



Position Description

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
PD Issue Date:	6 th December 2021
Classification/Award:	Award: Allied Health Professional (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016-2020 Classification: Grade 1, Year 3 (rural entry new graduate) or 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. A strong knowledge and skill base, with a commitment to patient-centred care, collaborative practice and evidence-based knowledge contributes to positive client outcomes and service development.

This position is a sole practitioner role.

ORGANISATIONAL RELATIONSHIPS

Reports to: Allied Health Manager & Director of Community Health

Manages/Coordinates:

Liaises with:

- All South Gippsland Hospital Staff
- Foster Medical Centre
- Monash High Risk Foot Clinic
- External stakeholders

KEY RESULT AREAS

Grade 1 (including new graduates)

- Provision of high quality clinical assessments, interventions and podiatry care consistent with Grade and experience.
- Meets all targets for various funding streams
- Meets relevant contractual and statutory requirements

- Ensure client involvement in decision making, care planning and discharge planning, providing a patient advocacy role when required and promoting a culture of person-centred care
- 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.
- Liaise effectively with the multi-disciplinary Allied Health team and contribute to effective team development, education and improvement
- Provide effective clinical supervision and support to Allied Health Assistants (AHAs),
- Delegate appropriate clinical and administrative tasks to Allied Health Assistants (AHAs)
- Manage and report risk and actively work toward implementing risk reduction strategies
- Set priorities and work in a timely and efficient way according to various program requirements and all SGH Policies and Procedures, spending a minimum of 80% of time on client related activities
- 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
- Meet contractual and statutory requirements of the role including but not limited to National Health and safety Standards, TCP guidelines, Aged Care Standards and other funding guidelines as relevant
- Participates in regional graduate support program (new graduates only)
- Maintains professional competencies and development
- Actively participate in regular supervision, the annual staff performance review and professional development opportunities
- Demonstrate knowledge and commitment towards quality improvement activities and actively participate in departmental accreditation processes
- Demonstrate a commitment to safety and quality of care
- Perform other duties reasonably required as directed

Acute Ward (Inpatient) Podiatry

- Provide high quality clinical assessments, interventions and podiatry services to acute ward inpatients when needed.
- Communicate effectively with acute staff and clinical managers
- Effective representation of patient and case management issues at relevant meetings including but not limited to family, discharge planning and other multi-disciplinary care meetings.
- Provide education to acute staff regarding podiatry services as required
- Direct AHA time during ward round if relevant
- Provide input into discharge planning including appropriate referrals to community services

Transition Care Program (TCP) Podiatry

- Provide high quality clinical assessments, interventions and podiatry services to inpatient and community based TCP clients.
- Communicate effectively with TCP staff and the multi-disciplinary TCP team
- Effective representation of client and podiatric issues at relevant meetings, including but not limited to family, multi-disciplinary, TCP and discharge planning meetings.
- Provide education to TCP staff regarding podiatry services as required
- Provide input into TCP discharge planning including appropriate referrals to community services

Community Podiatry

- Provide high quality clinical assessments, interventions and podiatry services to community based clients in both individual and group therapy settings
- Provide foot care education to community clients as needed
- Provide effective representation of client and podiatry issues at relevant meetings, including community based family, multi-disciplinary and coordinated care meetings.
- Provide education to staff regarding community podiatry services as required
- Attend in a timely manner to all appropriate service referrals
- Coordinates appropriate funding for services provided
- Provide multi-disciplinary approach to service delivery by liaising with and referring into relevant services as required

Grade 2

As per grade 1 role, with the addition of:

- Ability to provide podiatry students with supervision and training
- Ability to effectively provide clinical supervision of grade 1 podiatrists if needed
- Able to provide advanced podiatric services

SPECIALIST SKILLS AND KNOWLEDGE

- Specialist clinical skills (relevant to Grade), including knowledge of chronic disease and wound care management
- Evidence of professional supervision and/or professional development
- Demonstrated leadership and management of Podiatry services (Grade 2 only)
- Demonstrate willingness to undertake relevant training / course to develop skills and acquire knowledge
- Ability to participate in the Performance Appraisal.
- Work within scope of practice according to qualifications and APHRA registration is applicable.
- Work according to the conduct and policies of SGH

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
- Each employee is required to satisfy the Australian Health Practitioner Regulation Agency (AHPRA) or Industry Standard Registration organisation requirements as the Podiatrist for this role.

KEY SELECTION CRITERIA

- Passionate about podiatry and commitment to making a difference within the local community
- 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,
- Proven ability to set priorities, working both autonomously and as part of a team 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

MANDATORY COMPETENCIES

Unless an employee is able to produce authorised evidence of successfully completing an approved mandatory competency, the employee will be required to successfully complete the competencies within the first six months of employment.

Each employee is then required 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:

Accountability – accepting responsibility for our actions

Trust- acting with integrity and being able to count on each other

Excellence – doing our best at all times and looking for ways to improve

Adaptability – being flexible and accepting of new ideas and change for the better

Mutual Respect – treating others in the way that want to be treated

It is expected that staff will work according to these Values when working directly with other staff, clients and members of the community.

Occupational Health and Safety

South Gippsland Hospital recognises its obligation for full compliance with the *Occupational Health and Safety Act 2004* and associated Occupation Health and Safety regulations 2017. All staff are required:

- to comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures.
- 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 their supervisor.

If the role includes people management duties, these include the requirement to manage the health and safety of people under this control and support the actions contained in SGH OH&S policies.

Infection Prevention and Control

An effective, integrated organisation-wide Infection Prevention and 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 and to adhere to the organisation's Infection Prevention and Control policies and procedures at all times.

Learning and Development

SGH is committed to education.

All staff have a responsibility to undertake their own professional development and actively participate in the learning and development of others. This may involve colleagues, health professionals from other disciplines or students. Inter-professional education is strongly encouraged and supported and is integral to a small rural hospital

Health and Wellbeing

The health and wellbeing of employees is a priority for South Gippsland Hospital and the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals is recognised in this workplace.

Staff are expected to:

- partake in the promotion of the health and wellbeing of employees
- contribute to an inclusive and health promoting environment
- promote our values of trust, excellence, accountability, adaptability and mutual respect
- promote an organisational culture of positive mental health and wellbeing through supportive leadership, employee participation and shared decision making

Diversity Statement

South Gippsland Hospital is committed to providing employment, health care and all related business based on the principles of access, equity and respect. South Gippsland Hospital acknowledges the Traditional Owners of the land on which we work and pays respect to Elders past, present and emerging.

Staff are expected to provide excellence in care and a safe, welcoming and inclusive health service by:

- extending respect to Aboriginal and Torres Strait Islander people at all times,
- engaging respectfully with all cultures and
- respecting and appreciating what makes each individual different, in terms of age, gender, ethnicity, religion, disability, sexual orientation, education and national origin.

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 ensure patient safety and high 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 encourage the patient to partner with the health care team and be at the center of all care decisions.

- 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 Employees
- Clinical leaders are required to help support other clinicians to understand and perform their delegated safety and quality roles, and ensure clinical staff are working within their designated scope of clinical practice

Special Requirements

- New staff will be required to satisfactorily complete a National Police Records, and Working with Children 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:

