POSITION DESCRIPTION

Position Title	Podiatrist
Position Number	N5544
Department	Community Services
Classification	Depending on experience
Agreement	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
Reports to:	Direct: Manager Allied Health Indirect: Director Community Services

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.
- Work with other Allied Health Clinicians to deliver a coordinated, person-centred model of care that improves outcomes for consumers.
- Provide supervision to Podiatry Assistants and student placements.

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, Budja Budja Aboriginal Co-operative at Halls Gap 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

Integrity	We value integrity, honesty and respect in all relationships
Excellence	We value excellence as the appropriate standard for all services and practices
Community	We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background
Working Together	We value equally all people who make a contribution to EGHS to achieve shared goals
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.

Organisational Responsibilities

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

  Victorian Public Sector - Code of Conduct

  Confidentiality, Security and Management of Information - SOPP 24.02

  Hand Hygiene - SOPP 70.18

  Occupational Health and Safety - SOPP 72.09

  Person Centred Care - SOPP 60.20

  Safety - SOPP 72.13

  Performance Development policy - SOPP 35.27

  Risk Management - SOPP 74.01

  Child Safe – SOPP 57.24
- 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 clinical supervision of Podiatry Assistants and supervise and train students on placements
- Triage and prioritise referrals to ensure timely service provision for consumers with acute foot care needs and allocate referrals according to acuity, skills and workload
- Provide outreach services and ensure services provided meet contracted or agreed requirements and targets
- Provide delivery of timely assessments and foot care in EGHS' Residential Aged Care Facilities
- Prioritise competing demands to ensure Podiatry services and staff supervision are delivered in a timely fashion, and deadlines and responsibilities are met
- Ensure best practice and relevant clinical guidelines are embedded in the Podiatry team's model of service delivery
- Attend and participate in team meetings and represent Podiatry at multi-disciplinary team and clinical review meetings
- Provide timely review of current policies and procedures and forms relevant to the Podiatry service and contribute to the development of new policy as required
- Provide person-centred and co-ordinated multi/interdisciplinary services to assist clients in achieving their optimum level of independence
- Accept accountability for own actions and seek guidance when limited by own expertise
- Participate in mandatory education and maintain currency of knowledge and clinical expertise through attendance and participation in relevant courses, conference, seminars and educational opportunities. Share skills and knowledge within the team.
- Participate in the annual Performance 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

- Demonstrates practice within the Vision, Purpose and Values of EGHS
- Completion of all mandatory education requirements and ongoing professional development
- Completion of the Personal Development Plan (PDP) to be commenced within the first six months of appointment and then reviewed on an annual basis.
- Measured in accordance with the capabilities outlined in the Victorian Allied Health Capability for the required Grade
- Actively participates in staff meetings and events displaying teamwork and professionalism.
- Consults with senior staff, understands own clinical limitations and takes accountability of own actions.
- Responds to feedback from clients, colleagues and external organisations
- Clinical utilisation time/productivity maintained at 80%.

Key Selection Criteria

Essential Criteria:

- Bachelor of Applied Science (Podiatry) or equivalent
- Registered with the Podiatry Board of Australia
- Highly developed clinical skills in the management of complex clients
- Experience in providing supervision to staff and students
- Experience working as a member of a multidisciplinary team in the delivery of services to the community
- Demonstrated client focus in the assessment, treatment and case management of individuals and groups
- 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 data management systems

Must comply to having or completion of:

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

Acknowledgement

Employee Name	
Employee Signature	Date
Manager Name	Christine Perry Allied Health Manager
Manager Signature	Date March 26(Reviewed)
Developed Date (MM,YY)	November 2023
Developed By Name/Title	Sarah Woodburn Director Community Services