

POSITION DESCRIPTION

Position Title:	Podiatrist
Business Unit/Department:	Podiatry; Diabetes & Endocrinology
Division:	Allied Health; Western Health at Home
Award/Agreement:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2026
Classification:	Grade 1 (CM3 to CM6; AF19)
Reports To:	Allied Health Manager – Podiatry; Diabetes Foot Service Coordinator
Direct Reports:	N/A
Date Prepared/Updated:	4 July 2025

Position Purpose

The Podiatrists at Western Health deliver acute, subacute and community-based care to patients with the aim of optimising health outcomes. The Grade 1 Podiatrist is responsible for the provision of timely and appropriate podiatry services to inpatients and outpatients across all campuses of Western Health. Multidisciplinary care is a focus of the department and the Podiatrist will be expected to work with a wide range of health professionals to achieve best outcomes for patients of the service.

The Podiatrist will be required to deliver care to all sites of Western Health such as Footscray, Sunshine and Williamstown Hospitals. The Grade 1 Podiatrist will work within both Allied Health and Western Health at Home to provide a high-quality targeted service designed to improve health outcomes for patients. These directorates work closely together and the Grade 1 Podiatrist may be involved in clinical activities within the Diabetes Foot Service, Inpatient and Outpatient Podiatry Services, home based care, community-based Rehabilitation or Dame Phyllis Front Centre as required.

Business Unit Overview

Operations Directorate

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.

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.

- Allied Health
- Clinical Support & Specialist Clinics
- Chronic & Complex Care

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- Emergency, Medicine and Access
- Health Support Services
- Perioperative & Critical Care Services
- Cancer, Aged & Continuing Care Services
- Women's & Children's 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

Allied Health in Chronic & Complex Care provide integrated and continuing care by supporting patients discharged from hospital. This care is patient centred and improves patient flow through the tertiary health sector by fostering strong links with the community. A comprehensive range of clinical services are delivered in various locations within the western region including centre-based rehabilitation at Sunshine and Williamstown Hospital. Clinical care is also delivered in the patient's home and Residential Aged Care Facilities.

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

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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

- 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
- Comply with all Western Health policies and procedures
- Deliver high quality person centred interprofessional care in line with the "Best Care" framework
- Ensure that workload statistics, and other required information is entered in a timely and accurate manner as per organisational requirements
- Participate in research/evaluation
- Contribute to the evaluation of guidelines in immediate work area
- Plan, prepare, perform and deliver effective and individualised assessment and interventions, demonstrating clinical reasoning and core clinical competencies, including use of relevant assessment tools, treatment methods, and case management skills
- Perform evidence based clinical services using a person centred approach
- Demonstrate organisational skills and efficient time management to appropriately evaluate, prioritise and complete workload
- Attend and participate at relevant team/service meetings in relation to patient care
- Demonstrate open and effective communication (verbal, non-verbal, written and electronic) with consumers, other staff and service providers
- Have a clear understanding of the service and professional role within the service
- Participate in relevant committees, working groups and meetings as requested
- Demonstrate knowledge of resources relevant to work area
- Contribute to a culture that promotes effective teamwork, encourages cohesion and ensures staff feel valued and contributions are acknowledged
- 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
- Participate in learning that will enhance personal knowledge and continuing professional development
- Consult with senior staff when dealing with difficult situations
- Demonstrate ability to identify a problem within a service and take it to a higher level for resolution
- Where designated, take a support role in student education that is timely, flexible and responsible
- Actively participate in regular clinical supervision, demonstrating ongoing development of clinical skills and reflective practice as identified in supervision plan
- Perform other duties as directed

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 and team
- Referring clinicians
- Post-acute care service
- Medical staff, Nurse unit managers, Nursing staff and multi-disciplinary team members
- Inpatient rehabilitation team
- GEM & secure GEM teams
- Transition Care Package and community programs
- Hospital admission risk program staff

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- 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:

- Computer literacy
- Recognised degree or equivalent in Podiatry
- Professional registration with the Australian Health Practitioner Regulation Agency
- Highly developed interpersonal, written and electronic communication skills
- 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 Working with Children's check
- A current Victorian driver's licence

Desirable:

- Experience in the acute or subacute health care setting
- Endorsement to prescribe Scheduled Medicines from the Podiatry Board of Australia (or progress towards)

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
- 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

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- 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
- Work at any of the Western Health sites as directed, in accordance with business and organisational demands and priorities.

General Information

- Redeployment to other services 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: _____

Employee's Signature: _____ Date: _____

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