

Position Description

Podiatrist

Award or EBA:	Vic Stand Alone CHC Health Professionals MEAA 2012-2016
Classification/Grade:	Grade 2
Directorate:	Service Delivery
Reports to:	Team Leader
Direct Reports:	Nil

Our vision is ensuring the health and wellbeing of our community.

Our values are:

Persistence	Integrity	Compassion	Respect	Responsiveness
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Role Description

Working within a client centred framework and working in a multidisciplinary team, this role is responsible for providing exceptional podiatry services including assessment, treatment, screening and support to clients.

Roles Key Accountabilities

Service Delivery

Individual Client Services

- Co-design individualised, re-enabling/restorative quality, evidence based podiatrist assessment, treatment and support programs with clients, carers and relevant stakeholders(home, outreach and/or centre based care)
- Support a coordinated approach by working with a range of stakeholders to improve health outcomes as agreed with client
- Provide feedback to other service providers as outlined in Service Agreements.
- Ensure client file documentation supports the standards for documentation and the quality improvement requirements within the agency
- Work with clients, carers and other stakeholders to minimise the potential for “Failure to Attend” clinical appointments
- Ensure client file documentation supports the standards for documentation and the quality improvement requirements within the agency

Group Education, Facilitation and Treatment Groups

In partnership with team members:

- Support best practice standards in the planning, evaluating and implementing of appropriate treatment groups
- Participate in the identification of at risk/priority groups within DPV Health Community Health and the local community

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- Participate in the identification and dissemination of resources in a range of mediums relevant to the care of the individual client/carer
- Support the planning and reporting processes as required by the Funding provider. For example Department of Health and Human Services

Reporting, System and Analytics

- Develop, implement and evaluate the effectiveness of the podiatry service in partnership with other team members
- Support business development opportunities in the podiatry service
- Regularly participate in designated meetings
- Maintain timely and accurate statistical input into relevant client management databases
- Provide reports to the Team Leader/Manager as requested
- Direct, supervise and assist in the training of students, volunteers and other stakeholders as required.
- Support quality improvement processes identified as relevant to the delivery of podiatry services within the agency
- Actively use and promote the use of DPV Health systems such as TRAK, eCase, VHIMS, MyBookings, ESS, e3, Gemba, Trim and others

Financials, Budgets, Target, Funding

- Identify opportunities to enhance the financial sustainability of the Integrated Care Team
- Ensure that all financial transactions are undertaken in line with approved DVP Health policy and delegations
- Achieve targets/budgets for Integrated Care Team

Culture, Engagement, Diversity – People Experience

- Demonstrates behaviours aligned with DPV Health Values and Code of Conduct
- Participate in regular supervision, annual work plans and annual performance reviews
- Actively participate in all required training, inductions and development
- Actively participate in and attend organisationally required meetings in a positive constructive manner. Offering balanced views and seeking solutions
- Actively supports and demonstrates inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct

Health and Safety

- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards and injuries.
- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.
- Demonstrate safe work behaviours and conducting work in accordance with our safety management system.

Risk Management and Compliance – Quality and Accreditation

- Ensure documentation supports both quality and department standards

- Actively identify, monitor and manage areas of key risk and lead appropriate escalation and response
- Actively monitor and improve the quality and safety of their care and services
- Identify risks as they emerge and proactively address new and known risks.
- Commitment to partnering with clients to facilitate effective engagement and participation.

This position description contains the key roles and responsibilities and associated performance indicators for this position. The above list is not intended to be complete. Other tasks may be assigned from time to time to meet the needs of the organisation. Specific actions and objectives of this role will be outlined through the goal setting and review process.

DPV Health Requirements

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| <ul style="list-style-type: none"> • Current Victorian Drivers Licence • Disability Worker Exclusion Check • Travel between sites is required | <ul style="list-style-type: none"> • Valid Working With Children Check • Satisfactory Policy Check • |
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Authority

The occupant of this position has authority as per the delegation manual.

Key Selection Criteria

Qualifications

- Current registration as a Podiatrist with the Australia Health Practitioners Registration Agency (AHPRA)

Experience & Skills

- Well-developed clinical skills and demonstrated ability to support a coordinated approach by working with a range of stakeholders to improve health outcomes as agreed with client,
- Experience working as a podiatrist in a community setting including work with CALD, Aged and clients with a disability
- Experience conducting therapeutic and/or health education groups
- Experience in planning, implementing and evaluating innovative, evidence based, clinical services
- Demonstrated ability to participate in a performance driven environment
- Knowledge of Client Directed Care principles and frameworks
- A relevant community language (highly desirable)
- Ability to utilise a range of interpersonal and relationship building skills and tools to craft constructive rapport with DPV Health workers and clients from a variety of cultures, religions and socio-economic circumstances
- Competent computer skills

Employee Acknowledgement

I, _____, acknowledge I have read and understood this position descriptions and the requirements of my role.

Signature _____ Date _____