

## POSITION DESCRIPTION

<b>Position Title:</b>	Allied Health Grade 2 Professional – Podiatrist
<b>Business Unit/Department:</b>	Diabetes Foot Service and Podiatry Department
<b>Division:</b>	Allied Health Western Health at Home
<b>Award/Agreement:</b>	ALLIED HEALTH PROFESSIONALS (VICTORIAN PUBLIC SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2021 – 2026
<b>Classification:</b>	CM7 - CM9, CV8
<b>Reports To:</b>	Allied Health manager, Podiatry & Diabetes Foot Service Coordinator
<b>Direct Reports:</b>	Allied Health Assistants
<b>Date Prepared/Updated:</b>	15 March 2024

<b>Position Purpose</b>
<p>The Podiatrists at Western Health deliver acute, subacute and community-based care to patients with the aim of optimising health outcomes.</p> <p>The Grade 2 Podiatrist is responsible for the provision of timely and appropriate podiatry services to inpatients and outpatients across all campuses of Western Health. At times flexibility of caseload may be required to include all other sites of Western Health such as Footscray, Sunshine and Williamstown Hospitals.</p> <p>The podiatrist will work within the Allied Health and Western Health at Home divisions to provide a high-quality targeted service designed to improve health outcomes for patients. These directorates work closely together and the Grade 2 Podiatrist may be involved in clinical activities within the Diabetes Foot Service, Podiatry, Community Based Rehabilitation and Dame Phillis Frost Correctional facility as required.</p>
<b>Business Unit Overview</b>
<p><b>Operations Directorate</b></p> <p>The Operations Directorate is one of the largest and most complex directorates within Western Health providing Western Health's patient care and contacts. These services range from outpatients to inpatients, theatres to Intensive Care, birthing rooms and Emergency Departments and many more services.</p> <p>The Operations Directorate is split into several key work areas through which clinical and supporting programs are delivered. The Executive Director Operations is supported by Directors of the following divisions to deliver the operational agenda and targets set.</p> <ul style="list-style-type: none"> <li>• Allied Health</li> <li>• Clinical Support &amp; Specialist Clinics</li> <li>• Western Health at Home</li> </ul>

### Our Vision

Together, Caring for the West  
*Patients – Employees – Community – Environment*

- Integrated Community Health Services
- Drug Health Services
- Cancer services, cardiology and Speciality Medicine
- Womens and Children's Services
- Aged, General Medicine and Subacute services
- Emergency Medicine and Intensive Care Services
- Surgery, Endoscopy and anaesthesia services

It is the effective working of the teams of people in each of these areas that leads to the successful delivery of patient care and the discharging of our purpose of "Together caring for the West".

### **Allied Health**

Allied Health provides a range of evidence based, client centred, specialist services at Western Health, across the care continuum, from admission within the emergency department through to discharge in the community. These services work across the spectrum of life, from neonates to the elderly. The predominant focus of Allied Health is the return and optimisation of an individual's function, and wellbeing, from both physical and psycho-social perspectives. Activity is aligned with Western Health's Best Care Model and CARES values. Allied Health involvement is pivotal to efficient and effective multidisciplinary team functions, discharge planning and patient centred care. Western Health employs a range of Allied Health disciplines, each with unique specialist tertiary training and skills, including:

- Audiology
- Clinical Psychology and Neuropsychology
- Exercise Physiology
- Language Services
- Nutrition and Dietetics
- Occupational Therapy
- Pastoral Services
- Physiotherapy
- Podiatry
- Social Work
- Speech Pathology

### **Western Health at Home**

The Division of Western Health at Home provides a comprehensive range of inpatient, clinic based and home-based services. Our multidisciplinary workforce of over 1,000 employees includes medical, nursing, pharmacy, allied health and administration staff. Western Health at Home services provide care from all Western Health campuses and within patient's homes, including residential aged care, supported accommodation and the custodial setting. The division is rapidly expanding to meet the needs of the community through the delivery of innovative, integrated and patient centred care.

Western Health at Home services support patients across the continuum of care with a primary objective to support patients to live more healthy days at home. Our breadth of services, clinics and units work collaboratively to reduce avoidable hospital presentations and support early and sustainable hospital discharges. Through multidisciplinary service delivery, integration with primary care, research and clinical trials our division supports the detection, management and secondary prevention of chronic disease.

The divisions medical specialties include Renal, Endocrinology and Diabetes, Geriatric Medicine and the General Practice (GP) Integration Unit. Western Health at Home provides a range of acute and subacute services that deliver hospital level care within the comfort of a patient's home. These services include Hospital in the Home, Rehab@Home, GEM@Home, Community Based Transition Care Program and Dialysis@Home, which deliver healthcare that would otherwise be provided within an inpatient setting.

