



Cultivating Healthy Communities

Position Title:	Podiatrist
Reports To:	Senior Podiatrist / Director of Primary Care
Direct Reports:	No direct reports
Department:	Community Health
Classification:	Grade 1 or Grade 2 (dependant on experience)
Employment Conditions:	Allied Health Professionals (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2021-2026.
Qualifying Period	6 Months from commencement date

East Wimmera Health Service (EWHS) is a fully accredited small rural health service consisting of 40 Acute and 95 Aged Care beds across five campuses in the Buloke and Northern Grampians Shires in North Western Victoria. Covering the land first inhabited by the Dja Wurrung, Barengi Gadjin, and Jaara peoples. EWHS encompasses the townships of Birchip, Charlton, Donald, Wycheproof and St Arnaud. EWHS provides a broad range of Acute, Community Based and Aged Care services integrated with local General Medical Practices. Additionally EWHS manages a number of other local services in post-acute care, planned activity groups and infection control. The duties of this position are to be performed with adherence to the purpose and values identified through EWHS's strategic plan and compliance with the Code of Behaviour for staff of EWHS.

Our Vision

To see sustainable improvement in the health and wellbeing of our community

Our Purpose

To work together with our community to achieve better health and wellbeing outcomes

Our Values

Together, Honesty, Empathy, Community, Open, Respect and Excellence



ROLE STATEMENT

The Podiatrist will work as part of a multidisciplinary team in the provision of a client focused Podiatry service people living within East Wimmera Health Services catchment.

The Podiatrist will work closely with General Practitioners, other allied health, and Nursing staff to provide a high quality service through the EWHS's Community Health, Acute units and Residential Aged Care Facility's.

POSITION SPECIFIC RESPONSIBILITIES

Consumer Relations

- Work across EWHS catchment area to provide coordinated Podiatry services in the community, acute and residential aged care setting.
- Work in partnership with General Practitioners, Hospital and Residential Aged Care staff to support consumers in managing foot health.
- Work collaboratively as a multi-disciplinary team member to ensure optimal consumer health outcomes and goal attainment. This may also include working in collaboration with tertiary health services to provide a local service whilst consumer is being managed by Specialists.
- Utilise a consumer-centred approach to support consumer/carer self-management.
- Participate in, and implement, relevant Health Promotion activities
- To act as a resource person within EWHS in matters relating to the education and management of consumers with foot conditions.
- Positively promote the organisation and act in a professional manner at all times.
- Treat all consumers and colleagues with respect and equality, whilst being responsive to their need.
- Ensure the smooth transition of consumers through the health care system, liaising with relevant staff and community agencies to ensure continuity of care for individual consumers and their families.
- Promote positive approaches to living for consumers with chronic health conditions or recovering from acute health events.
- Demonstrate ability to align care to individual consumer needs and circumstances and be confident to coordinate family meetings and case conferences.

Technical Skills and Applications

- Provision of Podiatry services to consumers. This includes individual assessment, education and care planning and the provision of ongoing support and advocacy.
- Identify and assess high priority consumers and coordinate referrals to related service providers and multidisciplinary educational programs.
- Ensure all clinical activity undertaken fulfils or exceeds the competency standards of the profession, and the minimum standards for the programs into which your role inputs / relates.
- Analyse assessment data and consider possible interventions to maximise an individual's wellbeing, safety and independence.
- Provide foot care and preventative health education on a group and/or individual basis.
- Use interpretative skills to make decisions in complex situations.

Continuous Improvement

- Demonstrate an understanding of all relevant external legislation and internal policies and procedures that relate to this position and EWHS.
- Participate in and contribute to quality improvement programs and other organisational activities to meet Accreditation Standards and reporting requirements.
- Participate and contribute to Occupational Health and Safety activities to ensure a safe work environment for consumers, community, staff and visitors.
- Identify gaps in service provision and contribute to improvement initiatives to address gaps.
- Actively participate in the Risk Management Program of EWHS.

Personal & Professional Development

- Demonstrated experience and understanding of the need for continuation of both personal and professional development.
- Continually develop both personally and professionally to meet the changing needs of your position, career and industry.
- Establish, maintain and fulfil a personal professional development plan.
- Completion of applicable annual mandatory training requirements as determined by EWHS Mandatory training schedule.

