Position Title: Senior Podiatrist High Risk Foot Service

Directorate: Primary and Community Care

Department: Podiatry

Reporting to:

- ***Direct:*** Clinical Manager Podiatry and High Risk Foot Services
- ***Indirect:*** Operations Director Allied Health
- ***Direct Reports:*** Grade 1 and 2 Podiatrists delivering care to patient cohort

Appointment Terms)/Conditions

- ***Classification and Code:*** Grade 3 Podiatrist (CV9 – CV12)
- ***Award Coverage:*** *Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement*

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and GH as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over $700m.

Collaboration	***Compassion***	***Accountability***	***Respect***	***Innovation***
We are stronger together.	*We show that we care.*	*We do what we say and say what we do.*	*We appreciate and value all people.*	*We adapt and innovate to achieve best outcomes.*
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

The Senior Podiatrist will be based at Grampians Health (GH) Ballarat campus and provide prevention and early intervention in order to achieve better outcomes for people with complex care needs. The Senior Podiatrist will work with the multidisciplinary treating teams to facilitate a reduction in inpatient admissions for this client population.

The Senior Podiatrist in partnership with the BHS at Home medical and nursing will coordinate the delivery and continuity of services for the High-Risk Foot (HRF) patient throughout their care pathway. Clinical care can be hospital or home based. It is a diverse and complex role, entailing considerable interaction with a wide range of clinicians and health care professionals both internally and externally to GH such as Vascular, Orthopaedics, Infectious Diseases, Endocrinology, Wound Care, Community Programs, General Practitioners and Allied Health Services. The role is required to develop strong working and collaborative relationships with all members of the multidisciplinary team, participating in clinical care, complementing and improving outcomes of existing care, systems and services.

In addition to the Senior Podiatrist will be expected to work in various locations and programs within GH and regional /external services. This includes the outpatient Podiatry and HRF clinics. This position will backfill all Podiatry clinical roles and the Clinical Manager Podiatry and High-Risk Foot Services during times of their leave.

Grampians Health

KEY ACCOUNTABILITIES

Clinical

- Leads clinical decision making for the patient/client with a HRF condition at GH in liaison with specialist areas such as Vascular, Orthopaedics, Infectious Diseases, Endocrinology, Wound Care, Community Programs and Allied Health Services.
- Extensive knowledge, applied skills and techniques as a Podiatrist to provide evidence based clinical assessment diagnosis and management of the patient/client with a HRF condition.
- Performs in an advanced practicing capacity with, or working towards, endorsement to prescribe scheduled medicines by the Australian Health Practitioner Regulation Agency (AHPRA).

Client Centred Coordinated Service Delivery:

- Facilitate the HRF patient/client journey ensuring that key elements of care occur in an ordered, timely and safe manner and that information is collected and available to ensure appropriate treatment decisions can be made.
- Assess the HRF patient/client to provide the level of assistance required to assist the multidisciplinary treating team with the care pathway, tailored to individual patient/client requirements.
- Assist with the development and review of referral pathways across the health system as required.
- Facilitate the provision of information/education to patient/clients and their families and carers in understanding their treatment/care options and choices.
- Monitor the implementation of care against the patient/client care plan in collaboration with the clinical care team.
- Assist the clinical care teams across the continuum to coordinate the discharge planning process for the patient/client.
- Support a team approach to multidisciplinary care through effective communication between health professionals.
- Support and participate in patient/client review meetings and case conferencing with the multidisciplinary clinical care team.
- Able to analyse situations and make appropriate decisions in a timely manner to ensure the needs of patients, staff and the organization are met
- Demonstrates a productive, collaborative working relationship with the BHS at HOME and HARP programs...

Business Management:

- Assist the Clinical Manager Podiatry and High Risk Foot Services to identify cost effective and efficient approaches to managing resources and patients that include whole service patient flow.
- Optimise patient flow considering both clinical need and funding considerations.
- Participate in information and data management collection systems to assist in meeting both operational and strategic needs of the organisation.

Our Staff

- To model the expected values and behaviours of GH.
- Ensure staff behaviour aligns with the GH Values.
- To undertake teaching or training activities where appropriate, both internal and regional, or externally where approved
- Ensure behaviour toward fellow employees is fair, non-discriminatory and free from harassment.
- Develop and maintain sound knowledge of, and commitment to, Ballarat Health Service Equal Opportunity Policies and Procedures.
- To support, coach and mentor staff ensuring the achievements and maintenance of key performance indicators.
- Demonstrate a commitment to continual self- development of knowledge and skills relevant to the position and maintain a written record of such activities.
- Handle complaints promptly, seriously and confidentially, referring to senior staff/Consumer Liaison as required.
- Adhere to Ballarat Health Service policy regarding privacy and confidentiality for patients and staff
- Manage communication in a timely fashion, using appropriate electronic or other communication tools.

