Sunraysia Community Health Services

POSITION DESCRIPTION

Title of Position: **Podiatrist**	Department: **Allied Health**
Classification Code: **Grade 1**	Region: **Loddon Mallee**
Salary and Award: **Health Professionals Services Award**	Position Created: **January, 2012**

POSITION DETAILS

1. Primary Objectives:

The Podiatrist Grade 1 will be responsible to:

- Provide clients with a range of podiatry treatments specific to their needs and to ensure quality service provision and continued program development;
- Deliver programs that promote wellbeing and minimise the effects of impairment and disability within the Mildura Local Government Area (LGA). Clients include, but are not limited to, Culturally and Linguistically diverse, frail older people, people with a disability and the socio-economically disadvantaged. Services are provided within a community based multidisciplinary Allied Health Team setting.
- Participate in health promotion activities.

2. ProvidedKey Working Relationships:

Accountable to the Manager, Primary Health through the Coordinator Counselling & Allied Health and Allied Health Team Leader. The Podiatrist Grade 1 will participate in a multi-disciplinary team, work with staff within the organisation and develop effective working relationships with customers, community groups and the general public across Sunraysia Community Health Services' catchment area.

3. Conditions of Employment:

- The details of the position may be adapted to changing organisational requirements as determined by service wide planning processes and or directives stipulated by funding source.
- Must pass a pre-employment and maintain a suitable police check. Employment may be terminated as a result of details disclosed in a police check report.
- All appointments likely to be engaged in child-related work, are subject to a satisfactory Working with Children Check, the cost of which will be met by the incumbent. Employment may be terminated as a result of details disclosed in a Working with Children Check report.
- All positions are subject to a probationary period of **three** months. Ongoing employment will be subject to successful performance during this time.
- Maintain professional registration, licenses, provider numbers and insurance certificate of currency if relevant. Incumbent must provide SCHS with evidence of currency on an annual basis and as required.
- Adhere to Sunraysia Community Health Services Policies & Procedures and utilise resources provided (e.g. SCHS motor vehicles.)
- Ensure client and staff confidentiality is maintained at all times.
- Possess a valid drivers license as you may be required to travel between and/or work from any SCHS site.
- Some out of hours work may be required from time to time but will be managed in a manner that ensures work/life balance.
- Maintain a smoke free working environment.
- Some outreach services will be required.

INCUMBENT TO INITIAL_____

4. SPECIFIC ACCOUNTABILITIES:

4.1 Contribute to the development of a range of primary health care services consistent with the principles of the Ottawa Charter in relation to Physiotherapy which enhance the health status of the community including:

- Planning, initiating and evaluating innovative responses and flexible service options to meet identified needs, which may include; Treatment programs for individuals & groups, a range of health education, health prevention & early detection programs and Community development initiatives;
- Identifying local health issues through research, needs assessment and various community participation mechanisms;
- Liaising, consulting, coordinating and collaborating with other staff and agencies in the development, provision and evaluation of holistic health services, through participating in and contributing to relevant inter-agency service development including needs assessment, goal and strategy development and implementation;
- Advocating for the needs of podiatry clients;
- Liaising closely with other allied health professionals and appropriate health and welfare agencies to enhance initiation, development and provision for new services in the community.

4.2 Ensure the provision of a high standard of Podiatry services through:

- Contributing to develop an in-depth knowledge of specialised areas relevant to the services provided at SCHS;
- Contributing to the development and achievement of team and service goals by identifying relevant issues at local and regional levels, developing appropriate strategies to address these issues and evaluating the outcomes;
- Contributing towards policy and planning of the department and the health service, by identifying issues at local and regional levels and with outside agencies;
- Assessment and diagnosis of podiatry related problems, ensuring a focus on early intervention;
- Providing a consultancy service to other staff and agencies as appropriate about the provision of services in a primary health care setting;
- Actively participating in team meetings, client review meetings, service planning and evaluation and other groups to assist with the effective and efficient provision of services;
- Developing and maintaining equipment and resources needed for effective service delivery;
- Initiating and participating in staff development activities.

