



Employee Position Description

Position Details		
Position Title: Podiatrist Grade 1	Department: Adult Allied Health	Agreement: Victorian Stand- Alone Community Health Centres, Allied Health Professionals 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 Full time/ Part-Time	Classification: Grade 1.0, Year(Based on experience)
Position Primary Purpose		
<p>The podiatrist will provide client centred podiatric care for a range of community adult and on occasion paediatric clients as part of a multi-disciplinary allied health team. This position reports to Allied Health Manager and will receive clinical support from Podiatry Senior Clinician, and broader podiatry team via onsite or remote connection.</p> <p>This position aims to provide evidence-based, high quality, safe, client centred care that meets current professional standards. Working within a multi-disciplinary model, the Podiatrist (Grade 1) will work closely with other allied health disciplines and other teams within Access Health and Community (AccessHC), such as Service Connection, Customer Service as well as external stakeholders.</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), Home and Community Care (HACC), Support at home , National Disability Insurance Scheme (NDIS), Medicare Benefit Scheme (MBS) and Private Fee For Service.</p> <p>Working with a predominantly adult caseload, this position will provide services to clients with acute conditions, chronic conditions, developmental and neurological disability, and aged care clients. The podiatrist will engage with clients, carers, family, support workers and other health professionals to</p>		

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support 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 and paediatric intervention. They may also facilitate group education sessions, support sharing of relevant health information, and contribute to health promotion activities or relevant health service programs and quality improvement activities.

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Decision Making Authority		Key Relationships	
Decisions made independent of Manager <ul style="list-style-type: none"> Clinical care delivery including client and carer education and correspondence with relevant health professionals or services Prioritisation and triage of caseload, in consultation with senior clinician and manager as required Decisions pertaining to clinical service delivery where significant risk to client or staff is not identified. 		Internal <ul style="list-style-type: none"> Allied Health Multidisciplinary Team Podiatrist and Allied Health Assistants Senior Clinician Podiatrist Allied Health Manager Senior Manager Allied Health & Chronic Disease Service Connection and Customer Service Team Colleagues in Mental Health, Child and Family, Dental, Medical and Community Service teams Health Promotion and Communication teams External <ul style="list-style-type: none"> Referring medical practitioners or hospital services, including high risk foot clinics Referrers – e.g. Case Managers, Hospitals, GPs, MAC NDIS Stakeholders including Support Coordinators, Care Managers Aged Care Stakeholders including Assessors, Care Managers 	
Key Accountabilities			
Focus Areas		Responsibilities	
Provision of Clinical Service		<ul style="list-style-type: none"> Work within professional scope of practice and service capability to provide timely, evidence based and acceptable clinical care to clients for the prevention and management of health conditions Provide individualised assessments, interventions and education with an emphasis on empowerment and self-management 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 support self-management and goal directed care planning 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 	
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	<p>administrative requirements of funding streams, and relevant Access Health & Community policies and procedures</p> <ul style="list-style-type: none"> • Meet Targets and Key Performance Indicators relevant to your role and in compliance with Government and Access Health and Community standards • Delegate appropriate clinical and administrative tasks to allied health assistants • Comply with and demonstrate strong infection prevention and control standards in accordance with Access Health and Community's Infection Control policy and procedures.
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Professional Development	<ul style="list-style-type: none"> • Demonstrate commitment to continuous professional development (CPD) relevant to work at Access HC, and maintain registration with AHPRA • 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"> • Actively participate in Clinical Supervision and Clinical Support Framework at AccessHC • Actively participate in annual work plan and KPI review.
Contribution to Allied Health and Dietetic teams	<ul style="list-style-type: none"> • Develop effective collaboration with both the multidisciplinary team and Physiotherapy teams to enhance clinical outcomes of clients • Initiate and accept internal referrals to/from allied health team and co-ordination of client services • Ensure Access HC's services are accessible, client focused, developed, delivered and evaluated in partnership with our diverse communities • Contribute to meetings and case conference with colleagues as part of multi-disciplinary care • Contribute to continuous quality improvement relevant to Allied Health MDT and Physiotherapy service
Student Supervision	<ul style="list-style-type: none"> • Offer observation or information sessions to other students on placement at Access HC
Access Health and Community Values	<ul style="list-style-type: none"> • Through actions and behaviour, demonstrate Access Health and Community (Access HC) values of <i>Equity, Collaboration, Integrity, Accountability, Innovation and Excellence.</i>
Governance and Compliance	<ul style="list-style-type: none"> • Act in accordance with Access HC'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 who may be affected by their conduct. • Works collaboratively within and outside the team

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Selection Criteria	
<p>Mandatory selection criteria items</p> <ul style="list-style-type: none"> • Police Check • International Police Check (if applicable) • NDIS Worker Screening Check • Working With Children Check • Professional Registration with AHPRA • Eligibility for a Medicare Provider Number • Driver’s Licence • COVID-19 Vaccination • First Aid and CPR <p>Key selection criteria items</p> <ul style="list-style-type: none"> • Bachelor of Podiatry or Master of Podiatry (or equivalent) • Current AHPRA registration • Applied clinical knowledge and experience in delivering client centred and evidence based clinical practice in podiatry • Demonstrated knowledge of My Aged Care and fee for service model of care including NDIS and Home Care Packages/Support at Home • Proficiency in Microsoft Office and aptitude for learning and using relevant software such as TrakCare and Microsoft Teams 	<p>Attributes we value</p> <ul style="list-style-type: none"> • Demonstrated ability to work collaboratively as part of a multi-disciplinary team • Applied clinical knowledge and experience in delivering client centred and best clinical practice in podiatry • Understanding of contemporary health landscape and funding models relevant to community health and fee for service activity • Strong communication and interpersonal skills • Well-developed written and verbal communication skills • Commitment to continuous quality improvement and health promotion principles • Effective time management and prioritisation skill • Demonstrated ability to communicate and work with people from a diverse range of social, cultural and ethnic backgrounds • Bilingual language skills are highly valued • Demonstrated behaviours consistent with AccessHC values
<p><i>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</i></p>	

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Authorisations

Employee Name:

Signature: _____

Date: / /

Manager Name:

Signature: _____

Date: / /

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