|  |  |
| --- | --- |
|  | |
| **Position Title** | Podiatrist |
| **Position Number** |  |
| **Department** | Community Services |
| **Classification** | Grade 1 |
| **Agreement** | Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026 |
| **Reports to:** | Allied Health Manager |

|  |  |
| --- | --- |
| **POSITION DESCRIPTION** |  |

**Position Purpose:**

To work co-operatively and effectively as part of the Community Services team, to deliver podiatry care to inpatients, outpatients, aged care residents and through outreach clinics of East Grampians Health Service (EGHS) and other agencies.

**Department / Unit Specific Overview**

EGHS Community Health Centre provides primary care to the Ararat and district community with Dental, Physiotherapy, Exercise Physiology, Occupational Therapy, Podiatry, Speech Pathology, Dietetics, Diabetes Education, Health Promotion and Social Work services. While the majority of care is delivered from our Community Health Centre, allied health clinicians also provide outreach clinics to our Willaura campus and two Bush Nursing Centres. Allied Health and Dental teams also support other EGHS departments including our Inpatient Unit, Community Nursing and Residential Aged Care Facilities. Our centre hosts speciality clinics for visiting services and surgeons and is co-located with local Maternal Child Health services.

**Our Values**

|  |  |  |
| --- | --- | --- |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Integrity.jpg** | **Integrity** | We value integrity, honesty and respect in all relationships |
|  |  |  |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
|  |  |  |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Community.jpg** | **Community** | We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background |
|  |  |  |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Working_Together.jpg** | **Working Together** | We value equally all people who make a contribution to EGHS to achieve shared goals |
|  |  |  |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Learning_Culture.jpg** | **Learning Culture** | We strive to continually lead and develop through education, training, mentoring and by teaching others. |

**Organisational Context**

East Grampians Health Service (EGHS) is a rural health service located in Ararat and Willaura in Western Victoria. EGHS is an integral part of a thriving community and is committed to providing quality health and wellbeing services to people of all backgrounds.

Serving a diverse community, EGHS delivers an extensive range of acute, residential, home and community based services. We strive to continually improve our services to best meet the needs of our patients, consumers and the community.

**Our Vision**

East Grampians Health Service will improve the health, wellbeing and the quality of life for our community.

**Our Purpose**

To meet people’s health needs through leadership, strong partnerships and wise use of resources.

**Strategic Actions**

See [Strategic Plan 2023 – 2027](https://intranet.eghs.net.au/Files/Publications/EGHS%206pp%20DL%20Strategic%20Plan%20(2023-27).pdf).

**Organisational Responsibilities**

* Be aware of and work in accordance with EGHS policies and procedures, including:

[Victorian Public Sector - Code of Conduct](http://intranet.eghs.net.au/Files/Human%20Resources/Victorian%20Public%20Sector%20-%20Code%20of%20Conduct.pdf)

[Confidentiality, Security and Management of Information - SOPP 24.02](http://intranet.eghs.net.au/Files/Policies/CONFIDENTIALITY,%20SECURITY%20AND%20MANAGEMENT%20OF%20INFORMATION%20-%20SOPP%2024.02.pdf)

[Hand Hygiene - SOPP 70.18](http://intranet.eghs.net.au/Files/Policies/HAND%20HYGIENE%20-%20SOPP%2070.18.pdf)

[Occupational Health and Safety - SOPP 72.09](http://intranet.eghs.net.au/Files/Policies/OCCUPATIONAL%20HEALTH%20AND%20SAFETY%20-%20SOPP%2072.09.pdf)

[Person Centred Care - SOPP 60.20](http://intranet.eghs.net.au/Files/Policies/PERSON%20CENTRED%20CARE%20-%20SOPP%2060.20.pdf)

[Safety - SOPP 72.13](http://intranet.eghs.net.au/Files/Policies/SAFETY%20-%20SOPP%2072.13.pdf)

[Performance Development policy - SOPP 35.27](http://intranet.eghs.net.au/Files/Policies/PERFORMANCE%20DEVELOPMENT%20POLICY%20-%20SOPP%2035.27.pdf)

