

Position Description

Position Title/Number	Podiatrist (P5175)
Type of Employment/EFT	0.4 EFT
Program Area/Service Unit	Allied Health Team –Exercise Physiology, Podiatry and Nursing/ Primary Health Unit
Award/Agreement/Classification	Sunbury Community Health Centre Allied Health Professionals Enterprise Agreement 2017-2021. Grade 2.
Reports To	Team Leader - Allied Health Team (Exercise Physiology, Podiatry and Nursing)
Location	Macedon Street Sunbury <i>Occasional travel between Sunbury Cobaw Community Health sites may be required</i>

Sunbury and Cobaw Community Health

Sunbury and Cobaw Community Health (SCCH) operates with a multidisciplinary team structure and employees are required to incorporate activities relating to health promotion, community consultation, early identification and intervention and individual and community capacity building within their role. Employees are expected to participate as a member of SCCH team and provide services within a social model of health that recognises the effect of social, economic, cultural and political factors and conditions on health and wellbeing.

Sunbury and Cobaw Community Health are committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with a disability, Lesbian Gay Bisexual Transgender Intersex and Queer (LGBTIQ) people and other socially vulnerable groups and supporting their communities across the lifespan from birth to older age. Sunbury and Cobaw Community Health is an Equal Opportunity employer.

Sunbury and Cobaw Community Health is also the official employer of staff working for a number of other organisations, including the Hume-Whittlesea Primary Care Partnership (PCP) and the Sunbury Aboriginal Corporation.

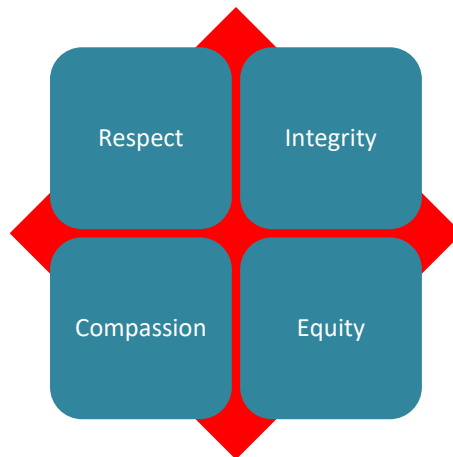
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Approved by: GM Aged Care, Disability and Clinical Services

Scheduled Review: April 2022

Version No. 1.0

Our Values



It takes a village.....to belong and grow

Our community is stronger when everyone finds belonging. We believe there is strength and wisdom in diversity. We believe that everyone has unique abilities and something to contribute. We believe that learning and growth continues over a lifetime. Every day we strive to work with and support people at all stages of their life, to improve and expand their potential. We will be in the community, supporting community to create opportunities for all to learn, grow and belong.

Passionately engaged.....with our community and each other

We are passionately engaged with people to support each other and build community. We are enthusiastic about what others can achieve. We genuinely care. We encourage and inspire each other. We celebrate together.

We do the right thingnot just the easy thing

We are serious about our moral and social responsibility to do the right thing. We are transparent and honest. We take responsibility for our actions. We strive to get it right, even when the right way isn't clear. We don't take short-cuts. We consider and plan our actions.

We make things happen we get things done

We seek out opportunities. We ask 'why?' and 'why not'? We innovate. We learn from our successes and mistakes. We work 'hands-on' and get things done. We pitch in and go the extra mile.

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The Program Unit/Team

This position is part of our Primary Health Unit, which delivers a wide variety of services and programs through Commonwealth and State Government block funding, and ‘fee for service’ programs for NDIS Participants and Home Care Package clients. The Primary Health Unit comprises of three teams:

- Exercise Physiology, Podiatry & Nursing
- Physiotherapy & Dietetics
- Occupational Therapy

Our teams are multidisciplinary in nature, with cross collaboration being an integral part of what we do to ensure effective service delivery. We focus on the principals of wellness, reablement and restorative care.

The Position

This position encompasses the application of a broad range of clinical Podiatry skills, to clients with chronic and complex conditions and ‘high risk’ feet, based on current Best Practice Guidelines.

This position is responsible for providing Podiatry assessment and intervention for individuals from the Sunbury community and surrounding suburbs. This is achieved through the use of standardized assessment tools, and the development and implementation of goal-directed care plans.

Key Duties & Responsibilities

Clinical Podiatry Duties

- Undertake General podiatry assessments and interventions for clients with foot disorders, in accordance with best practice standards and discipline guidelines, where available
- Provide Podiatry services to clients on Home Care Packages and to NDIS participants as well as block funded State and Commonwealth Government programs (i.e. CHSP, HACC)
- Achieve clinical targets and quality targets, as directed by Team Leader
- Have a sound knowledge of all aspects of podiatry assessment & management including:
 - General treatment and diabetic assessment and education
 - Wound and ulcer management
 - Biomechanical assessment and management of musculoskeletal disorders of the lower limb including orthotic prescription
 - Assessment and management of neurological and circulatory conditions of the lower limb
 - Assessment and management of paediatric clients
- Ensure documentation is maintained according to required standard and in accordance with discipline guidelines, where available
- Provide education and act as a resource to other staff, patients, community groups and other agencies as appropriate to the role
- Podiatry student placement planning, supervision and feedback
- Referral and handover to Podiatry Assistant (AHA) and associated delegation and provide clinical supervision as directed by Team Leader
- Provide clinical support and supervision to junior Podiatry staff members and /or an allied health assistant as required

