



WWHS

## West Wimmera Health Service

### Position Description

<b>Position:</b>	<b>Podiatrist - Grade 1</b>
<b>Location:</b>	Based at Nhill but may be required to work across all sites as mutually agreed upon
<b>Reporting to:</b>	Chief Podiatrist
<b>Division:</b>	Community Health
<b>Award:</b>	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016-2020
<b>Level:</b>	Year level dependent on skills, qualifications and experience as per Award

#### Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service (WWHS). We are committed to delivering high quality, patient centred health services to ensure our services meet the needs of our population.

We deliver services across a 22,000 square kilometer region, which is home to nine rural townships including Nhill, Goroke, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

#### Our Values

**Total Care - *delivering care that is safe, effective and person-centred, always***

**Safety – *providing a safe workplace and services free from avoidable harm***

**Unity - *working well together in a great place to work***

**Accountability - *doing the right thing by our stakeholders and ourselves***

**Innovation – *using our imagination - if there's a better way we will find it***

#### Our Strategic Directions

Strategy one:	Empower our community to live their best life
Strategy two:	Invest in population health
Strategy three:	Build partnerships for healthier communities
Strategy four:	Harness technology and innovation
Strategy five:	Strengthen our workforce capacity

**Position Relationships:**

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none"> <li>• Podiatry Department staff</li> <li>• Allied and Community Health staff</li> <li>• Clinical staff – Aged Care and Acute</li> </ul>	<ul style="list-style-type: none"> <li>• Wimmera communities</li> <li>• Health and community organisations, local, regional and state-wide</li> <li>• External consultants and practitioners</li> </ul>

**Position Overview:**

To provide Podiatry services to acute hospital inpatients, community clients and aged care residents.

**Key Selection Criteria:****Essential:**

1. Bachelor of Podiatry, or equivalent qualifications as recognised by the Podiatrist Registration Board of Victoria.
2. Appropriate skills/experience above base grade practicing clinician.
3. Have advanced and proven abilities in the assessment and treatment of podiatry services using a problem-solving and objective approach.
4. Ability to work independently without supervision and as a member of the Podiatry Department and Multidisciplinary health team. Must be effective in a team and be able to demonstrate initiative, enthusiasm and flexibility.
5. Possess highly developed communication (written and verbal) and interpersonal skills including the ability to negotiate effectively with peers and other professionals and speak to community groups as required.
6. Must be self-motivated and be responsible and responsive to a situation where a high level of autonomy exists.
7. Willingness to work in a rural setting.
8. Current Victorian Driver's Licence.
9. Immunisation history of COVID-19 vaccinations.

**Desirable:**

1. Previous placement or work experience in a hospital/healthcare setting.
2. Experience and understanding of issues specific to provision of services in rural and remote areas.
3. Demonstrated skills in outpatients, with good manual therapy skills.
4. Strong interest and understanding of Podiatry for aged care residents.
5. Awareness of the Accreditation process, in particular EQUIP.
6. Experience working as part of a multidisciplinary team.
7. Possess exceptional time management and organisational skills.
8. Potential of leadership qualities and skills.
9. Solid understanding of the Primary Health funding guidelines.
10. Competence in using computer programs including Microsoft Word, Excel, Outlook and other databases such as iCare, isoft and Uniti. Experience utilising the My Aged Care portal is also desirable.
11. Knowledge and experience undertaking goal directed care planning.
12. Sound knowledge of health promotion and community education.
13. Demonstrated flexibility to manage a diverse caseload.

**Key responsibilities:**

- Effectively manage a Podiatry caseload across acute, aged care and community settings.
- Actively contribute as a team member to the effective operation of the Podiatry Department, including attendance at regular team meetings.
- Work effectively and collaboratively within the broader WWHS and Community Health Team context.
- Establish and maintain positive relationships with external agencies and strategic partners in relation to effective delivery of Podiatry services and community development across the Wimmera.