[Risk Management - SOPP 74.01](http://intranet.eghs.net.au/Files/Policies/RISK%20MANAGEMENT%20-%20SOPP%2074.01.pdf)

[Child Safe – SOPP 57.24](https://intranet.eghs.net.au/Files/Policies/CHILD%20SAFE%20-%20SOPP%2057.24.pdf#search=57%2E24)

* Be respectful of the needs of patients, consumers, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
* Be aware of the National Safety and Quality Health Service Standards and all other standards as it relates to your area of work and associated accreditation.
* Undertake other duties as directed that meet relevant standards and recognised practice.
* Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a national Police check. Also provide a National Disability Insurance Scheme (NDIS) worker check or the necessary details (if required).
* Identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients, consumers and visitors
* Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
* Participate in all mandatory education and orientation sessions as outlined by EGHS.

East Grampians Health Service is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.

**Responsibilities and Major Activities**

* Provide person-centred and co-ordinated multi/interdisciplinary services to assist clients in achieving their optimum level of independence
* Provide outreach services working collaboratively and effectively within scope of practice to ensure services meet contracted or agreed requirements and targets
* Provide high quality clinical services to all age groups within the community including people living with disability and chronic disease.
* Accurately recognise own limits, and seek assistance/guidance as necessary
* Contribute and participate in handover processes
* Provide patients/clients with information on accessing additional services and health programs and provide referrals to the wider allied health team as appropriate.
* Safely and effectively carry out own role and responsibilities relating to the implementation of a management plan/intervention
* Work in partnership with other health professionals towards common goals, recognising that the interests of the patients/clients are the overriding shared objective for inter-professional healthcare delivery
* Support and actively participate in quality improvement activities
* Participate in mandatory education and maintain currency of knowledge and clinical expertise through attendance and participation in relevant courses, conference, seminars and educational opportunities
* Participate in the annual professional development process, identifying key areas for professional and personal growth
* Ensure accidents/incidents are appropriately documented in timely manner and relevant preventative action taken
* Adhere to EGHS Equal Employment Opportunities policies and practices

**Key Performance Indicators**

Key performance indicators outline the assessment of meeting the responsibilities of the position listed above. These measures will be used as a part of a Personal Development Plan (PDP) to be commenced within the first 3 months of the appointment and then to be reviewed on an annual basis.

* Demonstrates an appropriate level of understanding and application of knowledge to ensure the provision of high quality podiatry care through continuous improvement.
* Completion of annual mandatory training
* Measured in accordance with the capabilities outlined in the Victorian Allied Health Capability Framework – Grade 1
* Active participation in regular clinical supervision and Continuing Professional Development
* Models the organisation’s values
* Demonstrates a commitment to patient-centred outcomes through effective communication, goal setting and delivery of treatment plans, including share care plan
* Clinical utilisation time/productivity maintained at an average rate of 80% . New graduates work up to 80% over the first 12 months.

Key Selection Criteria

Essential Criteria

* Bachelor of Applied Science (Podiatry) or equivalent
* Registered with the Australian Health Practitioner Registration Agency
* Ability to work both independently and collaboratively with multidisciplinary team, in meeting patient centred goals
* Commitment to developing clinical skills in the management of complex clients
* Excellent communication, negotiation, organisational and time management skills
* Commitment to quality, best practice and environmental safety
* Current drivers licence
* Confident in the use of electronic management of documentation

Must comply to having, or completion of:

* National Police Check (renewed every 3 years)
* Working with Children Check (renewed every 5 years)
* NDIS Worker Screen (renewed every 5 years)
* Immunisation requirements (annually)

**Desirable Criteria**

* Active interest in development of leadership and supervision skills
* Experience in a rural health setting

**Acknowledgement**

|  |  |
| --- | --- |
| Employee Name | |
| Employee Signature | Date |
|  |  |
| Manager Name |  |
| Manager Signature | Date |
|  |  |
| Developed Date (MM,YY) |  |
| Developed By Name |  |
| Developed by Title |  |