

Position Description

Position Title	Podiatrist – Grade 1
Position Number	30003685
Division	Community and Continuing Care
Department	Outpatient Rehabilitation
Enterprise Agreement	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification Description	Grade 1 Podiatrist
Classification Code	CM3-CM6
Reports to	Manager, Outpatient Rehabilitation Services
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

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 0.6FTE ongoing.

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

It is an 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 Clinical Service campus and the Stewart Cowen site at Eaglehawk and staff may be rostered across both sites – however, the High Risk Foot Clinic runs from the clinical service campus predominantly.

Responsibilities and Accountabilities

Key Responsibilities	Demonstrated by
1. Provision of care	<ul style="list-style-type: none"> • Work independently within approved scope of practice to provide safe, evidence-based care according to organisational policies and protocols, taking responsibility for the quality of care at point of care within scope of practice • Use clinical reasoning to ensure timely and responsive management of referrals and waitlists and support the fair distribution of workloads in collaboration with the team as required • Document in the medical history consistent with relevant Bendigo Health procedures and departmental requirements • Complete required program reporting and statistical records for client – related and other activities within specified timeframes • Consult with or escalate concerns, risks, clinical complexity and barriers to supervisor and senior staff • Demonstrate sound knowledge and sensitivity to ethical and cultural issues and vulnerable population groups and integrate this into practice-
2. Collaborative practice	<ul style="list-style-type: none"> • Work collaboratively with clients, their families and other stakeholders to establish a client focused multidisciplinary management plan, consistent with professional standards of practice and evidenced based practice • Work collaboratively with the multidisciplinary team to deliver safe client-focused care, liaising with health professionals and agencies internal and external to Bendigo Health regarding clinical management where necessary • Provide clinical handover to ensure client care is maintained • Facilitate the smooth transition of clients through the health care system, collaborating and liaising with relevant services to ensure continuity of care for individual clients and their families.
3. Quality, innovation and improvement	Innovation and change <ul style="list-style-type: none"> • Work with clients and colleagues to develop practical and creative solutions to workplace problems

	<ul style="list-style-type: none"> • Contribute to an innovative and evidence based approach to Allied Health service delivery by recognising areas for improvement, and suggesting new ways of working to improve team functioning and effectiveness. <p>Quality improvement and research</p> <ul style="list-style-type: none"> • Contribute to the attainment and sharing of professional clinical expertise through the participation in quality and/or research activities as directed and supported by senior clinician/clinical supervisor/manager • Contribute to translating evidence into practice, through identifying clinical practice gaps, implementing and evaluating evidence based care • Assist in the development of relevant department business and quality plans, policies and protocols, informed by best available evidence, data analysis and client feedback. <p>Safety and risk management</p> <ul style="list-style-type: none"> • Carry out compliance and improvement against the key elements of quality, safety and accreditation requirements as directed • Observe safe working practices and as far as able, protect own and others' health and safety • Contribute to quality and safety activities such as risk management, clinical audits and benchmarking auditing processes to ensure consistency with Bendigo Health procedures and departmental requirements.
<p>4. Professional conduct</p>	<ul style="list-style-type: none"> • Demonstrate effective oral and written communication skills • Recognise issues that may lead to conflict, constructively addressing issues as they arise, and escalate for advice and resolution, in line with Bendigo Health procedures and values • Display professionalism and well-developed interpersonal skills • Demonstrate understanding of own personal and professional limitations and escalate as required • Adhere to profession specific standards of professional practice • Actively participate in relevant meetings, working parties and portfolios as required • Work with operational and professional managers, or their delegates, to ensure that adequate time is allocated for non-clinical responsibilities such as participating in clinical supervision, education, quality improvement and research, delegated portfolios, and attendance at meetings and committees.
<p>5. Learning and Development</p>	<ul style="list-style-type: none"> • Work with students and other allied health clinicians (such as Allied Health Assistants) with guidance from senior clinicians/clinical supervisor as required • Participate in clinical supervision in accordance with the Allied Health Clinical Supervision protocol • Demonstrate a commitment to lifelong learning and evidence based practice through participating in professional development for self and supporting the knowledge and skill development of other professional groups, with guidance from senior staff as required

	<ul style="list-style-type: none"> • Reflect on clinical practice to identify strengths and learning areas requiring further development • Complete all mandatory and required training and professional development requirements.
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Required Capabilities for Allied Health

Further to the key responsibilities outlined in this position description, Allied Health staff are required to demonstrate the capabilities outlined in the Bendigo Health Allied Health Grade Level Capabilities.

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).
3. Demonstrate at least one-year experience in podiatry or experience in a High-Risk Foot Clinic

Desirable

1. Demonstrated experience working in an interdisciplinary team
2. Demonstrated ability in excellent customer service, to both internal and external customers.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.

- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

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.