



# Maryborough District Health Service

## POSITION DESCRIPTION

<b>Position Title:</b>	Podiatrist
<b>Reports To:</b>	Allied Health Team Leader
<b>Direct Reports:</b>	None
<b>Directorate:</b>	Community Services
<b>Award:</b>	Allied Health Professionals
<b>Classification:</b>	Grade 3
<b>Employment Conditions:</b>	Appointment and ongoing employment are subject to appropriate clinical credentialing
<b>Qualifying Period:</b>	6 months from commencement date.

### Maryborough District Health Service

Maryborough District Health Service (MDHS) is located on the traditional lands of the Dja Dja Warrung People of the Kulin Nation and services the Central Goldfields and Pyrenees Shire with campuses in Avoca, Dunolly and Maryborough. The strong clinical and social links between the three campuses ensure that qualified staff who are committed to high standards of person-centred care for the community. MDHS is one of the largest employers in the region, providing the perfect setting to become part of our team and community.

### Our Vision

Changing the healthcare story with our community.

### Our Values



GENUINE



RESPECT



EXCELLENCE



ACCOUNTABILITY



TOGETHERNESS

### Our Promise

- Seeking to understand you as a person, not as a condition.
- Caring for you with compassion and kindness.
- Treating you fairly and respectfully, on every occasion.
- Keeping you safe and informed with open and honest communication.

## The Position

As a Podiatrist, you will have experience and knowledge in the relevant branch of your profession and contribute to the delivery of high quality, efficient and effective clinical care. The Podiatrist will be responsible for delivery of Podiatry services to consumers of all ages, in acute, aged care and community settings. The role will require you to assist in the establishment of a new Podiatry service at MDHS

## Key Responsibilities

### Role Statement

- To be aware of and promote the health service philosophy and objectives
- Practice within the code of ethics of the Podiatry profession
- Develop and deliver the Podiatry discipline in accordance with the various program guidelines. i.e. CHSP, NDIS, HACC, aged care
- To provide the Team Leaders – Allied Health with ongoing evaluation of the Podiatry service
- Provide statistics and reports for the service as required in a timely manner
- Ensure appropriate referrals are managed and clients are connected with appropriate services as required
- Conduct comprehensive Podiatry assessments
- Participate in case conferencing for complex clients
- Ensure that Policies and Procedures are reviewed and updated when required.

### Performance Indicators

Provide

- Achieve a recorded service delivery quota of a minimum of 70% of employed time.
- Achieve an overall minimum 90% compliance in periodic documentation audits.
- Participate in a minimum of one annual quality activity.
- Completion and maintenance of all specified CHRH Minimum Annual Education requirements

## Inherent Requirements

MDHS has a duty of care to all staff. The purpose of this section is to ensure that MDHS staff understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that CHRH staff are not placed in an environment or given tasks that would result in risk to your safety or the safety of others. Should a staff member not be able to undertake any of the listed inherent requirements, they must notify their line manager immediately, and CHRH will assess the situation to ensure the staff member is not at risk of injury.

## Generic Responsibilities

**Code of Conduct:** The MDHS Code of Conduct is binding on all members of our team. Contravention of a provision in the code may constitute misconduct and / or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Staff Grievance Resolution Counselling and Discipline Policy.

**Compliance with policies and procedures:** All MDHS policies and procedures are located on PROMPT. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

**Occupational Health and Safety:** Every member of our team has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with MDHS OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

**Infection Control:** Every staff member has the responsibility to minimise incidents of infection / cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in MDHS's infection control manuals. Any breach in compliance may result in disciplinary action.

**Confidentiality:** All information concerning MDHS, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

**Quality Improvement:** MDHS is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that

an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a MDHS employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the relevant framework.

**Diversity:** Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff. Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

#### **Pre-Employment Security Screening:**

- A valid Employee Working with Children Check is required for all positions.
- A valid National Criminal History Check is required for all positions, which is to be completed every 3 years.
- A valid NDIS Workers Screening will be required for workers identified as working within a risk-assessed role.

**No-Smoking Policy:** To ensure a healthy and safe work environment for our staff, volunteers, patients, residents, clients and visitors, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle.

### **Key Selection Criteria**

#### ***Essential***

##### **Qualifications:**

- Possession of a degree or diploma from a recognised School of Podiatry and registered with Australian Podiatry Association.
- A demonstrable understanding of the Best Care model and/or other person-centred approaches to service delivery.
- Motivated to work as part of a multi-disciplinary team with a commitment to health promotion.
- Experience of working in a community-based setting with an understanding of specific needs of rural clients.
- Exemplary time management and organisational skills combined with highly developed communication and report writing skills.
- Commitment to continuing professional development in accordance with maintaining professional registration.
- Ability to work unsupervised and as part of a team.
- A current Victorian driver's licence (full)

##### **Technical/Professional Knowledge and skills**

- Experience in all aspects of Podiatry
- Aged care experience
- Provide timely reports
- Respect consumers as partners in care
- Provide person centered care

##### **Personal Attributes**

- Able to manage personal stressors
- Be accountable for professional behaviour

##### **Interpersonal Skills**

- Good communication skills
- Ability to work with all stakeholders

## Additional Information

- All MDHS staff are required to carry out lawful directions as outlined above or delegated to them. The work to be performed – and where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association – is set out in this position description.
- 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.
- This Position Description may be amended and activities added or removed as the need arises. Any such amendments will be made in consultation with the relevant staff member/s.
- A Performance Review will be conducted at 30-days, three months and six months and then annually. The purpose of performance reviews is to facilitate communication between a staff member and their direct line manager to discuss and review tasks, goals, expectations and progress.
- All staff members are required to participate in mandatory training.
- Redeployment to other services and sites within MDHS may be required.

## Acknowledgement

I acknowledge:

- That I have read and fully understand the Position Description.
- I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- 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)**

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**Signature**

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**Date**

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