

Employee Position Description

Position Details		
Position Title: Podiatrist Grade 2.0	Department: Adult Allied Health	Agreement: Victorian Stand Alone Community Health Centres Allied Health Professionals Enterprise Agreement 2017-2021
Reports To: Manager Podiatry, Dietetics and Diabetes Nurse Education	Location: Ability to work from all sites.	
Direct Reports: Nil	Employment Status: Fixed Term 0.80 FTE Days negotiable Monday - Friday	Classification: Grade 1.0, Year 3-5 or Grade 2.0, Year 1-4, dependant on experience
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 3.0 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), Home and Community Care (HACC), Home Care Package, 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 visit as required. The podiatrist will engage with clients, carers, family, support workers and other health professionals to 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.</p> <p>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.</p>		

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.

Decision Making Authority	Key Relationships
<p>Decisions made independent of Manager</p> <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 	<p>Internal</p> <ul style="list-style-type: none"> • Senior Clinician Grade 3.0 Podiatrist • Manager Podiatry, Dietetics and Diabetes Nurse Education • Senior Manager Allied Health • Intake and Reception teams • Allied Health and Nursing, Mental Health, General Practice and Community Service colleagues • 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 • Tertiary institutions to support student placement

Key Accountabilities	
Focus Areas	Responsibilities
<p>Provision of Clinical Service</p>	<ul style="list-style-type: none"> • Work within professional scope of practice and service capability to provide timely, best practice and acceptable 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 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 administrative requirements of funding streams, and relevant Access Health & Community policies and procedures • Meet key performance indicators as mutually agreed with manager and in line with AccessHC strategic plan • 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.

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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"> • Participate in clinical supervision • Actively participate in annual work plan and KPI review.
Contribution to Allied Health and Dietetic teams	<ul style="list-style-type: none"> • Contribute to case conference or secondary consult with colleagues as part of multi-disciplinary care • Initiate and accept internal referrals to/from allied health team and co-ordination of client services • Share podiatry expertise in relation to foot health and advocate for relevant services, programs, projects or funding opportunities • Contribute to continuous quality improvement activities relevant to Allied Health Service and specifically podiatric service delivery improvements.
Student Supervision	<ul style="list-style-type: none"> • Plan and supervise tertiary student placements for podiatry students on community placement • 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 Equity, Collaboration, Integrity, Accountability, Innovation and Excellence.
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. • Take reasonable care for personal health and safety and that of other personnel who may be affected by their conduct.

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Selection Criteria	
<p>Standard selection criteria items</p> <ul style="list-style-type: none"> • Police Check • International Police Check • NDIS Worker Screening Check • Working With Children Check • Professional Registration with AHPRA • Eligibility for a Medicare Registration Provider Number • Driver's Licence • COVID-19 Vaccination Certificate (3 doses) <p>Qualifications, registrations and experience</p> <ul style="list-style-type: none"> • Bachelor Podiatry or Master Podiatry (or equivalent) • Current or eligible for AHPRA registration • Minimum of 2 years clinical experience working as a podiatrist in a community health, hospital outpatient and/or private practice setting 	<p>Key skills and attributes</p> <ul style="list-style-type: none"> • 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 • Demonstrated ability to work collaboratively in a multi-disciplinary service and team environment • Proven ability to relate to people from a diverse range of social, cultural and ethnic backgrounds • Effective time management and clinical care prioritisation skills • Strong interpersonal, written and verbal communication skills • Proficiency in Microsoft Office and aptitude for learning and using relevant software such as TrakCare and Microsoft Teams • Demonstrated behaviours consistent with AccessHC values
<p><i>AccessHC is a Child Safe Organisation.</i></p> <p><i>AccessHC actively supports an inclusive culture and celebrates its diversity. We encourage applications from people with disabilities, diverse genders and sexualities, Aboriginal peoples and people from a culturally and/or linguistically diverse background.</i></p>	

Authorisations	
<p>Employee Name:</p> <p>Signature: _____</p> <p>Date: / /</p>	<p>Manager Name:</p> <p>Signature: _____</p> <p>Date: / /</p>

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