

Employee Position Description

Position Details		
Position Title: Podiatrist Grade 2	Department: Allied Health Outer East	Agreement: Victorian Stand-Alone Community Health Services (Allied Health Professionals) Multiple Enterprise Agreement 2022-2026
Reports To: Allied Health Manager, Yarra Ranges	Location: Lilydale/Belgrave (Primary) with ability to work from all sites)	
Direct Reports: Nil	Employment Status: Permanent Part time 0.8 EFT	Classification: Grade 2 (Year 1-4)
Position Primary Purpose		
<p>The podiatrist will provide podiatric care for a range of community adult and on occasion paediatric clients as part of a multi-disciplinary allied health team. The role is supported clinically by a senior clinician Grade 3 podiatrist, alongside a team of podiatry colleagues via onsite or remote connection.</p> <p>Clients referred for podiatry services are seen under a variety of funding streams including but not limited to Community Health, Commonwealth Home Support Program (CHSP), Integrated Chronic Disease Management (ICDM) Home and Community Care (HACC), Home Care Package (HCP), National Disability Insurance Scheme (NDIS), Medicare Benefit Scheme (MBS) and Private Fee For Service.</p> <p>The podiatrist will complete consultations in clinic and may provide home visits as required. The podiatrist will engage with clients, carers, family, support workers and other health professionals to support health and podiatric needs of clients, which commonly include diabetes foot care and education; general foot care; wound care; biomechanical assessment and management; nail surgery; footwear assessment and education. They may also contribute to health promotion activities or relevant health service programs and quality improvement activities including facilitation of relevant group education sessions.</p>		
Decision Making Authority		Key Relationships

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.

<p>Decisions made independent of Manager</p> <p>In accordance with the organisation's Delegation of Authority</p> <ul style="list-style-type: none"> • Clinical care delivery including client and carer education, referral and liaison with relevant health professionals or services • Prioritisation and triage of caseload, in consultation with senior clinician and manager as required 	<p>Internal</p> <ul style="list-style-type: none"> • Senior Clinician Grade 3.0 Podiatrist • Allied Health Manager • Senior Manager Allied Health and Chronic Disease Care • Allied Health and Nursing, Mental Health, General Practice and Community Service colleagues • Service Connection and Customer Service teams • Health Promotion and Communication teams <p>External</p> <ul style="list-style-type: none"> • Referring medical practitioners or hospital services, including high risk foot clinics • Case Managers, Support Coordinators and Plan Managers • Tertiary institutions to support student placement
<p>Key Accountabilities</p>	
<p>Focus Areas</p>	<p>Responsibilities</p>
<p>Provision of Clinical Services</p>	<ul style="list-style-type: none"> • Work within professional scope of practice and service capability to provide timely, best practice and acceptable person-centred clinical care to clients for the prevention and management of health conditions. • Optimise client's physical and mental health and social wellbeing through promotion of multi-disciplinary care and linkage to relevant community services and programs. • Engage with clients and carers to plan treatment programs with that reflect the needs of the client whilst aiming to promote independence, participation and enhanced quality of life. • 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. • Maintain privacy and confidentiality and compliance with electronic health record documentation and administrative requirements of funding streams, and relevant Access Health & Community policies and procedures. • Delegate appropriate clinical and administrative tasks to allied health assistants. • Comply with infection prevention and control standards in accordance with Access Health and Community's Infection Control policy and procedures. • Meet key performance indicators as mutually agreed with manager and in line with Access Health & Community strategic plan

