

## BENDIGO COMMUNITY HEALTH SERVICES

### POSITION TITLE: PODIATRIST - GRADE 1

<b>Award:</b>	Victorian Stand-Alone Community Health Centres Allied Health Professionals Enterprise Agreement 2018-2022
<b>Classification:</b>	AHP Grade 1, year dependent upon qualifications and experience
<b>Site:</b>	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.
<b>Hours per fortnight:</b>	38 hours per fortnight (0.5 FTE)
<b>Tenure:</b>	Fixed term 12 months
<b>Position description developed:</b>	February 2023
<b>Responsible to:</b>	Senior Leader – Podiatry and Physical Activity

#### 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

## **BENDIGO COMMUNITY HEALTH SERVICES**

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### **The Role of the Team**

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

### **Position Role**

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

### **Position Responsibilities**

The responsibilities of the position are:

- Provide client-centred assessment, diagnosis, treatment and management for BCHS' podiatry clients 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.

## **BENDIGO COMMUNITY HEALTH 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 client 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 stakeholders;
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;
9. Ability to provide vaccination information that meets the requirements for healthcare workers.

#### **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.

#### **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.

#### **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 clients through appropriate management and interventions.
- Demonstrate a client-centered service delivery approach which meets individual preferences, needs and diversity.
- Demonstrate a holistic and integrated service delivery approach for clients.
- Participate in supervision and professional development as negotiated with line manager.
- Knowledge and compliance with BCHS privacy and confidentiality procedures.

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

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

- 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.

## **BENDIGO COMMUNITY HEALTH SERVICES**

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- Demonstrate alignment and integration of practice according to BCHS' Vision, Values, and Strategic Directions.

### **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.
- Demonstrate understanding and behaviour to reflect BCHS' values.

### **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.

### **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; provides 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 all required probity checks **before** employment is confirmed.
- Provide vaccination information that meets the requirements for healthcare workers.
- Present a copy of original professional qualifications document or registration (if required).
- Receive and comply with BCHS' policies and procedures including the Code of Conduct.
- Actively contribute to continuous quality and service delivery improvement through the organisation.
- Be proactive in risk identification, notification and management.

## **BENDIGO COMMUNITY HEALTH SERVICES**

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**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**

- Salary Packaging would be available to the successful applicant. (REMOVE IF CASUAL)
- BCHS’ Employee Assistance Program is available to employees and immediate family.
- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS has a commitment to environmental sustainability.

APPROVED