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- Collaborate with clients to develop goal directed care plans and achieve positive outcomes for clients
- Consult and liaise with other members of the health care team as necessary, including comprehensive written referrer and General Practitioner feedback
- Perform general administrative tasks including recording contacts and progress notes within TrakCare system, management of client electronic health records and correspondence

Team Duties

- Promote and positively represent the podiatry service at all times
- Ensure safety and maintenance of podiatry equipment and supplies
- Undertake annual podiatry infection control audits and training as directed
- Actively participate in Podiatry Team meetings
- Actively participate in Primary Health Unit Allied Health Team meetings
- Attend and actively contribute to Complex Case Review meetings

The scope of practice is:

- 1. Target Population:** Commonwealth Home Support Program (CHSP) clients, Home and Community Care (HACC) clients, NDIS participants, Home Care Package clients
- 2. Service Delivery Model:** One to One
- 3. Service Location:** Centre Based - Sunbury Site

The Person

- Has experience working with older clients as well as those with a broad range of disabilities
- Has an ability to work autonomously and as part of a team.
- Actively listens and inspires confidence and trust. Is able to communicate effectively with a diverse range of service providers, staff, clients and community members
- Is flexible and innovative and has ability to work effectively within a changing and challenging environment
- Has experience working under Commonwealth Government block funding and the National Disability Insurance Scheme
- Values diversity and actively promotes respect for all clients staff and stakeholders
- Is able to set and achieve goals through planning, organising and implementing in a consultative and cooperative manner
- Is committed to improving knowledge, skills and improving professional practice

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Key Selection Criteria

Applications must include written responses to the following:

Essential:

1. Demonstrated clinical skills, knowledge and reasoning in assessment and intervention of a broad range of acute and chronic Podiatric conditions.
2. Demonstrated ability to work autonomously and as a member of an effective multidisciplinary team.
3. Experience in the application of the principles of chronic disease management; person centred care; goal directed care planning, client goal setting and self-management.
4. Excellent time management skills and ability to prioritise workload.
5. Well-developed written and verbal communication skills

Desirable:

1. Demonstrated ability to review, develop and implement improved systems and processes to enhance the service efficiency and effectiveness

Qualifications, Registration and/or Experience:

- An Approved Qualification in Podiatry with corresponding registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- Current Level 2 First Aid

Other Requirements

Quality

- Assist in the development and implementation of the organisation's quality improvement strategies
- In consultation with the Leadership Team develop and implement standards and ensure programs are monitored and evaluated in terms of relevance, timelines, cost effectiveness and client satisfaction
- Initiate and participate in the development and review of SCCH policies and procedures.

Occupational Health & Safety and Risk Management

All employees have a responsibility to occupational health and safety at SCCH. Employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.

General

- It is the responsibility of all employees to work within SCCH's Code of Conduct and represent SCCH as a professional and client-focused organisation and to promote its range of services
- Comply with SCCH's Deed of Delegation
- Comply with and contribute to SCCH's Policies, Procedures and Work Instructions

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- Carry out all other duties as directed consistent with SCCH’s Strategic Direction
- Attend employee meetings, relevant network meetings, program planning and professional development sessions.
- Engage in ongoing professional development and quality improvement activities
- Participate and actively engage in regular Supervision
- Other duties as required to achieve position specific or organisational objectives
- Be conversant with computer systems and other technology relevant to the position

Additional information

- Sunbury and Cobaw Community Health (SCCH) is an Equal Opportunity Employer.
- SCCH is an organisation that values diversity. All employees are required to have an awareness of inclusive practice principles as they relate to the following vulnerable community groups: lesbian, gay, bisexual, transgender and intersex, Aboriginal and Torres Strait Islander, people with a disability, culturally and linguistically diverse and people experiencing poverty.
- The successful incumbent will be required to undertake and maintain a National Criminal History Check (NCHC), a NDIS Worker Screening check, and hold a current valid Working With Children Check (WWCC). Appointment is subject to the outcomes of these checks and the provision of a recruitment screening Statutory Declaration (for new employees).
- SCCH is committed to promoting and protecting the interests and safety of children. SCCH has **zero** tolerance of child abuse. All employees working at SCCH are responsible for the care and protection of children and reporting information about child abuse.
- SCCH reserves the right to vary the location of the position according to its needs and the needs of its clients and any future changes to SCCH's area of operation.
- Salary sacrifice arrangements are available to all permanent employees subject SCCH’s ongoing Fringe Benefits Tax exempt status.
- The position requires a current Victorian Driver’s licence.

Acknowledgement

I hereby accept and agree to the duties in the Position Description. I understand that this Position Description is to be read in conjunction with my Letter of Appointment and agree to abide by the terms and conditions stipulated therein.

Name: <i>(Please Print)</i>
Signature: <i>(Incumbent)</i>
Date:

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