Physiology Team Leader

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### Role Description

The Exercise Physiologist will work within a multidisciplinary team to develop and implement client-centred exercise programs for clients with chronic and complex conditions. The work will involve 1:1 centre or home-based clients, Telehealth, as well as group programs at the centre or local gyms.

The Grade 2 Exercise Physiologist will demonstrate excellent clinical reasoning and exercise prescription skills. You will be accountable for providing quality client care through the application of clinical skills in assessment, planning, implementation, treatment and management of your clients. You will also have a leading role in education of staff, students, as well as program development and projects.

The role includes organisation, implementation and supervision of programs at DPV Health with clients who have diabetes, respiratory, cardiac and other chronic and complex conditions. They will also work with our NDIS clients, Medicare Funded Services as well as our Social Support Programs.

The Exercise Physiologist will hold responsibility for the provision of a high standard of clinical services to eligible clients in our community. Key deliverables for this role are to provide individualised, re-enabling/restorative, evidence-based assessment, clinical interventions, education empowerment and self-management.

This position provides client-centred care of a high standard to 1:1 and/or group interventions for elderly, CALD, disabled, ATSI, refugee/asylum seekers and other eligible clients in the Northern Metropolitan area of Melbourne.

## Roles Key Accountabilities

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### Service Delivery

- Protect the confidentiality of all clients, participants and staff at all times.
- Undertake accurate, timely assessments and interventions to internal and external clients consistent with team scope and individual scope of practice as determined by regular clinical supervision.
- Develop care plans in collaboration with clients/participants and other stakeholders to work towards client-centred goals.
- Identify need for additional support services with the client/participant in care plans. Make appropriate internal and external referrals for group or individual interventions to support a coordinated approach to better health outcomes for the client/participant.
- Provide follow up reviews, interventions and self-management strategies to empower the client/participant to achieve agreed goals in line with chronic disease best practice principles.
- Provide feedback to clients/participants, referrers and other stakeholders outlining assessment findings, agreed goals and recommendations. Feedback should be provided within 14 days of initial contact, or if changes in health status warrants further correspondence.
- Contribute to Case Conferencing of clients as required.
- Where appropriate, provide reports to NDIS Support Coordinators and HCP managers at required intervals to demonstrate effectiveness of the service in reaching the participants' goals.
- Ensure that client files support the standard for documentation best practice, the funding body business rules and upholds the values of the organisation.
- Develop, run and evaluate group-based programs that support clients to improve control of their own health and encourages integration into the community, e.g. water-based, gym-based, condition-based groups with emphasis on social inclusion and community access.
- Supervise and support Grade 1 Exercise Physiologists and Allied Health Assistants as required.
- Supervise and support Exercise Physiology, Allied Health Assistant, and other students as required.
- Support and contribute to service delivery growth and development opportunities in the Northern Growth Corridor.
- Identify, contribute to, and support quality improvement processes identified as relevant to the service delivery area
- Identify, contribute to, and support quality improvement processes from a client, quality and organisational view
- Practice effective Infection Control Procedures, especially following the COVID pandemic
- Participate in ongoing Professional Development
- Participate in research activities in partnership with other agencies.
- Well-developed written and oral communication skills including public presentation skills.

### Reporting, System and Analytics

- Provide high quality concise and timely reports for Team Leader as required.
- Continually review service/support provided to analyse success and areas of improvement
- Actively use and promote the use of DPV Health systems such as TRAK, CareLink, Riskman, MyBookings, ELMO, Physitrack, Prompt, Power BI, Sharepoint, and others
- Continually review service/support provided to analyse success and areas of improvement

### Financials, Budgets, Target, Funding

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- Maintain regular, timely and accurate statistical input into relevant client databases.
- Actively support the Vision, Purpose and Values contained in the DPV Health Corporate plan.
- Understand the business rules for required funding sources such as HACC, CHSP, CH, ICD, HCP and NDIS.
- Demonstrate full clinical diaries and take active steps to prevent FTAs and cancellations.
- Understand the impact of FTAs on reaching targets and on fee for service business streams.
- Ensure that all financial transactions are undertaken in line with approved DPV Health policy and delegations

### **Culture, Engagement, Diversity – People Experience**

- Demonstrates behaviours aligned with DPV Health Values and Code of Conduct
- Participate in regular supervision, annual work plans and annual performance reviews
- Actively participate in all required training, inductions and development
- Actively participate in and attend organisationally required meetings in a positive constructive manner. Offering balanced views and seeking solutions
- Actively supports and demonstrates inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct

### **Health and Safety**

- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards and injuries.
- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.
- Demonstrate safe work behaviours and conducting work in accordance with our safety management system.

### **Risk Management and Compliance – Quality and Accreditation**

- Ensure documentation supports both quality and department standards
- Actively identify, monitor and manage areas of key risk and lead appropriate escalation and response
- Actively monitor and improve the quality and safety of their care and services
- Identify risks as they emerge and proactively addressed new and known risks.
- Commitment to partnering with clients to facilitate effective engagement and participation.

This position description contains the key roles and responsibilities and associated performance indicators for this position. The above list is not intended to be complete. Other tasks may be assigned from time to time to meet the needs of the organisation. Specific actions and objectives of this role will be outlined through the goal setting and review process.

## DPV Health Requirements

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- Current Victorian Drivers Licence
- NDIS Screening Check
- Travel between sites is required
- Evidence of Covid-19 Vaccinations or valid medical exemption
- Valid Working with Children Check
- Satisfactory Police Check
- Specific tasks and functions of this role will be detailed through objectives and key performance areas

## Authority

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The occupant of this position has authority as per the delegation manual.

## Key Selection Criteria

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### Qualifications

- A bachelor's degree in Exercise Science or Human Movement or equivalent with relevant post graduate degree
- ESSA accreditation

### Experience & Skills

- Current Registration with ESSA
- Sound theoretical knowledge base and the commitment to continuing Professional Development to ensure best practice/evidence-based interventions.
- Well-developed clinical skills and demonstrated ability to support a coordinated approach by working with a range of stakeholders to improve health outcomes as agreed with your clients.
- A minimum of 2-3 years working as an Exercise Physiologist.
- Experience working with CALD, Aged, and clients with or at risk of chronic diseases as well as clients with disabilities.
- Experience conducting, developing and evaluating therapeutic and/or health education groups.
- Experience supervising Grade 1/junior EPs as well as students and Allied Health Assistants.
- Appreciation of a culture of risk management and mitigation.
- Experience working with NDIS clients.
- Previous Community Health work experience is highly desirable.

## Employee Acknowledgement

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I, \_\_\_\_\_, acknowledge I have read and understood this position descriptions and the requirements of my role.

Signature \_\_\_\_\_ Date \_\_\_\_\_