



POSITION DESCRIPTION

Role Title: OSTEOPATH (FULL-TIME)

Purpose of the Position: The purpose of this role is to provide excellence in clinical practice to support our patients with optimum care and to grow our Gold Coast patient base.

Position Reports to: Director and Principal Osteopath (Dr Tracey Spruyt)

Skills, Behaviors and Attributes:

- Professional, proactive and strong attention to detail
- Team orientated practitioner
- Ability to confidently lead the patient consultation
- Lateral thinking and ability to creatively problem solve
- Ability to establish rapport with patients
- Strong communication skills
- Flexibility and creative problem solving
- Fast learner and willingness to continually grow and improve
- Reliability and honesty and dedication
- Maintain privacy and confidentiality
- Be a 'cheer leader' of our clinic and other team members

Role and Responsibilities:

Create Rapport	Establish a professional, welcoming and caring rapport with patients. Assume the role of leader and authority in the patient interaction. Confidently communicate the agenda for the patient consultation to include all aspects (all stages of the session ie patient history, assessment, diagnosis, prognosis, management plan). Seek agreement and questions before proceeding. Manage patient expectations by clear, open communication of the consultation stages.	
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<p>Patient Consultation</p>	<p>Confidently and competently proceed with each stage of the consultation.</p> <p>History Taking – thorough, relevant and efficient medical history taking.</p> <p>Assessment – proficient and effective assessments with reference to investigations as necessary.</p> <p>Diagnosis – arrive at a clear and concise diagnosis before proceeding.</p> <p>Clearly communicate diagnosis and prognosis to the patient.</p> <p>Set the management plan and establish agreement</p> <p>Exercise Rehabilitation – supervise and / or prescribe appropriate rehab exercises as per agreed management plan</p> <p>Physical Therapy – apply effective evidence-based therapy protocols as per agreed management plan</p> <p>Schedule advanced appointments as per agreed management plan</p> <p>Communicate required schedule to reception for scheduling.</p>	
<p>Records & Reporting</p>	<p>Maintain up-to-date patient files, notes and reports</p> <p>Prescribed exercises provided to patients</p> <p>Liaise with reception regarding additional information, communications and reports required</p> <p>Provide reception with ALL key information necessary for effective and time-efficient administration</p>	
<p>Accountability</p>	<p>Commitment to regular (bi-weekly) planning and progress meetings with the Principal Osteopath</p> <p>Communicating weekly intentions, opportunities and challenges within weekly meetings</p> <p>Identifying areas of improvement or challenging patient cases or areas requiring additional training/support or mentoring</p> <p>Weekly submission of agreed KPA/KPI's to Principal Osteopath in a timely manner.</p> <p>Maintaining open and clear lines of communication with reception and other Osteopaths in the clinic.</p>	
<p>General Clinic Duties</p>	<p>Maintaining a professional, clean and organized clinic space. This includes light cleaning and resetting clinic space at the end of each day.</p> <p>Liaising with reception regarding equipment servicing, laundry deliveries and ordering of clinic consumables.</p> <p>Ensuring a secure, safe and hygienic workspace for Practitioners and patients.</p>	