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Key Accountabilities	
Focus Areas	Responsibilities
	<ul style="list-style-type: none"> Delegate appropriate clinical and administrative tasks to allied health assistants Comply with infection prevention and control standards in accordance with Access Health & Community's Infection Control policy and procedures
Professional Development	<ul style="list-style-type: none"> Demonstrate commitment to continuous professional development (CPD) relevant to work at Access Health & Community, and maintain registration with AHPRA and eligibility of membership with Australian Podiatry Association Proactively identify personal education needs and reference best practice guidelines and current literature to inform relevant and evidence-based service delivery
Clinical Supervision & Work Plan Review	<ul style="list-style-type: none"> Provide clinical supervision and practice support to Grade 1 Podiatrists and Allied Health Assistants per agreed supervision schedule, including professional advocacy Actively participate in annual work plan and KPI review
Contribution to Allied Health Teams	<ul style="list-style-type: none"> Contribute to case conference and secondary consult with colleagues as part of multi-disciplinary care Initiate and accept internal referrals to/from Podiatry team and co-ordination of client services Share Podiatry expertise with relevant services, programs or projects Contribute to continuous quality improvement and/or research activities relevant to Allied Health and Podiatry Services
Student Supervision	<ul style="list-style-type: none"> Plan and supervise tertiary student placements for Podiatry students on community placement, as required, including liaison with university clinical educators Offer observation or information sessions to other students on placement at Access HC
Governance and Compliance	<ul style="list-style-type: none"> Act in accordance with Access Health Care's policies, procedures and code of conduct Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position Participate in mandatory training requirements to support the delivery of a safe and effective service
Workplace Health and Safety	<ul style="list-style-type: none"> Act in accordance with health and safety policies and procedures at all times 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
AccessHC Values	<ul style="list-style-type: none"> Through actions and behaviour, demonstrate AccessHC Values of; Equity, Collaboration, Respect, Innovation and Quality

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Selection Criteria	
<p>Mandatory selection criteria items</p> <ul style="list-style-type: none"> • Police Check • International Police Check <i>(if lived/work o/s in past 10 yrs)</i> • Working With Children Check • Professional Registration – AHPRA (Podiatrist) • NDIS Worker Screening Check • Medicare Registration Provider Number • Driver's Licence • CPR & First Aid <p>Key selection criteria items</p> <ul style="list-style-type: none"> • Tertiary qualifications in Podiatry (or equivalent) • Minimum of 2 years' experience working as a podiatrist in a community health, hospital High Risk Foot Clinic and/or private practice setting • Applied clinical knowledge and experience in delivering client centered and evidenced based practice in podiatry • Demonstrated ability to work independently as a podiatrist and collaboratively within a multi-disciplinary service, including clinical supervision and practice support • Demonstrated experience and clinical knowledge and experience in: chronic disease management, especially diabetes and vascular disease wound care orthotic prescription and manufacture • Comprehensive understanding of podiatric requirements across paediatric and aged care populations 	<p>Attributes we value</p> <ul style="list-style-type: none"> • Strong communication and interpersonal skills • Demonstrated ability to relate to people from a diverse range of social, cultural and ethnic backgrounds • Commitment to continuous quality improvement and health promotion principles • Demonstrated ability to inspire an engaged and positive team culture • Interest / understanding of contemporary health landscape and funding models relevant to community health and fee for service activity • Understanding of contemporary health landscape and funding models relevant to community health and fee for service activity • Effective time management and prioritisation skills • Well-developed presentation and report writing skills • High level of accuracy and attention to detail • Demonstrated ability to work collaboratively in a multi-disciplinary service and team environment • Proficiency with electronic health record systems (such as TrakCare) and Microsoft Office programs (Word, Excel, Outlook and PowerPoint) • Demonstrated behaviours consistent with Access Health and Community values
<p>Access Health and Community is an equal opportunity employer committed to providing an inclusive working environment that embraces and values all people, regardless of cultural background, age, gender identity, sexuality or lived and living experience. We value the diversity and strength of Aboriginal and Torres Strait Islander cultures and are committed to delivering on our vision for reconciliation through our recruitment and employment practices. Access is required to undertake compliance checks; however, a record of criminal history does not preclude applicants from applying for suitable positions. All applications will be assessed on a case-by-case basis and managed in a confidential and practical manner.</p>	
<p>Authorisations</p>	
<p>Employee Name:</p> <p>Signature: _____</p> <p>Date: / /</p>	<p>Manager Name:</p> <p>Signature: _____</p> <p>Date: / /</p>

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