

## Employee Position Description Template

Position Details				
<b>Position Title:</b> Senior Clinician Podiatry		<b>Department:</b> Allied Health Outer East		<b>Agreement:</b> <i>Allied Health Professionals (Victorian Community Health Centres) (Multi-Employer) Enterprise Agreement 2022-2026</i>
<b>Reports To:</b> Allied Health Manager, Outer East		<b>Location:</b> <b>Lilydale / Doncaster (Primary)</b> with ability to work from all sites)		
<b>Direct Reports:</b> Nil		<b>Employment Status:</b> <i>Part time permanent</i>		<b>Classification:</b> <i>Grade 3</i>
Position Primary Purpose				
<p>The Senior Clinician Podiatrist will provide client centred and evidence-based podiatry assessment, intervention and education to all AccessHC Podiatry clients as part of a multi-disciplinary allied health team.</p> <p>Clients referred to podiatry services are seen under a variety of funding streams, including but not limited to: Community Health, Commonwealth Home Support Program (CHSP), Home and Community Care (HACC), Home Care Package/ Support at Home (HCP/SaH), Integrated Chronic Disease Management (ICDM), National Disability Insurance Scheme (NDIS), Medicare Benefits Scheme (MBS), Private Fee for Service, and future grants and funding opportunities.</p> <p>The Senior Clinician Podiatrist will complete consultations primarily face to face in clinic, or via telehealth or home-based services. The Senior Clinician will engage with clients, carers, family, support workers and other health professionals to support the health and wellbeing needs of clients, including but not limited to: general podiatry care, diabetes foot assessment and intervention, high-risk foot assessment and intervention, wound care, biomechanical assessment and intervention, orthotics, musculoskeletal issues, nail surgery, paediatrics and complex chronic disease management.</p> <p>The Senior Clinician Podiatrist may also facilitate referral triage, group education sessions, support sharing of information with stakeholders, and contribute to health promotion activities, tertiary student supervision and relevant health related programs.</p> <p>In addition to the above, the Senior Clinician Podiatrist will provide clinical supervision and practice support to Grade 1 and Grade 2 Podiatrists across the Outer East and Manningham regions, provide direction and support to Allied Health Assistants, actively participate in annual work plans and KPI review, ensure that evidence-based clinical practice standards are met, and that all clients receive a high-quality service. Under a multidisciplinary team model, the Senior Clinician Podiatrist will work closely with all allied health disciplines and managers across the Allied Health Outer East Team, Podiatry Team, GPs, Practice nurses, Mental Health and AOD, Dental, and Service Connection at Access Health and Community. This will extend to partnership and liaison with external stakeholders.</p> <p>The Senior Clinician Podiatrist role will encompass approximately 0.6 FTE undertaking a clinical case load and approximately 0.2 FTE as dedicated time to support Senior Clinician Responsibilities.</p>				
<i>This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.</i>				
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Decision Making Authority	Key Relationships
<p><b>Decisions made independent of Manager</b></p> <p>In accordance with the organisation's Delegation of Authority</p> <ul style="list-style-type: none"> <li>Care delivery including client and carer education and correspondence with relevant health professionals or services</li> <li>Prioritisation and triage of caseload, and escalation to manager as required</li> <li>Clinical guidance provided to supervise, and escalation to manager as required</li> </ul>	<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>Podiatry team and fellow Senior Clinicians</li> <li>Manager Allied Health Outer East</li> <li>Senior Manager Allied Health &amp; Chronic Disease Care</li> <li>Allied Health and Nursing, Mental Health, General Practice, Dental and Community Service colleagues</li> <li>Customer Service and Service Connection teams</li> <li>Health Promotion and Communication teams</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>Eastern Health High Risk Foot Clinic and Podiatry Outpatient Departments</li> <li>Referring medical practitioners and hospital services</li> <li>Client case managers and care co-ordinators</li> <li>Tertiary institutions to support student placement</li> </ul>

