



ABN 75 153 550 102 ACN 153 550 102

## **Position Description**

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|-----------------|---|
| <b>Position</b> | <b>Podiatrist</b>                             |
| Award           | Health Professionals & Support Services Award |
| Responsible to  | Practice Manager                              |
| Hours of work   | 76 hours per fortnight                        |

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### **Key Responsibilities:**

In successfully carrying out his/her duties the Active Health Portland Podiatrist will:

- Provide high quality, evidence-based Podiatry care to patients of Active Health to guide assessment, treatment and patient referrals.
- To prioritise clients with increased acuity of foot problems.
- To actively promote preventative care and early intervention.
- To prescribe orthotic devices as an integral part of patient care.
- Work collaboratively with other members of the practice team.
- To participate in relevant Integrated Health promotion programs if required.
- Comply with privacy, confidentiality obligations as outlined in state and national legislation as well as Active Health Portland policies and procedures.
- Manage an appropriate clinical workload.
- Records assessment, treatment plan and goals to be achieved for each patient.
- Goals are to be set conjointly with patient and or family where possible.
- Ensures effective communication with patients and carers.
- Maintains appropriate communication with relevant Medical, Allied Health and Nursing Staff.
- Ensures confidentiality in all communications.
- Ensures all reporting meets the requirements of Active Health Portland.
- Attends case conferences, staff meetings and other meetings as required, including reporting, goal setting and other duties as required.
- Ensures evidence-based practice through ongoing professional development and research as appropriate.

### **Other Responsibilities:**

All staff are expected to:

- Contribute to the efficient and effective functioning of the team in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed.
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Familiarise themselves and comply with the relevant Occupational Health and Safety and Equal Opportunity policies.
- Have a current Driver's Licence.
- Participate in the Performance Appraisal process within three months after commencement and every 12 months thereafter.

**Selection Criteria:**

*Applicants should address each selection criterion individually and should argue their case by citing evidence to support their claims rather than presenting a list of facts only.*

**Essential:**

- Appropriate tertiary qualifications & registration with APHRA
- Demonstrated understanding of the needs of general practice and interest in primary health care including patient education and health promotion.
- Ability to work as a team member.
- Excellent communication skills with patients, their families and with other members of the general practice team.
- Eligible for full membership in the Australian Podiatrist Association.
- Understanding of the role of other allied health professionals in the care of patients with chronic/complex conditions and in the prevention of chronic diseases.
- Commitment to quality care, innovation, professional development and teamwork.

**Desirable**

- Competence in the use of a medical clinical and billing software package.
- Experience with specific social group's serviced by the practice, such as adolescents, aged care, migrant or refugee groups, Aboriginals & Torres Straight Islanders, etc.
- Training or experience in Medicare item numbers & health funds.

**Pre-Employment Checks:**

- Subject to consent, this position may be subject to pre-employment checks that could include the following:
  - Working with Children Suitability Check
  - Police Check
  - Immunisation status

**Probationary Period:**

- All new employees to Active Health Portland will be required to undertake a 3 month period of probation upon commencement of duty.

**Candidate Selection:**

Candidates will be evaluated on merit against all of the various components that make up this Position Description. Assessment will take into account all information that is determined to be appropriate, e.g. written applications, qualifications, interview, work samples, skills testing and referee reports.

The final decision regarding appointment to this position will be based on an assessment of the requirements of the total Position Description.

Applications must consist of the following:-

**1. Covering Letter**

The covering letter should include your contact address and telephone number. It is an opportunity (in not more than two pages) to introduce yourself and highlight the key reasons as to why you should be considered for the role in the context of the stated selection criteria for the position.

**2. Resume or Curriculum Vitae**

A current resume should be included with the names and contact details (address, telephone and email) of two referees. Please indicate whether you are happy that your referees are approached as part of your application for this role.

**Forward applications to:**

HR - [hr.pdh@swarh.vic.gov.au](mailto:hr.pdh@swarh.vic.gov.au)