4.3 Contribute to the development of best practice in performance and service delivery by:

- Development and participation in quality improvement projects;
- Development, implementation and review of agreed standards and models of service delivery practice;
- Provision of in-service training to other health care workers and community members, regarding the prevention and early intervention of people with Podiatry related problems;
- Providing supervision to students upon request;
- Ensuring documentation in client files is prompt, relevant and accurate and reflects a respectful approach to work practice;
- Formulating, recording and managing individual care plans including those participating in therapeutic groups;
- Disseminating acquired knowledge by publication and/or presentation of research results where ever possible within the scope of the position;
- Contributing to documented findings on client groups and social problems, through implementation of appropriate data collection, research and evaluation procedures;
- Providing statistical data and monthly reports as designated by the community health service specifications and DHS requirements.

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4.4 Maintain general health service requirements by:

- Working cooperatively, constantly respecting and supporting fellow staff and developing positive channels of communication and sharing duties as required.
- Participating in team initiatives, including regular staff meetings, in order to assist in the facilitation of effective communication.
- Contributing to the achievement of the goals as outlined in the Strategic Plan and the overall objectives of the organisation.
- Participating in staff appraisal/professional development review process at least annually.
- Participating in the Quality and Safety Management System by assisting with monitoring and evaluating of activities and mechanisms, identifying opportunities for improvement and correcting problems to improve customer care services.
- Maintaining a high level of personal hygiene and practices demonstrating an awareness of infection control standards special precautions as applicable to the role.
- Assisting in promoting the organisation as a health service, integrating health promotion into all activities of the service, and creating alliances with other settings, consumers and the community with the aim of achieving healthy gains for the community.
- Adhering to Sunraysia Community Health Services' "Code of Conduct" for Employees.
- Completing online QUIT Brief Intervention training and integrating smoking cessation into service provision.

4.5 Contribute to a safe and healthy work environment by:

- Complying with OH&S, WorkCover and EEO requirements by supporting the overall Quality and Safety Management System to provide a safe and healthy work environment, free from sexual harassment and discrimination.
- Ensuring reasonable care is taken to perform work by implementing safe work practices and procedures so as to prevent/minimise injuries and illness to self and others, and by utilising appropriate personal protective equipment.
- Actively supporting and encouraging a safe work environment by identifying and reporting any health and safety hazards, accidents, incidents, property damage and mishaps in the workplace.
- Co-operating in reasonable workplace changes designated to assist in the rehabilitation of self or fellow workers.
- Attending annual mandatory Risk Management Services training – Fire, Emergency and Manual Handling.

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KEY SELECTION CRITERIA

ESSENTIAL MINIMAL REQUIREMENTS

Educational/General Qualifications

- Must hold or be eligible for current registration with the Australian Health Practitioner Regulation Agency.
- Membership of the Australian Podiatric Association would be advantageous.

Experience / Knowledge and Personal Abilities

- An understanding of the issue of confidentiality
- Working within a multi-disciplinary team approach to client care
- Ability to work with people with diverse value systems, cultural differences and special needs
- Ability to manage time effectively and prioritise workloads to ensure deadlines are met
- Using client management systems and other IT tools
- Highly developed verbal and written communication skills.
- Knowledge of and ability to work within accepted standards for the purpose of infection control and sterile/aseptic protocols.
- On-going development of new and current services that are evidence based best practice
- Ability to work with minimal supervision.
- High degree of innovation, creativity and problem solving.
- A commitment to personal and professional development.
- Participation in Planning, Implementing and Evaluating effective health promotion interventions
- Providing services in a rural or remote setting

POSITION DESCRIPTION APPROVAL

The details contained in this Position Description are an accurate statement of the responsibilities, competencies and other requirements of the above named position.

_____ 20 / 1 / 2012
Chief Executive Officer Date

As the incumbent, I have read and understand the statement of the responsibilities, competencies and other requirements as detailed in this document.

_____ ____/____/____
Incumbent Date

Formulated: 01/98
Last Reviewed/Amended: 01/03, 01/04, 09/05, 10/06, 08/08, 12/08, 01/12

Authorisation: CEO	Version: 2	Date of Issue: Feb 2010	Last Review/Update: June 2010