Administration & Documentation

- Complete program and organisational reporting requirements.
- Ensure that all documentation is accurate, legible, completed in a professional and timely manner, and stored in accordance with privacy legislation.
- Ensure assessment and care plan tools are in line with consumer centred self-management principles.
- Maintain accurate records of consultation with and referral to service providers including general practitioners re relevant client information, recommendations and actions advised.
- All appropriate information is to be collected, documented or recorded and handled professionally in accordance with relevant legislation and EWHS's policies.
- Maintain confidentiality, safety and security of all documentation and records in accordance with EWHS's policy and relevant legislation.

Work & Communication

- Be aware of, and practice according to EWHS's mission, vision and values, objectives, core values, behaviours and codes of conduct.
- Communicate collaboratively and effectively with the relevant stakeholders including internal departments, external service providers, both regional programs and regional health services to facilitate coordinated care provision for all consumers, families and carers.
- Participate proactively and positively in department, team, staff and other meetings, supporting the ongoing improvements of the department and service.
- Demonstrate the ability to work consistently within a team to achieve team goals.
- Work harmoniously with other team members to achieve service delivery excellence.
- Resolve any workplace conflict in a professional manner and through the correct organisational processes.
- Establish effective working relationships and networks across the Health Service's Campuses.
- Work within existing framework for client and community engagement to ensure the program is responsive and relevant to community needs.
- Promote program to relevant persons and groups to ensure health professional and community engagement.

Quality / Safety and Risk Management

- Act in accordance with all relevant external legislation and internal EWHS policies and procedures that relate to this position and the organisation.
- Participate in and contribute to quality improvement programs and other organisational activities to meet Accreditation Standards.
- Participate and contribute in occupational health and safety activities to ensure a safe work environment for consumers, community, staff and visitors.
- Minimise exposure to incidents of infection / cross-infection of patients, consumers, staff, visitors and the general public by adhering to the Health Service Infection Control policies and procedures.
- Cooperate with the EWHS's Occupational Health and Safety policies and to participate in appropriate safety education and evaluation activities.

Integrity

- The values and expected behaviours at EWHS support ethical and responsible decision-making and a culture where all staff behave with integrity and respond appropriately if behaviour (at any level within an organisation) falls short of expectations.
- EWHS's disclosure and reporting processes provide confidentiality, utilise effective investigation and escalation mechanisms and include a range of actions to address fraudulent, corrupt or other unacceptable employee behaviours.
- If you suspect unethical, fraudulent or corrupt behaviour, it is imperative to report that behaviour. Sometimes this behaviour is managed internally but if it meets the mandatory minimum requirements, the CEO as the principal officer at EWHS has a statutory obligation to report material issues to the Independent Broad-based Anticorruption Commission (IBAC)
- Reports can be made directly to the CEO or the Board depending upon the level within the organisation the suspected behaviour is occurring.

PERFORMANCE INDICATORS

- Compliance with the Education Training Schedule (ETS)
- Develop and maintain a close working relationship with other health professionals and refer consumers to the appropriate services as required.
- Work cooperatively as an inter-disciplinary team member, valuing the contribution of all team members.
- Efficiently undertake Community Health administrative duties including data collection, consumer documentation and Community Health reports.
- Effectively evaluate service provision and contribute towards podiatry service improvements.
- Ensure optimal use of resources to provide an effective service to consumers.

KEY BEHAVIORAL COMPETANCIES

- | | |
|---------------------|---------------------------------|
| • Customer Focussed | • Timely Decision Making |
| • Time Management | • Functional / Technical Skills |
| • Priority Setting | • Interpersonal Savvy |

KEY SELECTION CRITERIA

- Bachelor of Podiatry or equivalent.
- Registration as a Podiatrist with the Australian Health Practitioner Regulation Agency (Ahpra).
- Demonstrated ability to work autonomously and in a multidisciplinary health care team.
- Excellent communication (written and verbal) and interpersonal skills, including the ability to prepare and deliver education to patients, families and staff.
- Good time management and organisational skills.
- Competent Microsoft Office Word, Excel and Outlook skills.



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- Willingness and eligibility to register with Medicare to obtain a private provider number.
- Evidence of recent annual influenza immunisation.
- Evidence of full immunisation against COVID-19.

The Podiatrist at East Wimmera Health Service will hold:

- A current Victorian Drivers Licence.
- A current National Police Check or ability to obtain a satisfactory check.
- Ability to comply with the “Behavioural Outcomes” for this role.
- A current employee Working with Children Check.

