

Position Definition	
Position:	Podiatrist
Agreement:	Victorian Stand Alone Community Health Centres, Health Professionals Multi-Employer Enterprise Agreement 2017-2021
Classification:	Grade 2
Position reports to:	Community Services Manager
Effective date:	January 2019
Approved by:	Chief Executive Officer

Organisational Context
<p>DPV Health provides primary healthcare, social and psychological support services to people of all ages, focusing on the growing outer northern metropolitan area of Melbourne. Our services have a strong focus on treatment, prevention, early identification, rehabilitation and maximization of independent living skills.</p> <p>DPV Health is a major provider of primary healthcare in our region and is committed to establishing a well-integrated primary healthcare service that is accessible to people in the City of Whittlesea and neighbouring metropolitan and rural municipalities. DPV Health partners with General Practitioners, Hospitals, and the three levels of government, local agencies and community members to achieve an effective universal primary healthcare system.</p> <p>DPV Health is a registered Community Health Centre and a Company Limited by Guarantee. It is funded by government grants and other self-managed revenue activities. It is governed by a Board of Directors elected and appointed from the community.</p> <p>Our expectation is that staff will operate as a co-operative team. Our staff will be flexible, multi-skilled and able to work with a diverse range of individuals, multidisciplinary groups and community agencies.</p> <p>Our staff will continually update their knowledge to take on new responsibilities and challenges.</p>

Purpose and Scope
<p>This position holds responsibility for the provision of a high standard of clinical podiatry services to DPV Health eligible clients across funded program areas. The position will work across multiple DPV Health sites.</p>

Key Responsibilities and Duties	
Service delivery:	<ul style="list-style-type: none"> ◆ To provide a quality podiatry service to clients at risk of hospitalisation that includes assessment, treatment (including surgical and wound management, where authorised) prioritisation and education of eligible clients. The purpose of the treatment is to enhance self care, mobility, independence, and quality of life. ◆ To comply with all relevant sector and profession recommended / approved risk assessment and diagnostic tools. ◆ To ensure all files and case notation are compliant with the Agency client file and privacy polices. ◆ To ensure the podiatry service is responsive and conducive to client and carer needs and the changing demands of the community. ◆ To effectively plan, provide and evaluate podiatry education and treatment programs in accordance with the identified needs of the community. ◆ To work with clients (from various funding streams including CH, HACC/CHSP, NDIS, MBS, HARP) to establish treatment goals and provide information to support informed decision making in regard to treatment and foot care. ◆ To act as a resource and referral base for assessment and provision of aids and appliances as necessary. ◆ As directed, liaise, with other podiatry services to ensure appropriate referrals and co-ordination of services. ◆ To ensure all appropriate hygiene and sterilisation procedures are fully adhered to as per all relevant professional, agency and Sector-related infection control standards, guidelines and procedures. ◆ To undertake as required, the monitoring, purchasing, storage and maintenance of supplies and equipment. ◆ Maintain ongoing professional knowledge and skills and apply the principals of evidence based practice via professional training and professional development. ◆ Provide Leadership and supervision where required to AHA staff and students. ◆ Ensure that a client focused podiatry service is maintained. ◆ Organise and monitor appointment schedules and bookings
Administration:	<ul style="list-style-type: none"> ◆ To ensure client records and statistical information is recorded and maintained on a daily basis. ◆ To store relevant organisational information and documentation in required central storage system

Key Responsibilities and Duties	
Organisational:	<ul style="list-style-type: none"> ◆ To abide by and actively support DPV Health OH&S policies to ensure the safety and wellbeing of the employee, clients, colleagues, contractors and visitors. ◆ To ensure that the confidentiality of DPV Health clients is respected and upheld at all times. ◆ To actively support the Vision, Purpose and Values contained in the DPV Health Strategic Plan. ◆ To undertake Continuing Professional Development. ◆ To abide by the Policies & Procedures of DPV Health (which may be amended from time to time). ◆ To actively promote DPV Health and its services within the local and wider community. ◆ Improving/reviewing referral pathways from DPV Health to High Risk Foot Services at TNH. ◆ Other duties as directed.
Leadership:	◆ Not applicable
Management:	◆ Not applicable
Risk	<ul style="list-style-type: none"> ◆ To identify and evaluate risks in the work area. ◆ To develop a risk mitigation plan, if required, to reduce the impact of any risk.
Financial:	◆ Not applicable

Core Competencies, Attributes and Capabilities	
Clinical/professional:	◆ Thorough understanding and absolute commitment to the principles and practices of infection control, regulations and procedures