Western Health at Home's breadth of community-based care and specialty assessment clinics provide comprehensive care to support the management of chronic disease. The division has chronic dialysis units located at all Western Health main campuses and acute units at Sunshine and Footscray Hospital. Western Health at Home manages a primary healthcare service within Dame Phyllis Frost Centre, a maximum-security women's prison located in Melbourne's West.

### **Key Responsibilities**

### **Our Vision**

**Together, Caring for the West**  
*Patients – Employees – Community – Environment*

- Demonstrate a commitment to the patient 'Charter of Healthcare Rights'
- Comply with the expected scope of the role and standards of performance in the role as described by the relevant professional bodies/industry standards
- Maintain registration (as required) and report any changes or limitations on practice if applicable
- Hold accountability for own actions and seek guidance and support from appropriate employees when limited by own skills and experience
- Comply with confidentiality obligations with regard to patients, consumers and colleagues
- Comply with all Western Health policies and procedures
- Deliver high quality person centred interprofessional care in line with the "Best Care" framework
- Demonstrate independent clinical reasoning and clinical competencies, including expertise in use of relevant assessment tools, treatment methods, and case management skills
- Demonstrate developed organisational skills and efficient time management to appropriately evaluate, prioritise and complete workload
- Perform evidence based clinical services using a person centred approach in the development of an appropriate treatment plan
- Assist with development and evaluation of procedures and guidelines
- Participate in planning for clinical services for the team
- Identify solutions to problems within the service and seek advice for complex matters
- Participate and represent the service (in consultation with senior staff) at relevant committees, working groups and meetings as requested.
- Provide information and education about the service and professional role within the service
- Attend and participate at relevant team/service meetings
- Where designated, provide high quality clinical supervision to junior staff and students that is timely, flexible and responsible
- Conduct or contribute to feedback to staff on their performance including performance development planning where relevant
- Assist in cultivating an environment where workers have the opportunity to work to their full scope of practice and potential
- Participate in the development, organisation and delivery of education programs for Western Health staff, external service providers and the community
- Participate in research/evaluation and ongoing service review
- Ensure that workload statistics, and other required information is entered in a timely and accurate manner
- Perform other duties as directed
- Demonstrate effective negotiation skills and conflict resolution when dealing with difficult situations
- Contribute to a culture that promotes effective teamwork, encourages cohesion and ensures staff feel valued and contributions are acknowledged
- Demonstrate open and effective communication (verbal, non verbal, written and electronic) with consumers, other staff and service providers
- Demonstrate knowledge of resources relevant to work area and act as a resource person for other team members
- Actively participate in regular supervision, demonstrating ongoing development of clinical skills and reflective practice as identified in supervision plan
- Demonstrate flexibility/responsiveness within professional practice/duties/roles and assumes extra responsibility as required to meet organisational priorities

In addition to the key responsibilities specific to your role, you are required to deliver on the [WH AH Capability Framework](#) and the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

### Key Working Relationships

#### Internal:

- Other members of the service/team
- Referring clinicians
- Access/Post-acute care service
- Diabetes Foot Service staff

### Our Vision

Together, Caring for the West  
 Patients – Employees – Community – Environment

- Medical staff, Nurse unit managers, Nursing staff and multi-disciplinary team members
- Inpatient rehabilitation team
- GEM & secure GEM teams
- TCP team at Hazeldean and community programs
- Hospital admission risk program staff
- Allied Health Director
- Manager of Podiatry and Diabetes Foot Service Coordinator

**External:**

- Clients and their family/carers
- Key community organisations including IPC health, cohealth and Bolton Clarke
- General Practitioners

**Selection Criteria**

**Essential**

- Experience in the area relevant to the position
- Recognised degree or equivalent in Podiatry
- Professional registration with the Australian Health Practitioner Regulation Agency
- Highly developed interpersonal, written and electronic communication skills
- Computer literacy
- Clinical & theoretical knowledge in the assessment and management of patients
- Excellent written and verbal communication skills
- Excellent organisational and time management skills
- Knowledge of and participation in continuous quality improvement processes
- Commitment to continuing professional development
- A current Victorian driver's licence
- A current Working with Children's check
- Experience in the acute or subacute health care setting

**Desirable**

- Experience in staff supervision
- Progression towards relevant post graduate qualifications
- Endorsement to prescribe Scheduled Medicines from the Podiatry Board of Australia

**Desirable Personal Attributes**

- Self-motivated
- Compassionate and empathetic approach
- Ability to influence others
- Open to new ideas
- Timely informed decision making
- People orientated
- Confidence in own ability
- Builds rapport
- Adaptable, flexible and persistent as required
- Takes direction
- Resilience
- Positive outlook

**Additional Requirements**

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment

**Our Vision**

Together, Caring for the West  
 Patients – Employees – Community – Environment

- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

### General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name: [Click here to enter the Employee's name.](#)

Employee's Signature: \_\_\_\_\_

Date: [Click here to enter a date.](#)

### Our Vision

Together, Caring for the West  
 Patients – Employees – Community – Environment