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| **Position Title:** | Podiatrist  This position description is a supporting document to an employee’s “Letter of Appointment” and “Variation to Letter of Appointment” |
| **Department:** | Community Health |
| **Classification/Award:** | **Award**  Allied Health Professionals (Victorian Public Health Sector)  Single Interest Enterprise Agreement 2016-2020  **Classification**  Grade 1, Year 3 (rural entry new graduate) or according to experience  Grade 2, Year level according to experience |
| **Performance Review:** | A six month probation will apply to this position (6 months from date of commencement). Performance reviews will then be held annually. |
| **ROLE** | |
| The primary role of the Podiatry position involves clinical assessment and ongoing Podiatry care of individual clients ensuring high quality, coordinated Podiatry services are provided in association with other clinicians, the client and family/carers. This position is a sole practitioner role. | |
| **ORGANISATIONAL RELATIONSHIPS** | |
| Reports to: Director Community Health (DCH) and the Allied Health Manager (AHM)  Liaises with:   * Allied Health Professionals * Transition Care Program Coordinator * Nurse unit managers * Acute Care Manager * Other South Gippsland Hospital Staff as required * Medical staff as required * External stakeholders | |
| **KEY RESULT AREAS** | |
| **New Graduate**   * Participates in regional graduate support program   **Grade 1 (including new graduates) and Grade 2**   * Provision of high quality Podiatry services * Meets all targets for various funding streams * Meets relevant contractual and statutory requirements * Develops goal based care plans relevant to the discipline for all clients * Contributes to referral systems and hand over processes across internal programs including the provision of clinical data as required. * Effective representation of patient Podiatry issues at relevant meetings, including team, family, multi-disciplinary and departmental meetings. * Demonstrates collaboration with internal staff, external clinicians and other stakeholders. * Maintains statistics/data on all patient contact and clinical support activity as required * Maintains best practice Policies and Procedures for Podiatry * Meets documentation standards and comply with the South Gippsland Hospital Record and Documentation policy * Maintains professional competencies and development * Participates in an annual performance review and regular clinical supervision   **Grade 2 only**   * Effective supervision of regional Podiatry students and Grade 1 Podiatrists * Supervises and delegates to Allied Health Assistants (AHA) as required. * Advanced practice according to relevant competency and experience | |
| **SPECIALIST SKILLS AND KNOWLEDGE** | |
| * Specialist clinical skills (relevant to Grade) * Evidence of professional supervision and/or professional development * Demonstrated leadership and management of Podiatry services (Grade 2 only) | |
| **QUALIFICATIONS AND EXPERIENCE** | |
| * A relevant 4 year undergraduate Bachelor qualification or 3 year undergraduate Bachelor Honours Degree or equivalent * Registered as a Podiatrist under the National Registration and Accreditation Scheme with the Podiatry Board of Australia * New graduate appointment according to availability of regional support program * Grade 1 - 1+ years’ experience in acute, sub-acute and/ or community care is desirable. * Grade 2 - 4+ years’ experience in rural acute, sub-acute and/ or community care * Current Victorian Driver’s Licence * A suitable Police Check and Working with Children’s Check will be required on appointment | |
| **KEY SELECTION CRITERIA** | |
| * Demonstrated understanding of the prevention, diagnosis, treatment and rehabilitation of conditions of the feet and lower limbs. * Demonstrated clinical skills (relevant to grade) and proven ability to contribute to the multi-disciplinary care team * Care planning and case management skills, including the ability to formulate goal based care plans * Thorough understanding of contractual and statutory requirements relevant to the discipline. * Highly developed written and verbal communication skills. * Proven ability to undertake clinical and risk assessment, set priorities and work autonomously in a timely and efficient way. * Ability to claim Medicare funded Team Care Arrangement Allied Health rebates under the 100% donation model to South Gippsland Hospital * Demonstrated leadership and management of Podiatry services and/or experience providing supervision of students and/or clinical staff (Grade 2 only) | |
| **MANDATORY COMPETENCIES** | |
| Unless an employee is able to produce authorised evidence of successfully completing a approved mandatory competency, the employee will be required to successfully complete the competencies within the first six months of employment. Each employee is required then to successfully complete mandatory clinical competencies annually. | |
| **Organisational Values** | |
| South Gippsland Hospital staff work with each other according to the Values listed below and the behaviours these values require when carrying out business.  These values are:  **Adaptability – Being flexible and accepting of new ideas and change for the better**  **Mutual Respect – We treat others the same way that we would like to be treated**  **Accountability – We accept responsibility for our actions, attitudes and mistakes**  **Trust- We act with integrity and can count on each other**  **Excellence – We do our best at all times and look for ways to improve**  It is expected that staff will also work according to these Values when working directly with other staff, clients and members of the community. | |
| **Occupational Health and Safety** | |
| All staff are expected:   * to comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures. In addition, staff have the following responsibilities: * to take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace.. * to seek guidance about new or modified work procedures. * to ensure that any hazardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to the supervisor.   If the role includes people management duties, these include the requirement to manage the health and safety of people under your control and support the actions contained in SGH OH&S policies. | |
| **Infection Control** | |
| An effective, integrated organisation-wide Infection Control Program is dependent upon the support, recognition, motivation, commitment and integrity of every staff member. All staff members have a responsibility to maintain infection prevention and control knowledge levels commensurate with the requirements of the position description and to adhere to the organisation's Infection Control Prevention and Control policies and procedures at all times. | |
| **Education** | |
| SGH is committed to education. All staff have a responsibility to undertake their own professional development and actively participate in the education of others. This may involve colleagues, health professionals from other disciplines or educating students. Inter-professional education is strongly encouraged and supported and is integral to a small rural hospital. | |
| **Confidentiality** | |
| Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of South Gippsland Hospital. Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information.  Failure to comply with this agreement may result in disciplinary action and may include termination of employment. | |
| **Quality and Risk Management** | |
| In order to help ensure continued patient safety and quality of care:   * Staff are required to participate in the development and maintenance of a quality service through the application of professional standards; participation in quality improvement activities; and compliance with the policies, procedures, practices and organisational goals and objectives of SGH. * Staff are required to contribute to the development and maintenance of the SGH Risk Management Framework and apply the framework to identify, evaluate and minimise exposure to risk. * Staff are required to abide by the Code of Conduct for Victorian Public Sector Employee | |
| **Special Requirements** | |
| * New staff will be required to satisfactorily complete a Police Records Check prior to commencing employment. * Should your role require you to drive a South Gippsland Hospital vehicle, a current Victorian Drivers Licence is required. Loss of licence or any licence infringement must be reported by the employee to Management immediately. * A completion of pre-existing injury or illness declaration will be required prior to appointment to the position. * All employees of South Gippsland Hospital are bound to work according to the policies and procedures of South Gippsland Hospital, the Industrial Agreements that provide their terms and conditions of employment, any Scopes of Practice and professional codes of conduct established for your profession, the Code of Conduct for Victorian public sector employees and the provisions of the Fair Work Act, as amended from time to time. * All employees are required to familiarise themselves with these Policies and Procedures, Agreements, Scopes of Practice, Codes of Conduct and the relevant provisions of the Fair Work Act particularly those which relate to working harmoniously with other staff. | |

**INCUMBENT STATEMENT**

I, have read, understand and accept

*(please print name)*

the above Position Description.

Signed: Date

Copy to staff member: □ Yes □ No

Details certified correct by:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date