

Position Title:	Grade 1 Podiatrist
Operationally reports to:	Manager, Diabetes Centre
Professionally reports to:	Chief Allied Health Officer
Department:	Diabetes Centre
Directorate:	Community Care and Mental Health
Cost centre:	D0006 & L0106
Code & classification:	Grade 1 (CM2 – CM6)
Performance review:	Upon completion of probationary and qualifying period and annually or as requested
Employment conditions:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 - 2026 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura and Rushworth. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services across the Goulburn Sub-Region within the Hume Region.

The *Goulburn Valley Health Strategic Plan 2024-26* provides the direction for GV Health with key elements summarised below.

GV Health is committed to ensuring that all staff are fully immunised against COVID-19, therefore employment within GV Health is conditional upon evidence of having been vaccinated.

OUR PURPOSE

Improving community wellbeing through high quality health services, outstanding care and learning.

OUR VALUES AND BEHAVIOURS

Our culture is made up of our CREATE values and behaviours, through which we commit to delivering ongoing quality healthcare for our community. Our CREATE values and behaviours are the foundations for our strategic pillars, and for achieving our goals.

Compassion

- We treat others with kindness and respect;
- Our deep connection to the community enhances our care for patients;
- We support the whole patient journey;
- We are understanding of each other.

Respect

- We respect the patient's voice and their choices;
- We celebrate diversity and are proud of multiculturalism;
- We respect differences of opinions;
- We respect the input of different disciplines and areas of expertise.

Excellence

- We are encouraged to grow professionally and personally;
- We are leaders in what we do;
- We invite feedback and are always striving to do better;
- We connect patients to further care and information.

Accountability

- We are responsible for our actions;
- We are courageous in our decision making and grow from our mistakes;
- We deliver what we promise;
- We don't compromise on our standards.

Teamwork

- We are a multi-skilled workforce and we pool our resources together;
- We mentor and support one another;
- We take a collaborative approach to care;
- We are approachable.

Ethical behaviour

- We hold ourselves to high standards;
- We rigorously uphold professional boundaries in our regional setting where patients may be friends or family too;
- We value and respect our patient's privacy and trust;
- We stand up against unsafe practice.



GV Health



CREATE. Outstanding.

CREATE Outstanding

CREATE Outstanding encompasses foundation elements of the *Goulburn Valley Health Strategic Plan 2024-26* to link GV Health's purpose, values and our Culture of Care with fundamental organisational systems and processes. GV Health is striving to achieve CREATE Outstanding in every interaction with the people services are provided for as well as how staff work with each other.

ROLE STATEMENT:

The Grade 1 Podiatrist will provide services to clients attending the Diabetes Centre at the Graham St campus of Goulburn Valley Health including those within the High Risk foot Service. Clients attending the Diabetes Centre include people with chronic and complex health conditions who are at higher risk of amputation, or the development of pressure ulcerations.

The Grade 1 Podiatrist will provide services to clients in conjunction with multidisciplinary teams and with the support and mentoring of Grade 2 or 3 podiatrists. The role will be responsible for the delivery of specialist assessment and care, as well as providing education to internal and external services. The Grade 1 Podiatrist will provide discipline-specific knowledge and will be required to conduct and participate in clinical review.

As part of this role, podiatry services will be provided to clients whose vascular, neurological, biomechanical or dermatological conditions place them at high risk of serious lower limb complications. The aim is to facilitate optimal management whilst patients are admitted to GV Health, in order to improve wound healing, reduce the need for amputation or surgical debridement, to prevent avoidable pressure ulcerations, and to develop care plans for discharge that reduce the risk of readmission.

The Grade 1 Podiatrist, with the guidance of Grade 2 or 3 podiatrists, is responsible for contributing to the planning, implementation and evaluation of podiatry services, ensuring that interventions chosen are effective and based on best available evidence. The Grade 1 Podiatrist will liaise closely with other key stakeholders across a range of internal and external service providers to facilitate a collaborative approach to service provision and positive consumer outcomes.

Other tasks, such as quality improvement initiatives, as defined appropriate by the Manager may be required to be undertaken provided they are within the capabilities of the person at the time.

This position, amongst others, is responsible for promoting GV Health as a quality regional health service provider.

KEY RESPONSIBILITIES, ACTIVITIES AND DUTIES:

- Provide a high-quality podiatry service to consumers that reflects best practice and adds value to GV Health
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas
- Complete all statistics, data entry and administrative tasks in a timely manner to comply with data reporting requirements
- Contribute to quality improvement activities
- Assist with timely triage of podiatry referrals and wait list management in collaboration with other team Podiatrists as appropriate
- Collaborate with other disciplines, and external service providers, to facilitate integrated care and positive consumer outcomes.
- Contribute to identifying service gaps and promoting opportunities for development of podiatry services within Goulburn Valley Health



- Monitor and review podiatry clinical processes to ensure best practice is achieved through care planning and case review
- Participate in care planning within a person-centred framework and ensure service delivery occurs in line with the GV Health Integrated Service Delivery model
- Maintain open and effective channels of communication with clients and their carers, professional colleagues, the health care team and external providers
- Report to Manager any issues or problems that arise so they can be solved in a timely manner

1. Provide quality and safe clinical care for consumers

- Ensure consumers, families/representatives or carers are provided with timely information and are involved in decision making about their podiatry care planning and treatment
- Provide a high quality podiatry services, including assessment, care planning, treatment and review to internal customers and consumers that reflects best practice and adds value to GV Health
- Accept accountability for own actions and seek guidance when a situation exceeds experience and/or knowledge
- Uphold and protect consumer rights, maintain strict confidentiality and continually practice to the principles of open disclosure
- Comply with best practice healthcare standards, legislation, and GV Health's Clinical Governance Framework and clinical practice guidelines
- Consumer feedback and complaints are responded to appropriately to ensure that issues are resolved and quality and safe clinical care is provided
- Maintain accurate and current clinical records ensuring documentation meets professional and legal standards
- Promptly report vital consumer observations that are outside the normal range as per clinical guidelines
- Ensure an effective discharge from services that reflects the needs of the consumer.

