

# Position Description

Position Title	Podiatrist, Grade 2
Position Number	30003685
Division	Clinical Operations
Department	Outpatient Rehabilitation
Enterprise Agreement	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification Description	Podiatrist Grade 2
Classification Code	CM7 - CV8
Reports to	Manager, Outpatient Rehabilitation Services
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>

## Bendigo Health

With more than 5,000 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

## The Community and Continuing Care Division

The Community and Continuing Care Division provides a broad range of high-quality, person-centred care programs and services to consumers in inpatient, outpatient, and community settings. Each service within the division is designed to ensure holistic care and improve the overall well-being of our patients and communities.

The Community Services team is dedicated to enhancing the health and wellbeing outcomes of the communities in the Loddon Mallee with six regional offices. This team includes: Aged Care Assessment undertaken on behalf of My Aged Care; Community Allied Health; Community Care; Carer Support and Community Nursing & Home Care.

The Continuing Care team delivers high-quality services across the Loddon Mallee region including: Dental Care; Chronic Disease Management; Outpatient Rehabilitation; Support for People Transitioning Home; Diabetes Management and Geriatric Management and Assessment.

The Allied Health team provides comprehensive, high-quality care across the continuum, including expert services in: audiology, dietetics, exercise physiology, occupational therapy, physiotherapy, podiatry, psychology, social work, speech pathology and allied health assistants who work with these disciplines.

The Geriatric Medicine Team includes Geriatricians, Rehabilitation physicians, Palliative care physicians, registrars and junior medical staff. The Team work across inpatients, outpatients and home settings.

In addition, the Community and Continuing Care Division holds the professional portfolio of Chief Allied Health Officer. The Chief Allied Health Officer and allied health discipline managers provide professional governance for all allied health across Bendigo Health.

## The Outpatient Rehabilitation Team

The Outpatient Rehabilitation Services (OPRS) Team is located at the Clinical Service Campus and at the Stewart Cowen Community Rehabilitation Centre in Eaglehawk.

The Team provides specialist outpatient rehabilitation to children and adults in the Bendigo and Northern Victorian Region. Rehabilitation is time limited, goal orientated and aimed at maximising potential and quality of life and can be provided either in the centre or in the client's home.

Most clients receive a range of services including:

- Physiotherapy
- Occupational therapy
- Speech pathology
- Social work
- Nursing
- Medical
- Podiatry
- Psychology and neuropsychology
- Exercise physiology
- Dietetics

There are over 110 OPRS staff who work as multidisciplinary teams and are each operationally managed by a stream leader. There are 6 streams, with each stream comprising of differing clinics/areas of work.

## The Position

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

This position is within the High Risk Foot Clinic, but may on occasion also include a caseload of clients from other OPRS clinics. The position is 0.5FTE ongoing.

The High Risk Foot Clinic at ORPS is a specialised Podiatry Clinic focusing on treating complex wounds.

It is the only NADC accredited High Risk Foot Service in regional Victoria and provides our consumers with access to a range of specialised treatment and assessment modalities such as total contact casting, low frequency ultrasonic debridement, pressure guardian mapping, and negative pressure wound therapy.

Staff are expected to work a range of shifts rostered between 8am and 5.30pm. OPRS delivers services from the Anne Caudle Campus (John Lindell Rehabilitation Unit) and the Stewart Cowen site at Eaglehawk and staff may be rostered across both sites – however, the High Risk Foot Clinic runs from the John Lindell Rehabilitation Unit predominantly.

## Responsibilities and Accountabilities

### Key Responsibilities

- Provide client focussed assessment, treatment/intervention and consultative clinical services in cooperation with the multi-disciplinary team.
- Engage in clinical work that is guided by evidence based practice and in which outcomes are monitored and modifications made as required.
- Maintain timely, effective and professional oral and written communication at all levels within Bendigo Health (BH), and with external professional and organisations as required.
- Participation in care planning and case conferences for clients as appropriate.
- Actively participate in quality improvement activities to ensure effective planning, implementation and evaluation of actions both within the discipline department and a service environment.
- Supervision and direction of grade 1 staff, allied health assistants and students as required.
- Participate in team/departmental meetings and other organisational meetings as required.
- Participate in staff development and training as required.
- Maintain accurate records, statistics and reports as needed.

## Generic Responsibilities

**Code of Conduct** - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

**Compliance with policies and procedures** - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

**Occupational Health and Safety** - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

**Infection Control** - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

**Confidentiality** - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

**Quality Improvement** - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

**Diversity** – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## Key Selection Criteria

## Essential

1. A Degree in Podiatry or equivalent.
2. Ability to meet the requirements of the Bendigo Health Allied Health Credentialing and Professional Standards policy (and complete prior to commencement).
1. Demonstrated experience, skills and ability to provide clinical consultancy in a range of podiatry streams / areas.
2. Experience in the assessment and management of clients with high risk foot pathologies within a multidisciplinary care setting.

## Desirable

3. Ability to provide an effective, efficient high quality podiatry service based on clinical prioritisation.
4. Ability to undertake and provide high quality student supervision and teaching, while ensuring optimal clinical service delivery and patient care.
5. Ability to support, develop and supervise junior staff as required.
6. Demonstrated experience working in an interdisciplinary team
7. Demonstrated ability in excellent customer service, to both internal and external customers.

## Mandatory Requirements

**National Police Record Check** A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

**Immunisation** As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

**Registration with Professional Regulatory Body or relevant Professional Association** For example, AHPRA, AHRI, RACS etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*