



PODIATRIST - GRADE TWO

Designation: PODIATRIST

Level: Grade Two

Program / Unit: Rural Allied Health Team, Community Health Team

Purpose of Position:

The Podiatrist will be responsible for developing, delivering and maintaining excellent standards of podiatry care within specified Allied Health Program teams.

Organisational Environment / Reporting Relationships:

The Podiatrist will work in collegial relationships with all staff within his/her program area, other health professionals and service providers within the organisation and broader community.

The Podiatrist is accountable to:

1. His/her Program Coordinator(s) for program responsibilities, and through them to the Director of Allied Health.

Supervisory Responsibilities:

The Podiatrist may be responsible for the support, supervision and education of:

1. Undergraduate student Podiatrists.
2. Work experience students.
3. Undergraduates from other disciplines.
4. A Grade One Podiatrist if required.

Primary Responsibilities:

1. Technical Skills and Abilities

- Perform podiatry assessment, education, and interventions, utilising current best practice approaches.
- Be responsible for the safe and effective handling of all equipment used.
- Conduct podiatry practice in accordance with the Code of Ethics of the Australian Podiatry Association and in manner consistent with the requirements of the Podiatrists Registration Board of Victoria.
- Ensure adequate supply and maintenance of podiatry equipment.
- Arrange for appropriate sterilisation of podiatry equipment.

2. Personal / Professional Development

- Maintain an up to date knowledge and skills base to facilitate best possible client care.
- Maintain an active professional development program by:
 - Participation in relevant courses, workshops, lectures, tele/video conferences, reading, etc.
 - Sharing knowledge and skills with other Podiatrists regularly, and other Health Professionals as appropriate.

- Adhere at all times to WRHS Occupational Health and Safety (OH&S) Policies and Procedures and comply with “Employee” responsibilities as identified in the Victorian Occupational Health and safety Act 2004. (As Amended)
- Participate in quality improvement activities and regularly review own work practices to ensure continuous improvement in meeting customer expectations and requirements.
- All employees are expected to participate in mandatory education as it relates to their specific roles and responsibilities. These include:
 - Fire and Evacuation.
 - Manual Handling.
 - Minimal / No Lift (As appropriate).
 - Cardiopulmonary Resuscitation (CPR) (As appropriate).
 - Infection Control.
- Demonstrate commitment to principles and practices of infection control as they relate to the employees designated area of work.

3. Client Service

- Provide education and act as an expert consultant to:
 - Other staff, students, clients and carers.
 - Community groups and other agencies as appropriate and required.
- Appropriately manage the demand for podiatry services.
- Comply with the WRHS Code of Conduct.
- Promote foot health and preventative strategies to individuals and the community.
- Liaise with other health services to develop / maintain podiatry services to other sites as needed.

4. Teamwork and Communication

- At all times promote good interpersonal relationships both within and outside the Podiatry Department, Team and Organisation.
- Make verbal reports on clients’ condition, progress and management recommendations at clinical meetings, and to report appropriately to referring professionals.
- Liaise regularly with the Program Coordinator and other members of the Team.
- Attend relevant program meetings as required and work in conjunction with other staff to achieve common goals.
- Effective delegation of appropriate tasks to the Allied Health Assistant / Rehabilitation Support Worker and Administration Staff.
- Perform other duties in keeping with the professional and administrative responsibilities of the Allied Health programs by mutual agreement with the Program Coordinator / Team Leader or Director of Allied Health.
- Maintain networks with local and regional podiatry services and participate in the joint planning of activities.

5. Documentation and Administration

- Maintain statistics as prescribed to meet Department of Human Services (DHS) reporting requirements.
- Record assessments, actions / treatment and progress in patient files on a regular basis as per requirements of clinical area.
- Maintain an up-to-date written program for any groups conducted, defining individual sessions, goals, content, notes on presentation and any equipment / resources required.
- Participate in the ongoing development, revision and implementation of policies and procedures within the Podiatry Department and relevant programs.

6. Continuous Quality Improvement

- Adhere at all times to WRHS OH&S policy and procedure.
- Recommend to the team and Program Coordinator, resources or approaches required to maintain and further develop effective programs / treatments.
- Participate in Quality Improvement activities within the Podiatry Department, Team and Organisation as required.

Specific Delegations:

Nil

Performance Appraisal:

Review of performance at 6 months from commencement and annually thereafter.

SELECTION CRITERIA

Podiatrist – Grade Two

MANDATORY CRITERIA

- Registration with the Podiatrists Registration Board of Victoria.
- Current Driver's Licence.
- Minimum of 2 years clinical experience.

KEY SELECTION CRITERIA

- KSC 1** Demonstrated ability to assess, plan and implement realistic treatment and outcome goals for clients.
- KSC 2** Demonstrated ability to maintain an up to date knowledge and skills base in the area of podiatry and health promotion.
- KSC 3** Well developed interpersonal and communication skills which promote service and client interests.
- KSC 4** Ability to work independently and also work effectively as part of a multidisciplinary team.
- KSC 5** Understanding and commitment to Quality Improvement.
- KSC 6** Ability to explore new service options in line with developments in practice, research and technology.
- KSC 7** Demonstrated understanding of OH&S issues including a through knowledge of Infection Control principles.

PODIATRIST – GRADE TWO

Signature of Employee

Witness

Date

Annexes:

Other Relevant Information:

References:

Contact Point: Director of Allied Health.

THIS SECTION FOR QUALITY OFFICE USE ONLY		
Approval Committee:	Date Approved:	SharePoint Location:
Human Resources Manager	29 May 2008	Position Descriptions...
Responsible Department:	Date for Review:	Manual Location:
Allied Health	29 May 2011	Position Description Manual
Version No:	Original Approval Date:	Previously Named As:
2	November 2000	Same