**Statement of duties:****Leadership:**

- Provide a wide range of Podiatry services to clients in all regions within the West Wimmera Health Service.
- Provide Podiatry to:
  - Inpatients in acute wards
  - Outpatients at each of the West Wimmera Health Service campuses
  - Community Members and groups
  - Aged Care residents
  - School children as required
  - Neighbouring Health Services on a consultant basis.
- Conduct assessments on new clients, following referral from Doctor, family, self, Nursing staff or other Allied Health staff. Plan and conduct appropriate treatment program, progress reviews and evaluation.
- Instruct and supervise clients in techniques and methods of proper podiatry care and maintenance of continuing therapy as required.
- To perform minor surgical procedures when required during the podiatry care of patients.
- Ensure that Podiatry services are holistic and client centred, working with clients to achieve optimal quality of life and function.
- To efficiently maintain relevant departmental administrative duties such as correspondence, medical records, assessment sheets, treatment plans and departmental records and statistics.
- Complete a Goal Directed Care Plan for all clients who receive Commonwealth Home Support Package (CHSP) funding and to document in their My Aged Care (MAC) file.
- To liaise with the client, Doctors, nursing and Allied Health staff, teachers and family in regard to the client's podiatry intervention.
- Ensure the use of correct sterilising procedures and best practice aseptic techniques to prevent cross infection of patients as recommended by the Australian Podiatry Council Infection control manual.
- Adherence to Australian Podiatry Association principles.
- Maintain the Podiatry facilities in accordance with safety standards and infection control guidelines.
- Offer clinical supervision to new graduates and students as well as peer review/supervision with other team members.
- Attendance at Allied & Community Health Staff meetings.
- Work closely with other health professionals including Medical Officers, Unit Managers and other Allied Health staff. Act as a consultant to doctors, nursing and allied health staff with regard to the management of Podiatry cases.

- Promote Podiatry specific health promotion in the form of display boards, newspaper articles and the promotion of annual Foot Health Week.
- In relation to service delivery modification that may not be addressed through Quality Activities, suggestions and evidence for practice changes to be collated and submitted for further discussion with the Chief Podiatrist and/or Executive Director of Community Health.
- To participate in Professional Development. Regularly update knowledge regarding best practice principles in direct service and apply this in day-to-day practice. Also to facilitate annual discussions with in the Department to prioritise Professional Development needs for West Wimmera Health Service, the Department and individual staff.
- Order relevant equipment, splinting materials and therapeutic materials, and ensure necessary stocks are maintained in the Podiatry Department in accordance with the established procedure for ordering of items and supplies.
- Perform other associated and appropriate duties as directed by the Chief Executive Officer or Executive Director of Community Health.
- Work in accordance with the Medicare Benefits Schedule under the auspice of West Wimmera Health Service will be undertaken as required to meet referral needs. A Medicare provider number under the auspice of West Wimmera Health Service must be applied for and granted.

#### **Financial Management:**

- Adhere to the effective application and utilisation of resources within the staff allocations and budget parameters.
- Endeavour, under the instruction of the Executive Director of Community Health to develop strategies to meet expenditure budget expectations for operating and capital purposes.

#### **Quality, Safety and Risk Management:**

- Ensure compliance at all times, with mandatory education competencies by the due date in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers, volunteers and colleagues.
- Participate in relevant quality improvement activities as directed by the Executive Director Quality & Safety.
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to effectively manage such risks.

#### **Communication:**

- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers, volunteers and colleagues.
- Ensure effective and open lines of communication with other team members, volunteers, service users and WWHS management staff.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.

#### **Appraisal:**

- Initial appraisal – 3 months after appointment
- Thereafter – 12 monthly.

## Certification

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

<b>Authorised by:</b> Executive Director Community Health	
<b>Name:</b>	
<b>Signature:</b>	<b>Date:</b>

<b>Position Incumbent Name:</b>	
<b>Signature:</b>	<b>Date:</b>

Reviewed March 2022