



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Podiatrist – Grade One or Grade Two
<b>DEPARTMENT</b>	Community Care
<b>REPORTS TO</b>	Allied Health Team Leader
<b>DIRECT REPORTS</b>	Nil
<b>AWARD</b>	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 - 2026
<b>CLASSIFICATION</b>	Dependent upon skills and qualifications
<b>DATE OF CREATION/AMENDMENT</b>	February 2024
<b>CREATED/AMENDED BY</b>	Allied Health Team Leader

### *“Caring for Our Community”*

#### **POSITION OBJECTIVES**

The Podiatrist is responsible for providing a quality, person-centred podiatry service for aged care residents and community care (including Commonwealth Home Support Program- CHSP eligible, NDIS and Medicare Benefits Scheme - MBS and Department of Veteran Affairs eligible) clients of Rochester and Elmore District Health Service. The podiatry service will also be responsible for providing outreach services to clients as required.

The Podiatrist will:

- Work as part of a multidisciplinary team, and
- Liaise with health care providers to provide appropriate prevention, diagnosis, assessment, referral and care, and promote awareness of podiatry services to staff, consumers and the community.

#### **RESPONSIBILITIES & PERFORMANCE INDICATORS**

- Provide clinically appropriate assessment and management (including treatment, education and follow-up) to REDHS aged care residents, and community care (including CHSP MBS, and DVA eligible) clients.
- Use a systematic approach to decision making around the clinical care needs of clients receiving podiatry services.
- Develop and maintain effective relationships with clients, their family/carers and members of the health care team.
- Work co-operatively as part of the multidisciplinary team and support services, recognising the expertise and contribution of all members.
- Actively participate in a coordinated team approach to person-centred care by attending team meetings and case conference, and liaising with internal and external service providers regarding client care.
- Build knowledge of the Podiatry service within REDHS and actively encourage referrals.
- In partnership with other Community Care staff, coordinate the planning, implementation and evaluation of multidisciplinary group programs.
- Support the planning, implementation and evaluation of relevant activities within REDHS Integrated Health Promotion Plan
- Represent the Podiatry service and Community Care team at relevant internal and external meetings.
- Actively participate in Community Care and Podiatry service quality improvement activities, including development and review of education resources, client satisfaction surveys and audits.
- Maintain appropriate documentation and statistics for Podiatry service.
- Actively participate in further strategic growth opportunities and funding submissions which align with the role.
- Actively participate in relevant internal and external continuing education.
- Perform other duties as requested, as reasonable and appropriate, from time to time.
- Ensure that clinical service delivery is conducted in accordance with evidence-based practice, best practice standards and effective clinical risk management.

## KEY SELECTION CRITERIA

### Essential;

- Bachelor of Podiatry (or equivalent)
- Registered with the Australian Health Practitioner Regulation Agency (AHPRA)
- Current and/or willingness to gain registration with Medicare as a podiatry service provider.
- Demonstrated experience in the provision of timely and appropriate podiatry services to outpatient primary care clients, aged care residents, NDIS participants and MBS model of care.
- Demonstrated highly developed organisational skills, including prioritization, time-management skills and appropriate case-load management.
- Demonstrated experience in working independently, and as part of a multidisciplinary team.
- A current Victorian driver's licence.
- Current National Criminal History Check, Working with Children Check and NDIS Worker Screening Check.
- Current COVID-19 and Influenza Vaccinations (FluVax)

### Desirable;

- Knowledge of CHSP guidelines and residential aged care services.
- An awareness and understanding of rural health

## NDIS WORKER SCREENING CHECK

This role has been identified as a "risk assessed role" under the NDIS (Practice Standards – Worker Screening) Rules 2018 and as such is subject to the provision of an NDIS Worker Screening Check prior to commencement. During their term of employment, all employees are required to notify REDHS via their manager if the NDIS Quality and Safeguards Commission issues:

- An interim bar;
- A suspension;
- An exclusion;
- The closure of an application for a worker screening clearance; or
- The revocation of a clearance.

