

BENDIGO COMMUNITY HEALTH SERVICES

POSITION TITLE: PODIATRIST - GRADE 1

Award:	Victorian Stand-Alone Community Health Centres Allied Health Professionals Enterprise Agreement 2017 – 2021
Classification:	AHP Grade 1, Year to be determined by applicant experience
Site:	This position is primarily based at Eaglehawk and Kangaroo Flat sites, however may be required to work from any BCHS site or outreach location as negotiated.
Hours per fortnight:	76 hours per fortnight
Tenure:	12 months fixed term
Position description developed:	March 2021
Responsible to:	Team Manager – Allied Health and Physical Activity Programs

We want (Vision)

Better health and wellbeing across generations.

We exist (Mission)

To work hand in hand with our community to achieve healthier lives.

We strive for (Values)

- **Integrity**
We are authentic and accountable, and we honour our obligations.
- **Respect**
We build respectful relationships through trust, empathy and collaboration.
- **Inclusive**
We recognise and promote accessible, safe and holistic supports and services as a basic human right.
- **Innovation**
Through continuous learning, we ensure an agile, responsive and sustainable service.
- **Togetherness**
We create a sense of connectedness, pride and support through enjoying our work and being passionate about making a difference.

Our pillars	Consumer and Community	Influence	Visible	Sustainable
The change we want to see	People in our community, especially those most in need, have improved health and wellbeing	We use evidence, data and the voice of our community to shape our supports and services	Our service is identified as a quality provider and our people are recognised as leaders	Our sustainability is based on a healthy culture, improved systems, outcomes and growth

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Position Role

The role of the position is to provide a comprehensive, accessible and high-quality podiatry service within the Allied Health and Physical Activity Programs team.

Position Responsibilities

The responsibilities of the position are:

- Provide consumer-centred assessment, diagnosis, treatment and management for BCHS' podiatry consumers within scope of practice;
- Undertake clinic-based and home visit work (where required);
- Participate in supervision of undergraduate podiatry students and students of other disciplines where appropriate;
- 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;
- Ensure information is managed in line with organisational, allied health and podiatry standards, including the use of BCHS electronic client management systems;
- Ensure recording of statistical data and documentation requirements within required timeframes;
- Assist with other team administrative tasks (including but not limited to review and ordering of consumables, intake/triage, evaluation of services and service development);
- Participate in BCHS continuous quality improvement activities, including taking a lead role in documenting at least one QI activity annually for podiatry;
- Participate in research activities and implementation of evidence-based practice;
- Participate as required in the development of new policies, procedures and processes 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;
- Actively promote BCHS' podiatry services, in addition to other BCHS services, to current and future clients;
- Other duties as directed.

The Role of the Team

The Allied Health and Physical Activity Programs team includes podiatrists, exercise physiologists and physical activity program facilitators who work collaboratively to improve the health and wellbeing of consumers and the community. The primary focus of the Allied Health and Physical Activity Programs team is to provide coordinated and holistic care and referral pathways internally and externally across a range of multidisciplinary services.

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Key Selection Criteria

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 consumer preferences, needs and diversity;
4. Demonstrated experience in working as a member of a multidisciplinary team;
5. The ability to build and develop positive relationships with both internal and external clients;
6. Excellent interpersonal and communication skills;
7. Ability to obtain Medicare Provider numbers for relevant locations prior to commencing in role;
8. Current driver's licence.

Desirable

1. Demonstrated understanding of the social model of health;
2. Intermediate skills (or higher) in Microsoft Office programs;
3. Experience in working with electronic client management systems.

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.

Position Performance:

Demonstrate achievement of negotiated performance indicators specific to your position.

- Provide high-quality service delivery to, at a minimum, the target required by the funding service agreements and team performance models.
- Demonstrate positive outcomes for consumers through appropriate management and interventions.
- Demonstrate a consumer-centered service delivery approach which meets individual preferences, needs and diversity.
- Demonstrate a holistic and integrated service delivery approach for consumers.

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.

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.

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.

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- 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.

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.
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

Diversity and Culture:

BCHS treats all people with respect; values diverse perspectives; participates in diversity training opportunities; and provides a supportive work environment. BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.

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 to reach their individual potential.

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.
- Complete the Disability Worker Exclusion Scheme Employment Screening Check BEFORE employment is confirmed.
- Sign the pre-existing Injury/Disease Declaration.
- Present a copy of your original professional qualifications document or registration (if required).
- Receive and comply with the BCHS Code of Conduct.
- Comply with BCHS' policies and procedures.
- Actively contribute to continuous quality and service delivery improvement through the organisation.
- Be proactive in risk identification, notification and management.

BCHS believes that *"Quality is everyone's business, safety is my responsibility"*

Co-operate with and contribute to BCHS Occupational Health & Safety procedures and participate in appropriate safety information and education activities as required.

Other Information

- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS has a commitment to environmental sustainability.