



UNION JOB DESCRIPTION

JD5417

JOB TITLE:	Coordinator Physiotherapy	JOB DESCRIPTION NO.:	5417
CLASSIFICATION:	Physiotherapist S2 - Over 8 up to 16 FTE	GRID/PAY LEVEL:	H-J-S2B
COLLECTIVE AGREEMENT:	Health Science Professionals	HSCIS NO.:	37922
UNION:	HSA	JOB/CLASS CODE:	37922
PROGRAM/DEPARTMENT:	Neurosciences & Rehabilitation Services	BENCHMARKS (If Applicable):	
REPORTING TO:	Manager		
FACILITY/SITE:	Cowichan District Hospital (Quw'utsun Valley Hospital)		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Manager the Coordinator of Physiotherapy is responsible for the day to day operation, supervision and direction of designated staff in the Physiotherapy Department. This includes participating in establishing and meeting annual objectives; clinical leadership for Physiotherapy, participating in program and service delivery planning, implementation and evaluation of assigned areas; and budgetary input and implementation. This position collaborates with Managers across the site to ensure that services provided are efficient and support client centred care.

Travel may be a requirement of this position. Transportation arrangements must meet the operational requirements of Island Health in accordance with the service assignment and may require the use of a personal vehicle.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Participates in the annual development of goals and objectives for the Rehabilitation program to incorporate the mission, vision, values, philosophy, policies and standards of Island Health.
2. Utilizes facilitation and analytical skills, knowledge of client centred care to develop and enhance care delivery by the whole team.
3. Participates in the selection, orientation and evaluation of physiotherapists and other designated staff. Responsible for completing probationary reviews and bi annual performance reviews for all physiotherapists and designated staff and report significant performance issues to the Manager.
4. Directs the staffing and distribution of physiotherapy staff and designated staff work schedules to ensure the most efficient use of staffing resources. Responsible for the submission of payroll data for designated staff.
5. Investigates and problem solves employee issues in accordance with the provisions of the Collective Agreements and Island Health policies and procedures, referring contentious and disciplinary issues to the Manager.
6. Promotes good public relations and good interdepartmental relations through effective communication with clients/patients, caregivers/families, other health care providers, community agencies, and hospital and medical staff. This may occur through meetings and in written form. This includes connecting with key users from other programs and addressing concerns/complaints as they arise.

7. Provides education and shares clinical expertise through various methods, such as orientation and arranging in-services for staff and other health care professionals.
8. Performs Physiotherapy assessments and treatment assignments in support of the clinical team. This position requires a balanced approach to both clinical care and administrative roles.
9. Demonstrates personal initiative in maintaining professional knowledge and skills by participating in relevant educational activities as required.
10. Cooperates and collaborates with the Occupational Health and Safety Committee, by performing regular work place inspections, investigation of injuries and participating in fire prevention and disaster plans as necessary.
11. Ensures a safe environment for patients and staff by observing universal precautions and infection control procedures, removing obvious hazards, reporting faulty equipment, adhering to and enforcing rules regarding safety. Follow-up on Patient Safety Learning Systems reports as required.
12. Provides budget input for Physiotherapy by reviewing period reports for both operational and material needs each fiscal period and provides input to the manager regarding variances.
13. Participates in Continuous Quality Improvement by developing outcome measures for physiotherapy, monitoring clinical indicators, conducting audits and making recommendations for change opportunities to the Manager. Responsible for maintaining department specific processes and guidelines and providing input into relevant regional policies and procedures.
14. Assists in the performance of clinical research projects as required.
15. Ensures adequate statistical information is recorded to meet regulatory, Island Health, hospital and service needs. Provide reports to the Manager as required.
16. Represents rehabilitation services and participates in various care teams and committees, both within and outside the hospital setting, to facilitate inter-professional care. Responsible for maintaining links with other therapy leadership positions across Island Health for sharing information and opportunities.
17. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Graduation from a recognized university program in Physiotherapy. Current licensure in a practicing category with the College of Health and Care Professionals of BC as a Physiotherapist. Eligible for membership in the Canadian Physiotherapy Association (CPA). Knowledge of current physiotherapy modalities and scope of practice; knowledge of the processes related to continuous quality improvement; knowledge of business management practices related to operations of hospital services; and five (5) years' recent related experience, including two (2) years' in a supervisory/management capacity; or an equivalent combination of training and experience. Valid BC Driver's License. Travel is a requirement of the position. Transportation arrangements must meet operational requirements.

Skills And Abilities

- Provide professional and administrative leadership.
- Demonstrate clinical competence congruent with service area.
- Plan, organize, prioritize, delegate, coordinate and evaluate services and staff.
- Establish and maintain effective working relationships with patients, staff, other health care providers, community agencies and the public.
- Demonstrate problem solving and conflict resolution skills.
- Work as a member of the interdisciplinary health care team.
- Communicate effectively, both verbally and in writing.
- Promote and foster good public relations.

- Operate related equipment, including computerized systems.
- Physically and emotionally able to perform the duties of the position.