## OCCUPATIONAL HEALTH, SAFETY & WELLBEING

All REDHS employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved policies and procedures that apply to their work.

All REDHS employees share responsibility for occupational health and safety (OH&S) with specific responsibilities and accountabilities allocated to positions with REDHS organisational structure.

All REDHS employees also have responsibility to the National Safety and Quality Standards (NSQHS) ensuring the effective and safe delivery of healthcare services.

Any employee who fails to meet their obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including dismissal.

Employees have a responsibility to comply with all relevant OH&S management system Policies, Procedures and programs. This includes REDHS Injury Management Policy and Procedure.

Specific employee responsibilities include:

- Looking after their own health and safety and of others in the workplace.
- Following safe work practices and using personal protective equipment as required.
- Participate in OH&S consultation and OH&S training initiatives.
- Report any accidents, incidents, injuries, 'near miss incidents, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions.
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities.

- Don't willfully interfere with or misuse anything provided in the interest of health and safety or willfully put anyone at risk.
- Perform only those tasks for which they have received appropriate training and instruction.
- Ensure that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace.
- Participate in emergency evacuation exercises.

To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices, or in any vehicle.

## HEALTH SERVICE POLICIES AND PROCEDURES

It is every employee's responsibility to access and have knowledge of the relevant policies and procedures that relate to their employment. All REDHS policies and procedures can be accessed on the intranet site.

## 'THIS IS ME'

'This is Me' is a philosophical approach to how we provide care to patients and interact with other customers, including colleagues. 'This is Me' is based on the principles of respect, value of the individual, and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs utilising Montessori actions. 'This is Me' is underpinned by a culture of collaboration and partnership and all staff of REDHS are required to adhere to these principles.

## RISK MANAGEMENT

REDHS supports an Organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are to be accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

## PERFORMANCE REVIEW AND DEVELOPMENT

It is a condition of employment that employees participate in the Performance Review and Development program.

## QUALITY IMPROVEMENT

All REDHS employees must participate in REDHS integrated risk management and quality improvement systems by being aware of their responsibility to identify, minimise and manage risks and identify opportunities for continuous improvement in the workplace through communication and consultation with managers and colleagues.

## EMPLOYMENT PRINCIPLES

REDHS is committed to the employment principles that reinforce the public sector values. These principles ensure:

- Employment decisions are based on merit and employees are treated fairly and reasonably
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights and Responsibilities Act 2006

## VALUES & BEHAVIOURS

Employees are required to comply with REDHS Values. The way we behave in the workplace and the manner in which we undertake our job is as important as how we perform the tasks for our role. We expect that all employees will embrace the REDHS Values and demonstrate these in their daily work.

<b>R</b>	<b>Reliability</b>	Being trustworthy and performing consistently well
<b>E</b>	<b>Engagement</b>	Working collaboratively with people to address issues and create opportunities to bring about positive change
<b>D</b>	<b>Diversity</b>	Understanding that each individual is unique and respecting our individual

differences

- H Hospitality** Receiving and treating all people in a warm, friendly, generous way
- S Sustainability** Meeting our current needs without compromising the ability of future generations to meet their needs

**ADDITIONAL REQUIREMENTS**

This position description is subject to review and amendment at any time, as appropriate and approved by the relevant Manager. Any such amendments will be made in consultation with the affected employee(s).

Appointment is subject to a satisfactory Staff Immunisation clearance and a satisfactory Police Records Check, Working With Children Check and where required an NDIS Worker Screening Check prior to commencement.

Statements included in this Position Description are intended to reflect the general duties and responsibilities of this position and are not to be interpreted as being all inclusive.

An interim performance development and review discussion will occur with the employee's manager within three months from the commencement date and annually thereafter. Performance reviews are intended to be a positive discuss, outlining the key roles and responsibilities in the Position Description. The performance review discussion provides an opportunity to clarify the role, revise key performance activities and identify any objectives or goals for the year ahead.

**ACCEPTANCE OF THE POSITION**

I understand, agree to and accept the role as outlined in accordance with this position description.

Name (please print): \_\_\_\_\_

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