2. Develop and maintain collaborative relationships with all disciplines

- Collaborate and communicate with all members of the health care team to achieve desired consumer outcomes
- Respect the decisions and actions of others
- Liaise and work co-operatively with local service providers particularly with regard to clients with chronic and complex needs, to ensure the delivery of services is seamless and appropriate to individual needs
- Contribute to interdisciplinary team meetings and clinical education sessions to facilitate consumer care goals.

3. Support and participate in evidence-based programs to evaluate and improve the quality of consumer care and outcomes

- Maintain current knowledge of clinical practice
- Actively participate in identifying where improvements can be made to the quality of consumer care
- Participate in clinical audits, research, process redesign and accreditation against healthcare standards to ensure ongoing clinical practice improvement and the quality of consumer care.

4. Commit to ongoing professional development of self, other employees and the profession

- Maintain and demonstrate regulated clinical skills and competencies by undertaking professional development and completing mandatory training as defined by GV Health
- Undertake credentialing and review of scope of practice and work within these
- Improve performance by seeking feedback, setting goals and participating in annual performance reviews



GV Health



CREATE. Outstanding.

- Support the development of others by acting as a resource to colleagues and participating in orientation and preceptoring of new employees and supervising students
- Provision of appropriate supervision to less experienced clinical employees
- Participate in committees and professional groups and disseminate relevant information to other health care professionals.

QUALITY, SAFETY, RISK and IMPROVEMENT

- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce
- Contribute to organisational quality and safety initiatives
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements.

OTHER REQUIREMENTS FOR ALL CLINICAL EMPLOYEES:

- Where relevant collaborate with consumers and the community in the development, implementation and review of health service planning, policies and quality improvement activities
- Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others at all times
- Assist with the students where appropriate, under the supervision of a grade 2 or grade 3 podiatrist
- Understand and act in accordance with the GV Health Code of Conduct, values and relevant policies, procedures and guidelines
- Comply with the principles of Patient and Family Centred Care
- Promote GV Health as a quality regional health care provider

KEY PERFORMANCE INDICATORS:

- Podiatry registration is maintained and working within scope of practice
- Attendance and active participation at meetings as required
- 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework
- Active participation in the Performance and Development review process
- Statistics, evaluations and reports are completed within agreed timeframes.
- Completion of correspondence to service providers to communicate client plans and outcomes.
- Adhere to the Australian Podiatry Association Code of Ethics.

Other Position Requirements

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required.

GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).



KEY SELECTION CRITERIA:

Mandatory

- Commitment to the GV Health Values of *Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour*.
- Current registration with the Australian Health Practitioner Regulation Agency as a Podiatrist.
- Knowledge and skills in the planning, implementation and evaluation of current Podiatry practice within inpatient and outpatient based settings.
- Knowledge of evidence based approaches to high-risk foot podiatry interventions and the ability to apply these to consumer care.
- Excellent communication skills including interpersonal, written and verbal communication skills, along with computer literacy and the ability to produce well-written reports.
- Able to independently manage a diverse caseload of clients, and also work effectively within a multidisciplinary team environment.
- Proven organisational and time management skills, including the ability to effectively prioritise competing demands.
- Knowledge of the health service system and demonstrated ability to work collaboratively, including the ability to initiate and maintain effective professional relationships with a wide range of service providers and other stakeholders.
- Evidence of full immunisation against COVID-19
- Satisfactory National Criminal History Check prior to commencement of employment
- Satisfactory Victorian 'Employee' Working with Children Check prior to commencement of employment
- Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment.

Desirable

- An understanding of service delivery issues in rural areas
- Experience working within an acute setting
- Experience in working in a multidisciplinary high-risk foot team
- Experience in the delivery of services to people from culturally and linguistically diverse and Aboriginal and Torres Strait Islander communities

Inherent Requirements

GV Health has a duty of care to all employees. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others.



The role may require the following tasks among other things:

Consumer Care Role	
<ul style="list-style-type: none"> ▪ manual handling (pushing, pulling equipment) ▪ general consumer handling and clinical duties ▪ sitting, standing, bending, reaching, holding ▪ pushing pulling trolleys and equipment ▪ working alone ▪ general clerical, administration work, computer work ▪ use of personal protective equipment and handling ▪ operating equipment ▪ handling general and infectious waste ▪ participating in shift work and on-call 	<ul style="list-style-type: none"> ▪ Exposure to substances and hazardous materials ▪ working at other locations may be required ▪ dealing with anxious or upset consumers or members of the public ▪ driving a motor vehicle

Reviewed by	Manager Diabetes Centre
Issued	May 2024
Review	May 2025

I acknowledge:

- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That GV Health has a zero tolerances of child abuse and all allegations and safety concerns will be treated very seriously. For more information refer to GV Health’s Child Safety Standards procedure.
- That I have read and fully understand the Position Description and Inherent Physical Requirements of the position.
- I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by: _____

_____/_____/_____

(Print Name)