

POSITION DESCRIPTION

Job Title:	Podiatrist
Reporting to:	Clinical Lead
Status of Employment	Permanent Full Time (1 FTE / 76 hours per Fortnight)
Direct Reports:	Nil

1. The Position

The Podiatrist is responsible for providing high quality, culturally appropriate and evidence-based Podiatry services to a varied client base. The role works as part of a team in a multi-disciplinary setting, sharing generic work and offering discipline specific interventions. The Podiatrist will participate in quality improvement activities, be flexible and multi-skilled and able to work with a diverse range of individuals, groups and community agencies.

2. Qualifications

Tertiary qualifications in podiatry and be registered in accordance with the standards set out by the Australian Health Practitioner Regulation Agency (AHPRA).

3. Supervisory Responsibilities

There are no direct supervisory responsibilities associated with this position.

4. Hours of Work

This position will be employed on a full time basis of 76 hours per fortnight. Ordinary hours of work are Monday to Friday between the hours of 7.00am to 7.00pm, however very occasional work outside of these hours may be required.

In addition to your ordinary hours of work (defined in your employment agreement), you may be required to work reasonable additional hours that are necessary to fulfil your duties or as otherwise required.

5. Additional Information

Periodic overnight travel to various locations throughout the Pilbara is a requirement of this position.

7. Appointment Pre-requisites

Any offer of employment will be subject to:

- NDIS Worker Screening Check
- National Police Records Check

- Working with Children Check
- Evidence and verification of qualifications
- Evidence of COVID-19 vaccination status as per WA Health requirements.

8. Primary Responsibilities

Duties
<p>CLINICAL AND PROFESSIONAL</p> <ul style="list-style-type: none"> • Provide safe, effective, client-centred care reflective of current knowledge, skills and experience in podiatry. • Work within the Scope of Practice and in accordance with AHPRA. • Assess, plan, deliver and document podiatry care for allocated case load. • Conduct client clinical education sessions including individual and group education in accordance with evidence based best practice, podiatry guidelines and adult learning principles. • Collaborate with members of the multi-disciplinary team and other relevant medical specialists and stakeholders to provide advice, knowledge and support, and actively contribute to team meetings and case discussions. • Maintain accurate and timely records and data entry for internal and external reporting, including patient records, letters, appointments, services and education activities. <p>ORGANISATIONAL SUPPORT</p> <ul style="list-style-type: none"> • Complete all administrative tasks, correspondence and reporting requirements. • Adhere to organisational policies and procedures and participate in continuous quality improvement activities and planning processes. • Collaborate with members of the clinical team in the development and review of guidelines, protocols and document templates. • Perform other relevant clinical duties as required from time to time. <p>OCCUPATIONAL HEALTH AND SAFETY</p> <ul style="list-style-type: none"> • Maintain a safe environment for clients by ensuring compliance with workplace Occupational Health and Safety policies and procedures. • Collaborate with other members of the team to maintain Occupational Health and Safety including appropriate identification and notification of action for hazards, slips, lapses, accidents and incidents where it applied to all Health Care providers within the program, correspondence and reporting requirements.

9. Selection Criteria

<p>Essential</p> <ul style="list-style-type: none"> • Tertiary qualification in Podiatry and current Podiatry registration through the Australian Health Practitioner Regulation Agency (AHPRA). • Demonstrated experience in the provision of evidence-based podiatry services in a hospital, private or community health setting.
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- Ability to manage and prioritise a varied, complex caseload.
- Highly effective interpersonal and communication skills.
- Demonstrated effective organisational skills, with the ability to problem solve and apply principles of clinical risk management and quality improvement to the clinical setting.
- High level of computer literacy.
- Current Police Clearance and Working with Children Check; Current Senior First Aid; Current Driver's Licence.

Desirable

- Knowledge and understanding of local health systems, including referral pathways, community resources and services.
- Experience in working with Aboriginal and Torres Strait Islander people with an understanding of and appreciation for Aboriginal culture.
- Medicare Provider Number and an understanding of the Medicare Benefit Scheme.

Reviewed	April 2022
Approved	Chief Executive Officer