

Our Organisation

Springs Medical is a privately owned organisation governed by a board of GP Associate Directors and operating from sites in Daylesford, Kyneton and Trentham.

We employ and subcontract over seventy personnel on a day to day basis across GPs and GP registrars, primary care nurses, medical specialists, medical students, allied health professionals and administrative staff. We deliver over 75,000 occasions of patient care per year.

Our Vision

To achieve the optimum health of our community.

Our Mission

To improve the health of the rural communities of Daylesford, Hepburn Springs, Kyneton, Trentham, and surrounding districts through comprehensive and sustainable primary health care by:

- Leading, engaging and collaborating with our community;
- Providing timely access to primary health care services including general medical practice, acute care and after hours services;
- Having a systematic approach to health promotion, disease prevention and chronic disease management;
- Providing a multidisciplinary team approach; and
- Embracing education for the current and future needs of our communities.

Our Values

Reflect our purpose in delivering excellence in primary health care services and our commitment in meeting the complex health needs of our rural communities now and into the future including:

- Patient focused care: demonstrated excellence in patient care with a focus on accessible, adaptable and flexible service delivery;
- Privacy, integrity, honesty and respect: supporting and maintaining the highest level of confidentiality, fairness and equity, respect for diversity and honesty at all times;
- Community engagement: consult regularly with the community and recognise community needs;
- Sustainability: be a leading example in environmental responsibility and accountability by setting achievable and measurable goals;
- Accountability: defining and accepting responsibility and delivering on our commitments through fostering good governance, avoiding conflicts of interest and being effective and efficient in our organisational operations

1. Your Team

Our SIS program team consists of the dual role SIS Program Coordinator/ SIS Wellness Nurse, Exercise Physiologist/s, SIS Admin Support Officer and a newly created role of Allied Health Assistant. Your role works closely with the Accredited Exercise Physiologist and will also work with our Clinical Wellness Coordinator, Clinical Admin Support role, nursing team (acute care and wellness teams) and allied health providers including but not limited to exercise physiologist, physiotherapist, pharmacist, psychology, and diabetes educator services internally and externally. The role also works with referring GPs and the reception /administration team. The Allied Health Assistant may also work with program providers including community fitness venues and other relevant community service providers.

2. Your Role

The Allied Health Assistant will be involved in delivering the Springs Medical Put A Spring In Your Step Wellness Program (SIS).

Put A Spring In Your Step Wellness program incorporates exercise and education sessions to better educate our clients to help them self-manage their chronic conditions.

Program aims:

- To increase strength, exercise capacity and walking distance
- To improve quality of life
- To increase confidence and ability to self-manage and cope with medical condition
- To keep the client out of hospital
- To encourage life-long behaviour change.

3. Your responsibilities

3.1 Competency and Scope of Practice

- Support Accredited Exercise Physiologist(s) to provide a high standard of clinical care to patients with a wide variety of cardiovascular, neurological, metabolic, mental health and musculoskeletal conditions
- Work under the direction of accredited Exercise Physiologist(s) to help patients to achieve their exercise / health-based goals.
- Safely deliver group-based exercise programs (8-12 people) designed by an Exercise Physiologist
- Monitor changes in patient condition and reporting to appropriate Allied Health Professional or healthcare provider.
- Manage correspondence relating to clinical reviews, patient attendance and program support.
- Undertaking other ad-hoc duties to support the program as required
- Enthusiastically promote and embrace innovations that seek to improve the services of SM.

3.2 Team Work, Standards of Conduct and Initiative

● 10 Hospital Street
Daylesford 3460
t: 03 5348 2227
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● 22 Victoria Street
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● 89 Piper Street
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t: 03 5422 1298
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abn: 74 917 927 268

- Treat all Springs Medical colleagues, patients and visitors with respect and courtesy at all times. Work as an inclusive member of the reception and administration team including appropriate mentoring and guidance to junior members of staff. At all times, demonstrate a high level of team work, support, engagement and communication within the team. Show a capacity for initiative and working independently while taking direction for supervisors and managers when required.
- Maintain awareness and support equitable service delivery to diverse individuals and groups including cultural awareness.

3.3 Training

- Ensure participation in relevant training for supporting high quality client care.

3.4 Other

- Other duties as directed by the Accredited Exercise Physiologist, SIS Program Coordinator or Clinical Wellness Coordinator.

4. Risk, Accreditation and Occupational Health and Safety

- 4.1 Comply with Springs Medical O&HS policies and procedures
- 4.2 Take reasonable care for the safety of your own health and safety and that of other people who may be affected by your conduct in the workplace
- 4.3 In conjunction with Springs Medical Management coordinate and implement best practice in OH&S policy and procedures
- 4.4 Together with Springs Medical Management lead and participate in meetings, training and other occupational health and safety activities
- 4.5 Contribute to the maintenance and implementation of standard and customised risk management and occupational health and safety policies and procedures
- 4.6 Together with Springs Medical Management, contribute to the development and maintenance of effective systems, policies and procedures to ensure SM maintains RACGP Accreditation.

5. Key Selection Criteria/ qualifications, experience, knowledge and skills

Essential:

- 5.1 Certificate IV in Allied Health Assistant or equivalent
- 5.2 Proven experience in delivering safe and effective group (8 – 12 participants) exercise programs
- 5.3 Demonstrated an ability to work independently under direct and non-direct supervision
- 5.4 A fundamental understanding of exercise, inclusive of: basic exercise technique correction and basic exercise modification based upon client needs
- 5.5 Demonstrated high level competence in Allied Health Assistance
- 5.6 High level interpersonal and communication skills both written and verbal
- 5.7 Participate in quality improvement activities as required
- 5.8 Demonstrated ability to maintain accurate records

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- 5.9 Demonstrated ability in liaising with GP's specialists, Allied Health and clients to achieve optimal health outcomes, in addition working as part of a multidisciplinary team.
- 5.10 Excellent organisational skills and computer literacy.
- 5.11 Ability to work as part of a team as well as autonomously
- 5.12 Excellent organisational and time management skills.

Additional Key Selection Criteria Requirements:

- 5.13 Availability for weekend and evening work or training as required
- 5.14 Current Victorian Driver's Licence and access to a private vehicle (approved private vehicle use for SM business, may be reimbursed by SM at published ATO km rates)
- 5.14 Evidence of HLTAID003 (first aid & CPR)
- 5.15 Evidence of relevant insurance
- 5.16 Appointment and ongoing employment is subject to satisfactory police records check.

Highly Desirable:

- 5.17 Experience in community rehabilitation

