



# Position Description

Position Identification			
Position Title:	Podiatrist – Clinical Support		
Direct Reports	0	Indirect Reports:	0
HRIS Position Number:		Effective Date:	November 2018
Location:	Bell Street, Coburg / Dependent on client demand		
Scope of Practice:	Not Applicable		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification: *HR Use Only	Victorian Stand Alone Community Health Centres, Health Professionals Multi-Employer Agreement <ul style="list-style-type: none"><li>Podiatry, Grade 3</li></ul>		
Organisational Context			
Divisional:	Aged & Primary Care		
Program:	Prevention & Complex Care	Unit: Prevention & Chronic Illness Care	
Organisational Chart	<div><div>General Manager Aged &amp; Primary Care</div><div>↓</div><div>Manager Prevention &amp; Complex Care</div><div>↓</div><div>Team Leader, Prevention &amp; Chronic Illness Care</div><div>↓</div><div>Podiatrist - Clinical Support</div></div>		
Position Summary			
<p>The Clinical Support (CS) Podiatrist is funded as part of the Community Health (CH) program and is responsible for the provision of high-quality evidenced based podiatric services to clients under the age of 65 (under 50 for Aboriginal and Torres Strait Islander people) including children. The model of care operates in accordance with the principles of the Active Service Model (ASM), aiming to maximise clients’ and carers’ functional independence and their ability to participate fully in the community.</p> <p>The CS Podiatrist acts as a representative and a central point of contact for the Podiatry profession at Merri Health. The position will also be responsible for leading continuous quality improvement projects, administrative clinical duties specific to the podiatry service, and providing bimonthly reflective goal focused clinical support and mentoring to the podiatrists in the Aged and Primary Care Division.</p> <p>Additional key responsibilities for the CS Podiatrist will also include strengthening the provision of high quality evidenced based podiatry services within the Aged and Primary Care Division and enhancing the strong collaborative relationship with internal and external partners such as Melbourne Health’s Diabetic Foot Unit.</p>			



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## Position Accountabilities

### Responsibilities

#### Clinical Support

- Provide clinical leadership and act as a representative and central point of contact for the Podiatry profession at Merri Health
- Lead continuous quality improvement projects for the podiatry service at Merri Health
- Lead the bimonthly podiatry discipline specific meeting
- Provision of reflective goal focused bimonthly clinical support and mentoring to the podiatrists in the Aged and Primary Care Division
- Collaborate with internal and external stakeholders including the Melbourne Health Diabetes Foot Care Unit
- Liaise with relative Team Leader on any clinical issues within the podiatry service
- Oversight of the podiatry stock ordering process
- Oversight of planning and managing podiatry student placements at Merri health
- Enhance and strengthen the provision of high quality evidenced based podiatry services within the Aged and Primary Care Division
- Maintain and develop clinical work practices and documentation for the podiatry profession within the Age and Primary Care Division
- Lead internal and external infection control audits of the podiatry program at Merri Health
- Ensure podiatry sterilisation services are compliant with accreditation standards
- In consultation with the Dental Services Manager ensure the implementation and compliance with Merri's Poison's Control Plan
- Ensure the safe provision of podiatry services at Merri Health are in accordance and compliance with all relevant legislation and governing bodies

#### Clinical

- The high quality provision of:
  - podiatric assessment, management and education of diabetic clients,
  - assessment and management of neurological and circulatory conditions of the lower limb
  - foot wound and ulcer care management,
  - nail surgery
  - assessment and management of paediatric lower limbs and gait conditions,
  - biomechanical assessment and management of acute and chronic musculoskeletal conditions of the lower limbs
  - foot orthoses prescription and modifications
  - general podiatry management of dermatological conditions that effect the feet and lower limbs
- Provide holistic goal focussed podiatric management
- Work collaboratively as a member of a multidisciplinary team
- Ensure health education is a significant component of each client contact
- Provision of high quality, evidence based services for all clients consistent with accepted professional and organisational policies and procedures Maintain equipment in appropriate working order