Key Accountabilities				
Focus Areas		Responsibilities		
<i>Insert the specific accountability name</i> <i>Example below:</i>		<i>Insert the responsibilities that make up the focus areas. For each responsibility, please indicate <b><u>what</u></b> is achieved and <b><u>why</u></b></i>		
<i>Provision of Clinical Services</i>		<ul style="list-style-type: none"><li>• Work within professional scope of practice and service capability to provide timely, evidenced-based and acceptable podiatry clinical care to clients for the prevention and management of health conditions and disability</li><li>• Optimise client’s physical and mental health and social wellbeing through promotion of multi-disciplinary care and linkage to relevant community services and programs</li><li>• Engage with clients and carers to support self-management and goal directed care planning</li><li>• Liaise and correspond with relevant care providers such as referrers, general practitioners, specialists and allied health professionals; and escalate and advocate for services or intervention as relevant</li><li>• Maintain privacy and confidentiality and compliance with electronic health record documentation and administrative requirements of funding streams, and relevant Access Health &amp; Community policies and procedures</li></ul>		
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Key Accountabilities	
Focus Areas	Responsibilities
	<ul style="list-style-type: none"> <li>Meet key performance indicators as mutually agreed with manager and in line with Access Health &amp; Community strategic plan</li> <li>Delegate appropriate clinical and administrative tasks to allied health assistants</li> <li>Comply with infection prevention and control standards in accordance with Access Health &amp; Community's Infection Control policy and procedures</li> <li>Provide leadership regarding Infection Control practices to Allied Health and Podiatry Teams</li> <li>Provide guidance to Allied Health Managers regarding Podiatry Clinical consumables to ensure financially viable clinics</li> </ul>
<i>Professional Development</i>	<ul style="list-style-type: none"> <li>Demonstrate commitment to continuous professional development (CPD) relevant to work at Access Health &amp; Community, and maintain registration with AHPRA and eligibility of membership with Australian Podiatry Association</li> <li>Proactively identify personal education needs and reference best practice guidelines and current literature to inform relevant and evidence-based service delivery</li> </ul>
<i>Clinical Supervision &amp; Work Plan Review</i>	<ul style="list-style-type: none"> <li>Provide clinical leadership to the Podiatry Team in the delivery of clinical services including promoting an active learning environment</li> <li>Provide clinical supervision and practice support to Grade 1 and Grade 2 Podiatrists per agreed supervision schedule, including professional advocacy</li> <li>Actively participate in annual work plan and KPI review</li> </ul>
<i>Contribution to Allied Health Outer East and Podiatry Teams</i>	<ul style="list-style-type: none"> <li>Contribute to case conference and secondary consult with colleagues as part of multi-disciplinary care</li> <li>Initiate and accept internal referrals to/from Podiatry team and co-ordination of client services</li> <li>Share Podiatry expertise with relevant services, programs or projects</li> <li>Contribute to continuous quality improvement and/or research activities relevant to Allied Health and Outer East and Podiatry Services</li> <li>Acting on expert advisory committees</li> <li>Project planning, management &amp; evaluation</li> </ul>
<i>Student Supervision</i>	<ul style="list-style-type: none"> <li>Plan and supervise tertiary student placements for Podiatry students on community placement, as required, including liaison with university clinical educators</li> <li>Offer observation or information sessions to other students on placement at Access HC</li> </ul>
<b>Governance and Compliance</b>	<ul style="list-style-type: none"> <li>Act in accordance with AccessHC's policies, procedures and code of conduct</li> <li>Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position</li> <li>Participate in mandatory training requirements to support the delivery of a safe and effective service</li> </ul>
<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>Act in accordance with health and safety policies and procedures at all times</li> </ul>

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Key Accountabilities	
Focus Areas	Responsibilities
	<ul style="list-style-type: none"> <li>All staff are required to take reasonable care for their own health and safety and that of other personnel that could be affected by their conduct</li> </ul>
AccessHC Values	<ul style="list-style-type: none"> <li>Through actions and behaviour, demonstrate AccessHC Values of; <b>Equity, Collaboration, Respect, Innovation</b> and <b>Quality</b></li> </ul>

Selection Criteria	
<p><b>Mandatory selection criteria items</b></p> <ul style="list-style-type: none"> <li>Police Check</li> <li>International Police Check (<i>mandatory if lived/work o/s in past 10 yrs</i>)</li> <li>Working With Children Check</li> <li>Professional Registration – AHPRA (Podiatrist)</li> <li>NDIS Worker Screening Check</li> <li>Medicare Registration Provider Number</li> <li>Driver's Licence</li> <li>CPR</li> <li>First Aid</li> <li>COVID Vaccination</li> </ul> <p><b>Key selection criteria items</b></p> <ul style="list-style-type: none"> <li>Tertiary qualifications in Podiatry (or equivalent)</li> <li>Minimum of 7 years' experience working as a Podiatrist in a community health, hospital High Risk Foot Clinic and/or private practice setting</li> <li>Experience of effectively managing relationships with government, key stakeholders and partners</li> <li>Applied clinical knowledge and experience in delivering client centered and best clinical practice in Podiatry</li> <li>Demonstrated ability to work independently as a Podiatrist and collaboratively within a multi-disciplinary service, including clinical supervision and practice support to Grade 1 and Grade 2 Podiatrists and support to AHAs</li> </ul>	<p><b>Attributes</b></p> <p>Strong communication and interpersonal skills</p> <ul style="list-style-type: none"> <li>Demonstrated ability to relate to people from a diverse range of social, cultural and ethnics backgrounds</li> <li>Commitment to continuous quality improvement and health promotion principles</li> <li>Demonstrated ability to inspire an engaged and positive team culture</li> <li>Interest / understanding of contemporary health landscape and funding models relevant to community health and fee for service activity</li> <li>Understanding of contemporary health landscape and funding models relevant to community health and fee for service activity</li> <li>Proficiency with electronic health record systems (such as TrakCare) and Microsoft Office programs (Word, Excel, Outlook and PowerPoint)</li> <li>Effective time management and prioritisation skills</li> <li>Well-developed presentation and report writing skills</li> <li>High level of accuracy and attention to detail</li> <li>Demonstrated ability to work in a team environment</li> <li>Demonstrated behaviours consistent with Access Health and Community values</li> <li>Demonstrated capability and dedication to sharing knowledge and strengthening the skills of individuals and teams to effectively address health challenges and opportunities</li> </ul>

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<p>Access Health and Community (AccessHC) is a child safe organisation that values inclusivity and diversity, encouraging applications from people with disabilities, those with lived experience of mental health or AOD challenges, and individuals of diverse genders and sexualities.</p> <p>In line with our intent for inclusion and equality, we strongly encourage applicants from Indigenous Australians. AccessHC's commitment to our Reflect Reconciliation Action Plan seeks to understand and acknowledge histories and support cultural expression in the workplace.</p> <p>We are a vaccine-positive organization. Successful applicants will undergo a Working with Children Check, Police Check, and possibly an International Check.</p>	
<b>Authorisations</b>	
<b>Employee Name:</b> <b>Signature:</b> _____ <b>Date:</b> /    /	<b>Manager Name:</b> <b>Signature:</b> _____ <b>Date:</b> /    /