

# PODIATRIST GRADE 2

<b>Department:</b>	Chronic Disease & Aged Care		
<b>Salary:</b>	\$82,926 to \$95,361 (pro rata part time)	<b>Classification Code:</b>	AHP1 Grade 2
<b>Award/Agreement:</b>	Victorian Stand Alone Community Health Centres Allied Health Professionals Enterprise Agreement 2017-2021		
<b>Position created:</b>	November 2012	<b>Date Reviewed:</b>	June 2021

<b>PRIMARY OBJECTIVES</b>	<p>Podiatrists are foot health experts who specialise in diagnosing and treating foot problems. They can treat conditions such as fungal nails, ingrown toenails, corns, calluses, bunions, infected wounds/ ulcers, foot injuries and manage musculoskeletal issues.</p> <p>Podiatrists are responsible for the provision of a range of Podiatry services and programs within a social model of health, with the aim of minimising the effects of impairment and disability within the Mildura Local Government Area (LGA.)</p> <p>Clients include, but are not limited to, those of non-English speaking and Aboriginal and Torres Strait Islander backgrounds, refugees, frail older people, people with a disability or chronic disease and the socio-economically disadvantaged. Services are provided within a community based, multidisciplinary team focussed on improving the well-being, self-management ability and independence of clients in their natural setting.</p> <p>The team work within a range of funding and service guidelines, including but not limited to The Victorian Department of Health (DH) Department of Families, Fairness and Housing (DFFH); My Aged Care; CHSP, NDIS, DVA, and EPC/ CDM.</p>
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<b>KEY SELECTION CRITERIA</b>	<p><b>Mandatory</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualification in Podiatry</li> <li>• Registered with AHPRA</li> <li>• Eligible for membership of the Australian Podiatry Association (APA)</li> <li>• Current drivers licence</li> </ul> <p><b>Preferred</b></p> <ul style="list-style-type: none"> <li>• Experience in providing client and family centred evidence based Podiatry services, including thorough assessment and care planning</li> <li>• An understanding of confidentiality and infection control</li> <li>• Ability to work collaboratively within a multidisciplinary team</li> <li>• Highly developed problem solving, interpersonal and written and verbal communication skills</li> <li>• Computer literacy with client management systems, Microsoft Office suite and other IT tools used in health.</li> </ul>
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<b>SPECIFIC ACCOUNTABILITIES</b>	<ul style="list-style-type: none"> <li>• Podiatrists work within the AHPRA Podiatry Board of Australia guidelines to prevent, assess, manage and treat conditions of the feet and lower limb. This includes conditions of the skin and nails, involving sharp debridement as determined necessary by the Podiatrist, also minor nail surgery under local anaesthetic for ingrown toenails.</li> <li>• Provide evidence based assessment and flexible best practice interventions in the management of pathological foot problems and associated morbidity, ensuring a focus on prevention and early intervention.</li> <li>• Deliver a range of treatment options including the treatment of thickened, discoloured or ingrown toenails; corns, calluses, bunions, and cracks to the skin of the foot, painful feet and foot deformities.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Instigate orthotic therapies to control foot posture to alleviate pressure, and biomechanical issues for acute and chronic conditions.</li> <li>• Undertake wound management in relation to the feet, including appropriate wound dressings and offloading strategies.</li> <li>• Undertake Diabetes Foot checks and assessments</li> <li>• Deliver services to residents in Aged Care Facilities under SCHS brokerage agreements.</li> <li>• Use sterilised podiatry instruments and follow infection control procedures in relation to the provision of clinical services.</li> <li>• Educate clients in regard to the rationale for the treatment/ management undertaken/ suggested by the podiatrist.</li> <li>• Work within SCHS standards and models of service delivery with a particular focus on Service Coordination, client centred care and client self-management</li> <li>• Work collaboratively with clients to formulate a comprehensive self-management plan that will maximise their health outcomes.</li> <li>• Identify client needs that are not being met, and refer (or recommend a referral) to other specialist nursing, medical or allied health professionals as required</li> <li>• Document all client encounters in the client electronic record and communicate with referring practitioners</li> <li>• Liaise and collaborate with other health professionals, consumers, services and agencies to promote a comprehensive and integrated service.</li> <li>• Work within your individual scope of practice</li> <li>• Demonstrate knowledge of current Podiatry best practices, and translate them in the practical advice for the client.</li> <li>• Manage your workload and diary to meet service demands and funding/targets</li> <li>• Ensure your documentation is timely, relevant, accurate and reflects a respectful approach to work practice, in accordance with SCHS policy and procedures</li> <li>• Ensure you enter statistical and invoicing data in a timely manner</li> <li>• Delegate to and supervise Allied Health Assistants to carry out tasks within their professional scope of practice.