- Utilise online and in-house information, clinical evidence and data systems effectively.
- Awareness of and adherence to organisational OH&S policies, procedures and legislative requirements.
- Ability to empower staff to understand, and align to, the GH Vision, strategic plan and business plan.
- Backfill Podiatry clinical leave and the Clinical Manager Podiatry and High-Risk Foot Services during leave.

Generic Accountabilities.

- Compliance with all GH Policies and Procedures.
- Adherence to infection control policies and procedures as identified in the GH Infection Control Manuals.
- Participation in the GH integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague
- You must ensure that the affairs of GH, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of GH.
- At GH we recognise and respect 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 socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst BHS employees.
- GH is committed to a patient/client centred approach in the provision of health care and services, consistent with the GH values, mission and vision. It is expected that you demonstrate the core values of patient centred care in every interaction with patients, carers and colleagues.

KEY SELECTION CRITERIA

ESSENTIAL:

- Be eligible for registration as a Podiatrist with AHPRA and hold a current practicing certificate
- Attainment of, or working towards, relevant post graduate qualification such as wound care, diabetes education or endorsement to prescribe scheduled medicines.
- Have extensive knowledge and experience in the area of High-Risk Foot conditions ensuring evidence-based assessment, diagnosis and management in an integrated healthcare system.
- Demonstrated skills in leadership of a multidisciplinary team in a clinical setting.
- Demonstrated ability to work collaboratively with the patient or consumer with regards to their expressed needs in an environment of shared decision making.
- Ability to communicate effectively and foster sustainable partnerships with relevant stakeholders internal and external to GH.
- Ability to problem solve and make timely decisions in complex clinical situations and the local and regional healthcare systems.
- Demonstrated knowledge of professional standards of practice, legal and ethical requirements and industrial relations.
- Demonstrated experience in the clinical supervision of junior clinicians in a constructive, timely and non-judgemental way.
- Uses self-reflection effectively to enhance care provision and interpersonal relationships within the service.
- Demonstrated ability to use Information Communications Technology
- Ability to recognise opportunities for quality improvement and process redesign and lead associated improvement activities.

DESIRABLE:

- Proven research capabilities including publication in peer reviewed journals
- Experience with generating new revenue through emerging or alternative funding sources.
- Experience coordinating a High-Risk Foot Service.

OCCUPATIONAL HEALTH, SAFETY AND QUALITY RESPONSIBILITIES

Responsibilities and Accountabilities
All GH employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure.

Employees also have a responsibility to the National Safety and Quality Standards (NSQHS) in ensuring the effective and safe delivery of healthcare services.

Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees
Employees have a responsibility to comply with all relevant BHS OH&S management system Policies, Procedures and programs. This includes the BHS Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:
- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don’t wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

Employees (Clinical – NSQHS)
The role of clinical employees is to ensure safe and effective delivery of healthcare services by:
- Actively participating in organisational processes, safety systems and improvement initiatives.
- Understanding their responsibilities for safety and quality in healthcare
- Following safety and quality procedures
- Supervising and educating other members of the organisation
- Participating in review of performance procedures individually, or as part of a team
- Forming partnerships with patients and carers to ensure effective and safe delivery of healthcare.

OTHER RELEVANT INFORMATION

- Appointment is subject to a satisfactory Staff Immunisation clearance and a satisfactory current Police Record Check.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An interim performance development and review discussion will occur with your Manager three months from your commencement date and annually thereafter. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead

HOW TO APPLY

Your application should include:

- Clearly state the **Job No**. specified on the advertisement for this position.
- A statement addressing each "**Key Selection Criteria**" clearly demonstrating your ability to meet the objectives of the role. **Note:** Read the Position Description carefully so you have a good understanding of what is required and remember to address what skills, knowledge and attributes you have.
- General resume
- Copies of any formal qualifications. **Note:** If emailing your application note that hard copies of your qualifications will need to be produced at interview.
- Two (2) professional referees

Apply on-line at: www.bhs.org.au

AUTHORISATIONS

Employee	
Department Manager	Dimitri Diacogiorgis
Director Allied Health and Ambulatory Care	Georgie Kemp
Chief Operating Officer Community and Aged Care/ Chief Executive Officer	Craig Wilding/ Dale Fraser
Date Written: November 2022	**Date Revised:**