Core Competencies, Attributes and Capabilities	
Client orientation:	<ul style="list-style-type: none"> ◆ Understanding local health and community services and referral pathways and processes ◆ Experience in identifying and developing client goals and client focused care plans ◆ Ability to coordinate the care of clients and liaise with participants in clients care ◆ Thorough understanding and commitment to the principles of client self management, and the ability to demonstrate the application of these principles in service delivery ◆ Understanding of the active service model and chronic disease management models to promote and support clients to increase their ability to manage their own health needs ◆ Demonstrated commitment to social justice and advocacy on behalf of clients. ◆ Demonstrated sensitivity to Culturally and Linguistically Diverse (CALD) and ATSI individuals and communities. ◆ Demonstrated commitment to access and equity for individuals from disadvantaged communities.
Interpersonal:	<ul style="list-style-type: none"> ◆ Well-developed written and oral communication skills, interpersonal skills and advocacy skills ◆ Ability to liaise effectively with clients, community groups, other employees and external agencies. ◆ Willingness to support team members and work as part of a cohesive team across DPV Health. ◆ An ability to adapt to change, and to integrate new concepts and theories into practice ◆ Ability to negotiate and gain co-operation and support of others in a team environment
Leadership:	<ul style="list-style-type: none"> ◆ Ability to manage time, to take initiative and to work independently. ◆ Ability to define tasks, prioritise and complete tasks on schedule. ◆ Ability to facilitate the involvement of the Podiatrists as part of a multidisciplinary team
Management:	<ul style="list-style-type: none"> ◆ Not applicable
Computer:	<ul style="list-style-type: none"> ◆ Sound demonstrable knowledge of MS Outlook, MS Office (including Word, Excel, Power Point) and Internet Explorer. ◆ The capacity to learn to effectively use the PVCH electronic records systems (for example VHIMS, HMS, TRIM, Trak Care and CPF).
Financial:	<ul style="list-style-type: none"> ◆ Not applicable

Key Selection Criteria	
<p>Mandatory:</p> <p><i>Successful applicants are required to provide certified copies of the mandatory qualifications listed in this section.</i></p>	<ul style="list-style-type: none"> ◆ Bachelor Degree of Podiatry ◆ Eligibility to obtain and maintain professional registration with the Australian Health Practitioners Registration Agency (AHPRA) or other relevant body entitling practice in Victoria ◆ Eligible for registration for Medicare provider number, and willingness to deliver Medicare funded services (MBS) ◆ Experience working with clients with complex health needs and complications of chronic disease ◆ Wound management experience ◆ Substantial post qualification experience and sound theoretical knowledge base ◆ Leadership and Student Supervision experience ◆ Working with Children's Check
<p>Desirable:</p>	<ul style="list-style-type: none"> ◆ Proficiency in a community language ◆ Experience in community health, or other community based service ◆ Experience using interpreters ◆ Graduate/Post Graduate qualifications in Public Health or related field ◆ Experience working with clients with complex health needs ◆ Training and experience in delivering self management programs or using approaches such as coaching, motivational interviewing or the Flinders Model. ◆ Graduate Certificate/Diploma in Wound care ◆ Membership Australian Wound Management Association, Advanced Practising Podiatrists Group and/or High Risk Foot Group
Conditions of Employment	
<p>Remuneration:</p>	<ul style="list-style-type: none"> ◆ The employee will be paid in accordance with the Award/Agreement. ◆ Salary Packaging is available for permanent and fixed term employees, in accordance with prevailing legislation and DPV Health Policy. ◆ Novated Car Leasing is available for all permanent employees
<p>Location:</p>	<ul style="list-style-type: none"> ◆ The employee will be expected to work, either temporarily or permanently, at any site operated by DPV Health. ◆ The position is required to provide outreach and home visits as required.

Conditions of Employment	
Hours of duty:	<ul style="list-style-type: none"> ◆ The hours of duty will be as rostered by the employee's supervisor.
Pre-employment checks:	<ul style="list-style-type: none"> ◆ A Police Check is mandatory. In accordance with DPV Health Policy, relevant convictions will be taken into consideration when considering applicants for this position. ◆ All employees of DPV Health must be either an Australian Citizen, Permanent Resident or have an appropriate Australian visa that will legally enable them to fulfil the obligations of the contract of employment. ◆ A Working with Children Check (WWC) is mandatory for this position. Failure to obtain and retain a WWC card will make the employee automatically ineligible for employment in this position. ◆ DPV Health employees who are engaged in direct client care are required to complete the DPV Health Staff immunisation record form, confirming their consent to receive or declaration that they have received the recommended vaccinations. ◆ A check with the Disability Worker Exclusion Scheme is mandatory for this position.
Probationary period:	<ul style="list-style-type: none"> ◆ Confirmation of new employees to DPV Health is subject to a 6 month probationary period, during which time the employee must demonstrate satisfactory capability to perform the Key Responsibilities and Duties. This probationary period is regarded as an extension of the interview process.

Acknowledgement			
<p><i>Position Descriptions may be modified from time to time in accordance with DPV Health Policy, relevant Awards, Agreements or Legislative amendments. Awards and Agreements may be modified or replaced in accordance with the Fair Work Act 2009.</i></p>			
Employee signature:			
Employee name:		Date:	