

## BENDIGO COMMUNITY HEALTH SERVICES

### POSITION TITLE: PODIATRIST - GRADE 2

<b>Name:</b>		PO Box 1121 Bendigo Central Victoria 3552
<b>Position number:</b>	4111	
<b>Award/Agreement:</b>	Victorian Stand-Alone Community Health Centres, Health Professionals Multi Employer Enterprise Agreement 2012 - 2016	<b>Central Site:</b> Ph: (03) 5448 1600 Fax: (03) 5448 1699
<b>Classification:</b>	Podiatrist - Grade 2	<b>Eaglehawk Site:</b> Ph: (03) 5434 4300 Fax: (03) 5434 4355
<b>Site:</b>	Kangaroo Flat and Eaglehawk but may be required to work at any BCHS affiliated site.	<b>Kangaroo Flat:</b> Ph: (03) 5430 0500 Fax: (03) 5430 0544
<b>Hours per fortnight:</b>	76.0 hours per fortnight	<b>Elmore Primary Health:</b> Ph: (03) 5432 6001 Fax: (03) 5432 6101
<b>Tenure:</b>	Twelve months fixed term	
<b>Position description developed:</b>	February 2018	
<b>Responsible to:</b>	Team Manager - Allied Health and Physical Programs	

### 1. Position Role

The role of the position is to provide a comprehensive, accessible and high-quality podiatry service within the Allied Health and Physical Programs team. The service will be integrated with other programs provided by Bendigo Community Health Services (BCHS) and encourages working within a team environment and a health promoting framework.

### 2. Position Responsibilities

The responsibilities of the position are:

- Provide client-focussed assessment, diagnosis, treatment and management for BCHS podiatry clients.
- Take a lead clinical role when required, demonstrating knowledge and depth of experience appropriate for designated work load.
- Assist in providing supervision and support to peers.
- Undertake clinic-based and home visit work (where required).
- Educate other health professionals and patients about the nature, treatment and preventative aspects of podiatry services.
- Facilitate the referral to and liaison with a range of services required to provide comprehensive, integrated health care.
- Ensure all clinical activity undertaken fulfils or exceeds the competency standards of the profession.
- Participate actively on committees and working parties (as required).

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- Ensure information is managed in line with organisational, allied health and podiatry standards including the use of BCHS electronic client management systems.
- Recording of statistical data and documentation requirements within required timeframes.
- Participate in supervision of undergraduate podiatry students and students of other disciplines where appropriate.
- Participation in BCHS continuous quality improvement (QI) activities, including taking a lead role in documenting at least one QI activity annually for podiatry.
- Involvement in research activities and implementation of evidence based practice.
- Development and presentation of health education resources and programs.
- Participate as required in the development of new policies and procedures that impact on the podiatry service and on the achievement of relevant accreditation standards.
- Maintain and develop clinical and professional skills, in addition to monitoring new developments in podiatry and allied health through continuing professional development.
- Participate in the monitoring and review of the demand for BCHS podiatry service to ensure services remain accessible and equitable.

### **3. The Role of the Team**

The primary focus of the Allied Health and Physical Programs team is to provide comprehensive specialist services to clients and to work within the framework of the social model of health. This team sits within the larger Primary Health Care Services team which provides chronic disease management services, community medical practice, refugee health and sexual health.

### **4. Key Selection Criteria**

#### **4.1 Essential**

1. A Bachelor of Podiatry (equivalent or higher).
2. Current registration with Australian Health Practitioner Regulation Agency.
3. Demonstrated experience (including through placements) in providing sensitive practice in response to client diversity.
4. Demonstrated experience in working within a team environment.
5. Demonstrated experience in supervising undergraduate students and/or peers.
6. Excellent interpersonal and communication skills.
7. Knowledge and compliance with BCHS privacy and confidentiality procedures and work within the BCHS Code of Conduct.
8. Current Victorian Drivers Licence.
9. Able to obtain a Medicare provider number for relevant locations prior to commencing with BCHS.
10. Current Working with Children Check.

#### **4.2 Desirable**

1. The ability to build and develop positive relationships with both internal and external clients.
2. Demonstrated understanding of the social model of health.
3. Intermediate skills (or higher) in Microsoft Office programs.
4. Experience in working with electronic client management systems.

### **5. Probationary Period**

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

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### **6. Staff Review & Development (SRD)**

*Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the Position Role and Responsibilities and Key Selection Criteria in addition to the relevant Branch and Team Plans and the following Performance Indicators.*

#### **6.1 Self-Management:**

*Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth*

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.

#### **6.2 Communication and Team Work:**

*High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with clients*

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' Vision, Values, and Strategic Directions.

#### **6.3 Administration and Documentation:**

*Through the use of BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.*

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

#### **6.4 Learning:**

*Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.*

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and team work plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes

#### **6.5 Position Performance:**

*Demonstrate achievement of negotiated performance indicators specific to your position.*

- Provide quality service delivery to, at a minimum, the target required by the funding service agreements.
- Demonstrate positive outcomes for clients and stakeholders through appropriate interventions.
- Demonstrate competency in teaching and clinical supervision tasks.

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- Show evidence of an integrated service delivery approach for clients, including diversity of need.

### 6.6 Diversity and Culture:

BCHS treats all people with respect; values diverse perspectives; participates in diversity training opportunities; and provides a supportive work environment.

### 6.7 Child Safety

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **ALL** children reach their individual potential.

## 7. Other Essential Requirements

### Staff will:

- Complete a satisfactory police check before employment is confirmed, the police check will be initiated by BCHS at the expense of the staff member.
- Sign the pre-existing Injury/Disease Declaration.
- Present a copy of your original professional qualifications document or registration.
- Receive and comply with the BCHS Code of Conduct.
- Comply with BCHS Privacy Policy and Procedures.
- Co-operate with and contribute to BCHS Health and Safety procedures and participate in appropriate safety information and education activities as required.

## 8. Other Information

- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.
- BCHS has a commitment to environmental sustainability.

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Approved: Callum Wright  
Executive Director

Date: ...../...../.....

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Agreed: Podiatrist - Grade 2

Date: ...../...../.....