**POSITION DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Podiatrist</th>
<th>Classification</th>
<th>AHP1</th>
<th>Position Number</th>
<th>WHO143</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region</td>
<td>Country Health SA (CHSA)</td>
<td>Term</td>
<td>Permanent</td>
<td>Position Created</td>
<td></td>
</tr>
<tr>
<td>Area</td>
<td>Whyalla Eastern Eyre &amp; Far North Cluster</td>
<td>FTE</td>
<td>Full Time)</td>
<td>Last Updated</td>
<td>05 08 2010</td>
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</table>

**Broad Purpose of the Position**

Under the direct supervision of the Clinical Coordinator- Podiatry the incumbent will contribute to the delivery of a comprehensive and integrated range of health services, appropriate to the needs of the Whyalla community and other regional Health Units of the Upper Eyre Peninsula. To achieve this, the Podiatrist works as a member of a multi-disciplinary team, including health professionals and service providers from other sectors, and utilises a combination of preventative, early intervention, treatment / therapy and evaluation approaches.

**Qualifications**

Must hold a recognised qualification within the Podiatry profession, and be eligible for, have and maintain current General Registration with the Podiatry Board of Australia.

**Key Relationships**

- Receives line supervision from Team Leader- Orthotics, Prosthetics & Podiatry Team
- Works under Clinical Supervision and direction from in accordance with the CHSA Allied Health Clinical Support Framework.
- Draws on multi-professional clinical networks for support in specialty areas of service delivery.
- Works within a multi-disciplinary team framework, in collaboration with other health professionals, service providers and the community.
- May be required to temporarily fulfill a higher position, appropriate to the incumbent’s skills and capacity.

**Special Conditions**

- A current driver’s license is essential, as is a willingness to drive on country roads and travel in light aircraft as required. Intra state travel will be required; interstate travel may be required.
- Flexibility and some out of hours work may be required.
- This position is subject to the receipt of a cleared criminal history check through the Screening and Licensing Branch of Department of Families and Communities, in accordance with current Country Health SA Hospital Inc. procedure and every three years thereafter.

**Key Result Areas**

1. **Technical Skills and Application**
   1.1 Provide a broad range of clinical services, selecting, adopting and applying methods, procedures and standards which are generally well established and straightforward.
   1.2 Exercise professional judgment within prescribed areas, with support from a senior professional to verify methods and results.
   1.3 Provide straightforward clinical services, including one-on-one, group and health promotion activities.
   1.4 Manage and prioritise personal workload.

2. **Personal and**
   2.1 Operate under direct supervision (which will decrease as experience increases), and

**Specific or Local Requirements**

- Provision of a high quality, comprehensive assessment, diagnostic, treatment and education service in accordance to recognised standards of practice.
- Provision of services in accordance with the Podiatry Practice Act 2005.
- Client care and Health Promotion activities to Whyalla Hospital and Health Services inpatients and outpatients.
- Visiting services to towns and communities on the Upper Eyre Peninsula as part of the Outreach program.
- [Seek and accept clinical advice, mentorship]
## Professional Development

2.2 Display a commitment to continuous personal and professional development by:
   a. Attending all mandatory training and actively pursuing other training and development as required.
   b. Applying reflective practice skills.
   c. Utilising the support of mentors and peers.
   d. Actively participating in the professional development and review (PDR) process.

2.3 Contribute to the development of knowledge of effective practice through research, evaluation of services and information sharing with peers.

2.4 With at least 12 months post-graduate experience, may be required to review aspects of the work of peers, provide professional advice to more recently employed allied health professionals, and contribute to the supervision of students and allied health assistants.

### Professional Development (continued)

- Draw on support from experienced peers of diverse professional backgrounds and/or managers as required.
- Display a commitment to continuous personal and professional development by:
  1. Attending all mandatory training and actively pursuing other training and development as required.
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## Client / Customer Service

3.1 Treat all clients with respect, be responsive to their needs, and act on opportunities to improve the quality of customer service in your operational area.

3.2 Promote cultural safety by valuing & promoting the cultural needs of the community.

3.3 Apply client-centred practice and community engagement principles in the provision of services, ensuring clients are meaningfully involved in all aspects of their care.

### Client / Customer Service (continued)

- Treat all clients with respect, be responsive to their needs, and act on opportunities to improve the quality of customer service in your operational area.
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## Administration and Documentation

4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics.

4.2 Contribute to the efficient and effective use of materials and resources.

4.3 Prepare reports which incorporate recommendations on straightforward operations.

4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems (including Quality Risk & Safety [QRS], Adequate Records Management [ARM] and Client Management Engine [CME]).

4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role.

4.6 May be required to undertake projects or assignments of limited scope and complexity, or contribute to a minor phase of a broader / more complex project.

### Administration and Documentation (continued)

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## Teamwork and Communication

5.1 Participate in service planning to improve the effectiveness, efficiency, equitable distribution and evidence-based nature of CHSA services.

5.2 Promote service integration through the development of active collaborative partnerships with relevant agencies and individuals.

5.3 Work positively within a team, develop effective working relationships and contribute constructively to achieving team goals.