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	<p><b>General</b></p> <ul style="list-style-type: none"><li>• Provision of high quality, evidence based services for all clients consistent with accepted professional and organizational policies and procedures</li><li>• Ensure that services are provided in a manner respectful of the languages, literacy levels, cultural beliefs and practices of our clients</li><li>• Accurately record data as required by agency and funding bodies, and ensure timely follow up on data quality reports as requested by the Team Leader</li><li>• Support the Prevention and Complex Care program staff in facilitating multidisciplinary student placements</li><li>• Adhere to the Organisational and Program policies and procedures</li><li>• Support and supervise the practice of Allied Health Assistant staff</li><li>• Participate in project work in conjunction with other relevant health professionals</li><li>• Participate in relevant networks and forums and maintenance of links with key external agencies.</li><li>• Participate in development of annual work plan and ensure activities are carried out as outlined</li><li>• Attend service unit meetings, staff meetings and other organisational meetings as required</li><li>• Contribute to a positive culture within the Prevention and Complex Care program and foster a multidisciplinary approach to client care.</li><li>• Undertake an active learning approach to maintain and enhance professional skills.</li><li>• Utilise self-reflection, supervision and client feedback to identify and address individual training and development needs, particularly with regards to clinical skills development.</li><li>• Undertake any reasonable additional tasks as directed by Merri Health.</li><li>• Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations.</li><li>• Practice complies with AHPRA and delegated scope of practice.</li></ul> <p><b>Key Performance Measures</b></p> <ul style="list-style-type: none"><li>• Achieve targets set by funding agreements</li><li>• Initial clinical assessment of client documented in Client Information Management System (CIMS) within 24 hours.</li><li>• Goal Directed Care plan developed, reviewed and updated as per Work Practice, reviewed and finalised prior to discharge of client</li><li>• Appropriate and timely communication with GPs and referrers within 48 hours of initial assessment</li><li>• Client documentation to be made on the day of contact or up to 24 hours after client contact when it is not possible to record on the day of contact as per the Privacy &amp; Consent Policy &amp; Procedure.</li><li>• 80% client satisfaction with services reflected by the client satisfaction survey.</li><li>• 100% compliance with Merri Health policies and procedures.</li><li>• 70% attendance of and participation in team and Program Meetings.</li><li>• 100% attendance and participation in operational and clinical supervision</li></ul>
<b>Safety and Risk</b>	<p><b>Occupational Health &amp; Safety (OHS)</b></p> <ul style="list-style-type: none"><li>• All employees have a duty to take reasonable care for the health and safety</li></ul>



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	<p>of themselves and others affected by their actions at work, and to comply with Merri Health's OHS Frameworks.</p> <p><b>Physical Inherent requirements (PIR)</b></p> <ul style="list-style-type: none"><li>• Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions</li><li>• Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes</li><li>• Sound upper limb joints, with the ability to withstand repetitive upper limb activity</li><li>• May be required to occasionally lift and carry items weighing up to 10kgs</li></ul> <p><b>Quality &amp; Risk</b></p> <ul style="list-style-type: none"><li>• Be proactive in risk identification, notification and management.</li><li>• Comply with Merri Health's policies and procedures</li><li>• Participate in quality improvement activities and engage clients in these activities when relevant.</li></ul> <p><i>Merri Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the GLBTIQ community to join our workforce.</i></p>
<b>Capabilities</b>	All employees are expected to align their behaviours and utilise capabilities (or 'soft skills') in line with our organisational values and the level of responsibility of the position. The capabilities for this position can be found within Merri Health's Capability Matrix.
<b>Key selection criteria</b>	
<b>Essential</b>	<ul style="list-style-type: none"><li>• Degree qualified in Podiatry and current AHPRA registration</li><li>• Experience providing leadership in a Podiatry service</li><li>• Post graduate qualification in relevant clinical area or equivalent experience</li><li>• Demonstrated commitment to the provision of high quality evidence based podiatric services</li><li>• Experience in leading quality improvement projects</li><li>• High-level written and verbal communication skills</li><li>• Ability to work collaboratively and engage with internal and external key stakeholders</li><li>• Understanding of community health principles in general, and the role of community health podiatry, in particular Best practice models in area of Podiatry</li><li>• Clinical supervision and support experience</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>• Experience in working in a multi-disciplinary community health setting</li><li>• Relevant second language</li><li>• Post graduate management qualification or the desire to work towards</li></ul>
<b>Checks, Licences and Registration</b>	<ul style="list-style-type: none"><li>• Current AHPRA registration</li><li>• Current National Police Check (NPC)</li><li>• Current Victorian Driver's Licence</li><li>• Disability Worker Exclusion Scheme Check (DWES)</li></ul>