

TERANG & MORTLAKE HEALTH SERVICE

Podiatrist Community Health Centre

Our Mission and Vision:	<p>By working in consultation and partnership with our community and other organisations we will provide quality care to enable each individual to achieve physical, social and mental wellbeing.</p> <p>We Value:</p> <ul style="list-style-type: none">• Compassion and responsiveness Caring for the needs of our patients clients and each other;• Equity and fairness Making decisions objectively, without favoritism or bias;• Ethical behavior Acting in an honest, open and confidential way;• Accountability Using resources efficiently and acting responsibly and;• Excellence In the delivery of healthcare.
Name:	
Position:	Podiatrist – Part time
Date Employed:	
Responsible To:	Director of Community Health
Responsible For:	This part time position is responsible for providing Podiatry services in accordance with Health Services agreed targets. This will include the provision of direct care to Terang and Mortlake community based clients and residents of Mt View residential aged care facility. The Podiatrist will also provide appropriate supervision and support to District Nursing and Outpatients Department staff providing foot care.
Performance Monitoring:	An initial review of performance will be undertaken within six months and then formally reviewed every 12 months based upon the position description.
Last Appraisal Date:	5th May 2021
Next Appraisal Date:	May 2022
Review of Position Descriptions:	The position description will be reviewed annually, when the position becomes vacant or as deemed necessary.

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Personal Qualities:	<p>To competently perform in this position, the person should demonstrate the following knowledge, skills and experience:</p> <ul style="list-style-type: none"> • Strong “team management” style. • Model the Health Services values, act with integrity and demonstrate high ethical standards. • Ensure 100% confidentiality regarding all Health Service matters. • Timely, confident and well informed decision making and problem solving. • Effective communication skills both verbal and written. • Work to achieving broad and long term outcomes without regular supervision or detailed direction. • Exercise complex judgment and initiative. • Highly personable and professionally presented at all times. • Undertake ongoing professional development. • Accurate and thorough at all times.
Qualifications	<p>Essential: Bachelor of Applied Science (Podiatry) Current registration with the Australian Health Practitioners Agency (AHPRA) Current Victorian Driver’s License Eligible for ApodA Membership</p> <p>Desirable: Understanding of the CHSP/HACC PYP program guidelines</p>
Salary and Conditions	ALLIED HEALTH PROFESSIONALS (VICTORIAN PUBLIC HEALTH SECTOR) SINGLE INTEREST ENTERPRISE AGREEMENT 2016-2020

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KEY RESPONSIBILITIES

POSITION TITLE: Podiatrist

<p>DUTIES & RESPONSIBILITIES</p> <p>Administration</p> <p>Budgeting</p> <p>Technical Skills and Application</p> <p>Quality Improvement</p> <p>Health Promotion</p>	<ul style="list-style-type: none"> • Ensure policies and procedures are established and maintained for the Podiatry service. • Ensure that all documentation is accurate and completed in a timely manner. • Maintain Client records and provide accurate data in a timely manner. • Regular attendance at team meetings. • In consultation with the Administration and Compliance Officer and Director of Community Health, determine annual budgets for the Podiatry Service. • Monitor financial performance of the Podiatry department against budget and take corrective action if necessary to ensure the budget is met. • Provide a clinical podiatry service assessing and treating clients consistent with service eligibility and priority protocol, as recorded in client records. • Set clear person centered goals with clients and review as appropriate. • Administer local anaesthetics and undertake minor nail surgery. • Comply with Australian Infection Control Standards. • Ensure all podiatry equipment and tools are safe to use including ensuring that sterilization of equipment has occurred • Demonstrated understanding of all relevant external legislation and internal policies and procedures that relate to the position and the organization. • Participate in and contribute toward quality improvement programs and activities to meet service / accreditation standards. • Participate in and contribute toward occupational health & safety activities to ensure a safe work environment for clients, visitors and staff. • To engage consumers and the community in decision making processes that affect their health care. • Participate in regular audit of client records • Understand Active service models and wellness and reablement models of care. • Promote Terang & Mortlake Health Service as a leader in health promotion. • Participate in and support an integrated approach to health
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KEY RESPONSIBILITIES

POSITION TITLE: Podiatrist

<p>Personal and Professional Development</p>	<ul style="list-style-type: none"> Continually develop both personally and professionally to meet the changing needs of the position, and industry including internal and external supervision as needed. Attend mandatory training and education sessions provided by the organisation.
<p>Other Responsibilities</p>	<p>Participate in the annual performance review process.</p> <ul style="list-style-type: none"> Comply with all relevant legislative requirements. Comply with all Health Service policies, by-laws and values including but not limited to: <ul style="list-style-type: none"> TMHS Code of Conduct Confidentiality and Privacy policies Occupational Health & Safety policies, procedures and regulations Fire and Emergency procedures Participate in regular health and safety, fire and emergency response updates and any other mandatory updates. Participate and contribute to quality improvement programs and other activities to meet service/accreditation standards. Participate in an annual performance review based on the position description and other agreed relevant criteria with the Director of Primary Healthcare Promote the organisation in a positive manner. Manage the organisation's administrative and client records in accordance with the Public Records Act. Accept responsibility for own personal belongings. Other responsibilities as assigned from time to time.
<p>Other Relevant Information</p>	<ul style="list-style-type: none"> New staff will be required to undergo a Police Records Check, working with children and immunization status prior to employment and as required under Health Service policy Employees are required to advise TMHS of any changes that may affect the current Police Records Check status immediately on it coming to their notice. I commit to adhering to the Immunisation Program given at TMHS. New staff will be required to complete a pre-existing injury or illness declaration prior to appointment.
<p>Commitment to Risk Management</p>	<p>All staff members are required to actively:</p> <ul style="list-style-type: none"> Contributes to effective risk management within their area of influence. Adheres to organisational risk management policy and procedures. Assists in fostering a risk-aware culture and ensure that any staff members in their supervision understand their responsibilities. Identifies new and emerging risks. Contributes feedback to risk management review processes.

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KEY RESPONSIBILITIES

POSITION TITLE: **Podiatrist**