5.4 Communicate effectively with a range of people (both verbally and in writing).

5.5 Work in accordance with CHSA's vision, mission, strategic priorities and values.

### Teamwork and Communication (continued)

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### Additional Information

- Develop and maintain inter and intra-professional clinical networks within the Whyalla Eastern Eyre & Far North Cluster CHSA and South Australia, actively sharing and seeking out knowledge of effective practice.
- Participate in the CHSA Podiatry Network.
- With experience, provide support to peers and contribute to the support of work experience students / allied health assistants.
- Commitment to personal professional development and the promotion of the Podiatry profession.

### Additional Information (continued)

- Commitment to delivery of high quality care to clients with a focus on Early Intervention and Primary Health care.
- Develop and enhance understanding of the local indigenous communities and issues of cultural, health and well-being importance for them.
- Development and timely completion of reports or other administrative tasks as directed by the Team Leader.
- Work as a member of the multi-disciplinary Orthotics- Podiatry Team, other Teams within Whyalla Hospital and Health Services, other Health Units and services within the cluster and Outreach Service area.
- Attend and actively participate in Team, Podiatry Service, Regional Podiatry and statewide CHSA meetings.
### Continuous Improvement

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<tr>
<td><strong>6.1</strong></td>
<td>Contribute to Quality Improvement programs and other organisational activities required to meet Service / Accreditation standards.</td>
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<td><strong>6.2</strong></td>
<td>Contribute to the ongoing monitoring, evaluation and review of services.</td>
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<td><strong>6.3</strong></td>
<td>Proactively respond to client complaints and feedback.</td>
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<td><strong>6.4</strong></td>
<td>Contribute to discipline-specific and trans-professional research and service development, through data collection, collation, analysis and the development of recommendations on basic operations.</td>
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<td><strong>6.5</strong></td>
<td>Complying with the Code of Ethics for Public Sector Employees.</td>
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<td><strong>6.6</strong></td>
<td>Active participation in CHSA and local Clinical Support programs.</td>
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<td><strong>6.7</strong></td>
<td>Contribute to the ongoing review, development and evaluation of the effectiveness of Podiatry services in Whyalla Eastern Eyre &amp; Far North Cluster</td>
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<td><strong>6.8</strong></td>
<td>Develop and consolidate knowledge and skill set in priority areas of high risk, diabetes / wound management and primary health care.</td>
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<td><strong>6.9</strong></td>
<td>Active participation in health service / clinical service reviews and service improvement activities. E.g. EQuIP / Accreditation</td>
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<thead>
<tr>
<th>Approved by Authorised Officer</th>
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<th>Accepted by Incumbent</th>
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To apply for the position, you will need to provide:

1. A current Curriculum Vitae (CV), outlining your relevant qualifications, work experience and contact details of 3 professional referees
2. A cover letter, including:
   - Title of the position and vacancy reference number (from advertisement)
   - Outline of your reasons for applying for the position
   - Brief summary of your ability to fulfil the role:
     - Please address each of the 6 Key Result Areas (KRA) separately, using dot points. Refer to the table below for some suggestions of the type of information you may like to include.
     - You do not need to address the selection criteria individually in your written application. These may be used to assess your suitability for the role during the merit-based selection process.
     - Keep it brief – no more than 2 pages

Please forward your application by the due date, as per the details outlined in the job advertisement.

### Key Result Area Selection Criteria (suggestions of information to include in your application)

<table>
<thead>
<tr>
<th>Key Result Area</th>
<th>Selection Criteria</th>
</tr>
</thead>
</table>
| 1. Technical Skills and Application | a) Your professional qualifications, professional association membership and registration status (if relevant) - refer page 1 for minimum qualification requirements  
   b) Professional experience relevant to this role:  
      - Outline scope and nature of previous professional roles  
      - Previous involvement in Podiatric practice and service management (may include student clinical placement, professional or volunteer service delivery.)  
      - Detail skills and experience demonstrating an understanding of Podiatric service delivery and / or experience in living and working in regional or remote communities.  
      - Examples of competency in applying primary health care principles  
      - Experience in working in a health or aged care facility  
   c) Examples of other skills, knowledge or experiences that demonstrate your suitability for the role.  
      - e.g.: creativity, resourcefulness, flexibility, adaptability, problem solving skills |
| 2. Personal & professional development | a) Outline your understanding and the important role of reflective practice, and proactive development of self and others. May include reference to training or additional qualifications of relevance to this role.  
   b) Explain on how you envisage this position to be an integral component of your professional progression.  
   c) Highlight special measures you have undertaken to enhance your personal and professional development. |
| 3. Client / Customer Service | a) Knowledge of CHSA services, priorities and strategic directions  
   b) Previous experience & skills in community engagement, client-centred practice and cultural competency |
| 4. Administration & Documentation | a) Highlight relevant skills, experience or training. Include reference to specific systems or software programs if relevant. |
| 5. Teamwork and Communication | a) Outline your communication and team work skills, with examples  
   b) Examples of your ability to contribute to an effective team, including working with diverse health professionals, the community and service providers from other agencies. |
| 6. Continuous Improvement | a) Describe how your concept of quality improvement, service evaluation and research relates to your understanding of how these concepts would contribute to continuous improvement |