East Wimmera Health Service		
STANDARDS OF BEHAVIOUR		
Our staff will always:		Our staff will not:
Together	<ul style="list-style-type: none"> • Work as part of the team • Mentor others • Provide encouragement to others • Care for others the way they would like to be cared for themselves • Partner with consumers in decision making about their healthcare 	<ul style="list-style-type: none"> • Be self-centered • Have inappropriate conversations with others • Demonstrate a “can’t-do” attitude • Ignore feedback given by patients or colleagues • Avoid responsibility • Refuse to assist others with their workload
Honesty	<ul style="list-style-type: none"> • Be open & honest with ourselves and with others • Make ethical decisions • Bring ourselves to work • Maintain high levels of integrity • Be responsible and accountable 	<ul style="list-style-type: none"> • Be dishonest • Be unreliable • Pass the buck • Lazy
Empathy	<ul style="list-style-type: none"> • Commit to delivering a positive health experience to every person every time • Show compassion to all people • Demonstrate empathy & understanding 	<ul style="list-style-type: none"> • Be sarcastic • Be judgmental • Make care decisions without consulting the consumer
Community	<ul style="list-style-type: none"> • Maintain customer focus • Lead by example • Be responsible & accountable for their own actions • Stand up and take action • Escalate issues or behaviours of concern 	<ul style="list-style-type: none"> • Be hypocritical • Contribute to rumours • Discriminate against others • Think they’re better than others • Be passive
Open	<ul style="list-style-type: none"> • Demonstrate consistency • Treat people equally • Be considerate & understanding • Be collaborative and collegiate • Deal with issues 	<ul style="list-style-type: none"> • Demonstrate favouritism & exclusion • Withhold information • Ignore issues
Respect	<ul style="list-style-type: none"> • Maintain confidentiality & privacy • Be punctual • Listen to others & accept differences • Respond courteously • Greet all people by saying hello, smiling and introducing themselves • Be culturally informed and sensitive • Respect diverse opinions 	<ul style="list-style-type: none"> • Be arrogant • Be disrespectful • Display rudeness • Bully, harass or display aggression • Allow unacceptable behaviour
Excellence	<ul style="list-style-type: none"> • Expect and deliver excellence • Persevere to do the best job they can • Strive continuously to improve • Be professional & enthusiastic • Have the courage to question what we do 	<ul style="list-style-type: none"> • Give up • Accept mediocrity • Leave an untidy workplace

Staff at EWHS must also comply with both the Industry and organisational Code of Conduct



RISK ASSESSMENT / JOB ANALYSIS

East Wimmera Health Service provides a safe working environment for staff as part of the process Risk Assessments have been carried out and this position could include some or all of the following.

(Please mark (eg X or ✓) to those that apply to this position)

Aspects of Normal Workplace	Frequency			
Work Environment	Occasionally	Regularly	Continual	NA
• Work with the possibility of extended hours	✓			
• Work in locations geographically separated from main facility	✓			
• Working off site which may include clients homes				✓
• Clinical areas		✓		
• Travelling or Driving in cars on a regular basis		✓		
Work Activity				
• Manage demanding and changing workloads and competing priorities		✓		
• Undertake administrative tasks including intensive computer keyboarding work, filing, writing, concentrating for long periods of time		✓		
• Sitting at the computer for extended periods of time	✓			
• Sitting in meetings for extended periods of time	✓			
• Use of technology including photocopiers, telephones		✓		
• Undertake manual handling of equipment				✓
• Patient Handling (<i>No Lift Program operates throughout EWHS</i>)				✓
• Exposure to Substances (<i>Protective equipment & procedures in place to prevent contact</i>)				✓
Work relationships				
• Work in a team environment and at times independently			✓	
• Interaction with staff from other disciplines and departments		✓		
• Interacts with: <ul style="list-style-type: none"> ○ colleagues and other hospital staff ○ members of the public ○ Patients and relatives 	✓		✓	✓



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I acknowledge:

- That I have read and fully understand the Position Description and the position's Job Analysis.
- I agree that I have the physical ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities and duties.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- That EWHS may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the employment agreement that I will sign, outlining the terms and conditions of my employment.

Name (please print) _____

Signature _____

Date _____

Document Control

Executive Sponsor: Director of Primary Care

Manager Responsible: Director of Primary Care

Author(s): Meghan Noonan: Director of Primary Care and Shelley Nelson: Podiatrist

Last Review: 06/09/2023

Next Review: 06/09/2025