

Position Description Podiatrist



Our Vision:

Leading our communities to excellence in integrated health and community services.

Our Mission:

To provide people of all ages with access to quality, person-centred care in the Mallee.

Our Philosophy:

Equitable and timely access to innovative models of care, supported by a local workforce that is engaged with the community.

Our Services:

Mallee Track Health and Community Service (MTHCS) is classified as a multipurpose service (MPS) and provides a range of services across all the Mallee Track Communities; a total area of 18,000 square kilometres. MTHCS services include community and district nursing, a broad range of community and allied health services, neighbourhood houses, early childhood education and care, and access to primary health care. In addition, medical clinics, acute medical care, urgent care and residential aged care are provided at Ouyen and Sea Lake.

Montessori

MTHCS has adopted Montessori as our culture of care. The implementation of the principles of Montessori and the prepared environment supports our mission, vision, values and behaviours facilitating the delivery of true person-centred care.

Through knowing the person, Montessori focusses on strengths, interests, skills and abilities of aging people and those living with dementia. This enables people to be the best they can be, have a meaningful place in their community, high self-esteem and the opportunity to make choices and contributions to their community.

I understand that whatever my position, I have a role in ensuring these outcomes for our patients, residents/clients are met.

Public Sector Values

As a Public Sector organisation, Mallee Track Health and Community Service adheres to the public sector core values. All staff are required to subscribe to the following values:

- **Responsiveness:** Providing frank, impartial and timely advice to the Government; providing high quality services to the Victorian community and identifying and promoting best practice.
- **Integrity:** Being honest, open and transparent in dealings; using powers responsibly; reporting improper conduct; avoiding real or apparent conflicts of interest and striving to earn and sustain public trust of a high level.
- **Impartiality:** Making decisions and providing advice on merit and without bias, caprice, favouritism or self-interest; acting fairly by objectively considering all relevant facts and fair criteria and implementing Government policies and programs equitably.

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- **Accountability:** Working to clear objectives in a transparent manner; accepting responsibility for their decisions and actions; seeking to achieve best use of resources and submitting themselves to appropriate scrutiny.
- **Respect:** Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying; using their views to improve outcomes on an ongoing basis.
- **Leadership:** Actively implementing, promoting and supporting these values.
- **Human Rights:** Making decisions and providing advice consistent with human rights and actively implementing, promoting and supporting human rights.

MTHCS Values

- **Accountability:** We define our expectations and are accountable for our actions.
- **Excellence:** We set high standards and continually strive to improve on them.
- **Compassion:** We treat everyone with care, respect and dignity.
- **Teamwork:** We work collaboratively and in the spirit of partnership.
- **Integrity:** We endeavour to do the right thing in all circumstances, even if no-one is watching.
- **Transparency:** We are open and honest and embrace positive change.

Mallee Track Health and Community Service is a smoke free workplace

DEPARTMENT: Community Service

POSITION TITLE: Podiatrist

RESPONSIBLE TO: Director of Community Service

POSITION STATEMENT:

The Podiatrist practices as part of a transdisciplinary team and undertakes assessments of clients to determine individual treatments and applies professional expertise to maximise outcomes for clients. The Podiatrist provides clinics in community and residential aged care settings in rural and remote communities across the MTHCS catchment on a regular basis. The Podiatrist undertakes health education activities and contributes expertise to the development, monitoring and review of primary health programs and activities.

KEY SELECTION CRITERIA:

Essential:

- Tertiary qualification in Podiatry and registration with Australia Health Practitioners Regulatory Authority (AHPRA).
- Highly developed communication and interpersonal skills including report writing.
- Demonstrated ability to work in a professional manner with clients, staff and the community.
- Ability to manage time and resources effectively.
- Demonstrated understanding of assessment and intervention strategies relevant to Podiatry.
- Understand and demonstrate respect for diversity and impact on practice.

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- Current Victorian Driver's Licence, and willingness to travel between service centres.
- Current Police Check.

Desirable:

- Experience of service delivery in a rural setting.
- Experience in working as a Podiatrist in residential aged care settings.