</li> <li>• Provide innovation and leadership in best practice service delivery, championing new organizational initiatives and changes.</li> <li>• Participate in Quality Activities such as auditing</li> <li>• Ensure all of the Podiatry documents registered on PROMPT, are reviewed and up to date. Develop new procedures and work instructions as required.</li> <li>• Ensure equipment used for service delivery is maintained according to the manufacturer's instructions. E.g. serviced, in good working order</li> <li>• Represent your team, and/or the organization on key working parties, committee's or projects when requested.</li> <li>• Participate in providing clinical supervision to your Grade 1 colleagues</li> <li>• Assist with the organization, orientation, and supervision of Uni students, and school based work experience students.</li> </ul>
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<p><b>CONDITIONS OF EMPLOYMENT</b></p>	<ul style="list-style-type: none"> <li>• Must pass and maintain applicable safety screening checks including but not limited to national and international criminal history check, NDIS Worker Screening check, Working With Children check, disciplinary action history declaration, proof of identity. Employment may be terminated as a result of details disclosed in safety screening checks. Incumbent must provide SCHS with evidence of currency as required.</li> <li>• Employment may be terminated as a result of details disclosed in a Working with Children Check report, criminal history check, NDIS Worker Screening check or equivalent.</li> <li>• New employees to positions are subject to a probationary period of six months. Ongoing employment will be subject to successful performance during this time.</li> <li>• 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.</li> </ul>
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- Abide by organisational policies and procedures, SCHS Code of Conduct and Values, relevant standards, codes of practice as well as various legislation both state and federal including but not limited to Drugs, Poisons and Controlled Substances Act, Public Health and Wellbeing Act, Privacy Act and Health Records Act.
- All qualified and Nationally Registered professionals are to respect and act in accordance with the laws of the jurisdictions in which they practice. Any professional bodies Codes of Conduct / Ethics / Standards should be interpreted with reference to these laws. The code is not a substitute for requirements outlined in the National Law, other relevant legislation, or case law. Where there is any actual or perceived conflict between the code and any law, the law takes precedence. SCHS operates in accordance with the relevant legislation and Acts and as such, the Codes / Standards should also be interpreted with reference to any organisational rules and procedures to which professionals may be subject.
- Supply and maintain the associated costs of a Bring Your Own (BYO) mobile device e.g. smart phone, in order to log into various systems in relation to the role e.g. myGovID.
- Ensure client and staff confidentiality is maintained at all times.
- Possess a valid driver's 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.
- National Immunisation Program: this position falls within the healthcare worker risk category A. (Refer to the SCHS staff immunisation procedure SCH0000764 for further information).
- Undertake annual competency based training including but not limited to occupational health and safety, fire and emergency, risk management, manual handling, hand hygiene, standard and transmission based precautions, aseptic technique and personal protective equipment (PPE) training.
- Discharge the duties and obligations of the role in a professional and competent manner.
- Supervision and training of school based and higher education students on placement, as required.
- Working cooperatively, constantly respecting and supporting fellow staff and developing positive channels of communication and sharing duties as required.
- As applicable, lead and/or participate 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 organization.
- Participating in Performance Development Agreement process at least annually.
- Contributing effectively to SCHS quality management and safety systems by assisting with monitoring and evaluating activities and mechanisms, identifying opportunities for improvement and correcting problems to improve customer care services and experience.
- Maintaining a high level of and, 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.
- Actively supporting and encouraging a safe work environment by identifying and reporting all health and safety hazards, accidents, incidents, adverse client outcomes, property damage and mishaps in the workplace.
- Complying with SCHS policies, vision, mission, values and procedures, as well as applicable standards, guidelines and legislation (including OHS Act Vic, Equal Employment Opportunity requirements, Charter of Human Rights and Child Safe standards) by supporting the overall quality management and safety systems to

provide a safe and healthy work environment, free from harm, sexual harassment and discrimination.

- Ensuring reasonable care is taken to perform work by implementing safe work practices and procedures so as to prevent / minimize injuries and illness to self and others, and by utilising appropriate personal protective equipment.