KEY BEHAVIOURS:

- Assessment and treatment of community, acute and residential care clients.
- Maintenance of Practice Standards in relation to Podiatry.
- Practice reflects Organisational and Podiatry policies and procedures.
- Prompt, effective resolution of Corrective Action Requests related to the Podiatry Service.
- Utilises Allied Health Assistants appropriately in the delivery of Podiatry services and Foot Care Clinics under MTHCS policies and procedures
- Fulfils duty of care, including ethical practices.
- Demonstrates a positive attitude to the agreed role and responsibilities of the position.
- Integrates a health promotion approach into the role and the delivery of services.
- Works as a trans-disciplinary team member.

KEY RESPONSIBILITIES:

Organisational:

- MTHCS has a responsibility to maintain current policy; it is the responsibility of all staff to ensure compliance with relevant regulatory requirements and MTHCS policies and procedures.
- Support systems that provide safe, high quality care that increases patient experience and patient centred care.
- To comply with MTHCS Code of Conduct.
- To ensure that MTHCS Infection Control guidelines are fully implemented.
- Demonstrate awareness and understanding of diversity and culture.

Professional:

Program development, implementation and management:

- Provides Podiatry services to all residents of the Mallee Track as per MTHCS funded program eligibility requirements.
- Supervises and provide clinical management of Allied Health Assistants in the delivery of programs and ensure their current practices meet required standards as per Department of Health and Human Services supervision and delegation framework for Allied Health Assistants.
- Contributes to the emotional, physical and lifestyle needs and wants of the customer through assessment and observation, in consultation with the customer, their representative and the Multidisciplinary team.
- Documents each customer's planned podiatry treatment in their Care Plan and contributes goals to the person directed care plan.
- Evaluates each customer's treatment plan in consultation with the customer, their representative and the Health Care Team on a regular basis and modifies plans as required.
- Documents the evaluation of interventions and reporting by exception changes/information in the progress notes.
- Maintain an awareness regarding changes in residents'/ customers' well-being and report changes to the Nurse in charge or persons GP.

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- Plans and organises work practices and activities with regard to the customers' preferences and other services activities and plans.
- Communicates with customers and/or their representatives and Direct Care and service providers in relation to the Podiatry wants and needs of the customers.
- Maintains accurate and comprehensive knowledge of relevant Laws, Acts, Regulations, Standards and Guidelines that affect Podiatry and Aged Care Industries, and incorporating them into all aspects of practice, including:
 - Standards and Guidelines for Residential Aged Care Services; and
 - Occupational Health and Safety legislation.
- Maintain and updates knowledge base to ensure safe practice and effective performance in the workplace.
- Participates in clinical supervision requirements as per EBA.
- Ensures all podiatry equipment is maintained in accordance with OH&S requirements and manufacturer's guidelines.
- Submits recommendations for equipment up-grading and replacement to Management.
- Other duties as directed.

Child Safe Organisation

- Mallee Track Health and Community Service is committed to preventing child abuse, identifying risks early, and removing and reducing these risks.

OCCUPATIONAL HEALTH & SAFETY AND ENVIROMENTAL - All MTHCS employees will:

- Ensure that they take reasonable care to protect their own health and safety, and the health and safety of others.
 - Use any equipment provided for health and safety purposes.
 - Obey reasonable instructions given by MTHCS in relation to health and safety at work.
 - Help MTHCS meet our duty of care, such as by undertaking hazard inspections.
 - Comply with all MTHCS OHS policies and procedures
 - Ensure they do not interfere with or misuse anything provided in the interests of health and safety
- Section 21 of the Occupational Health & Safety Act 2004, requires an Employer to provide and maintain, so far as is reasonable and practicable, a safe workplace for all employees and ensure that no employee is placed at risk of injury while performing the duties and responsibilities required by their position.

To comply with this obligation, MTHCS requires all candidates/employees to have the mental and physical capacity to safely perform the inherent requirements of the position they are applying for (or have been appointed to).

If a risk is identified and fitness to safely perform the duties of the position needs to be determined, MTHCS with the agreement of the candidate/employee, will arrange an independent medical assessment to determine capacity to safely perform the inherent requirements of the position to minimise the risk of injury or aggravation of any pre-existing condition the candidate/employee may have.

COMPULSORY TRAINING

As per the schedule

PERFORMANCE APPRAISAL

Conducted as per appraisal schedule.

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I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description, the legislative requirements and policies and procedures of the organisation.

Signed: _____ **Date:** ____/____/____
(staff member)

Print Name: _____

Signed: _____ **Date:** ____/____/____
(supervisor)

Print Name: _____

cc: Personnel File

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