

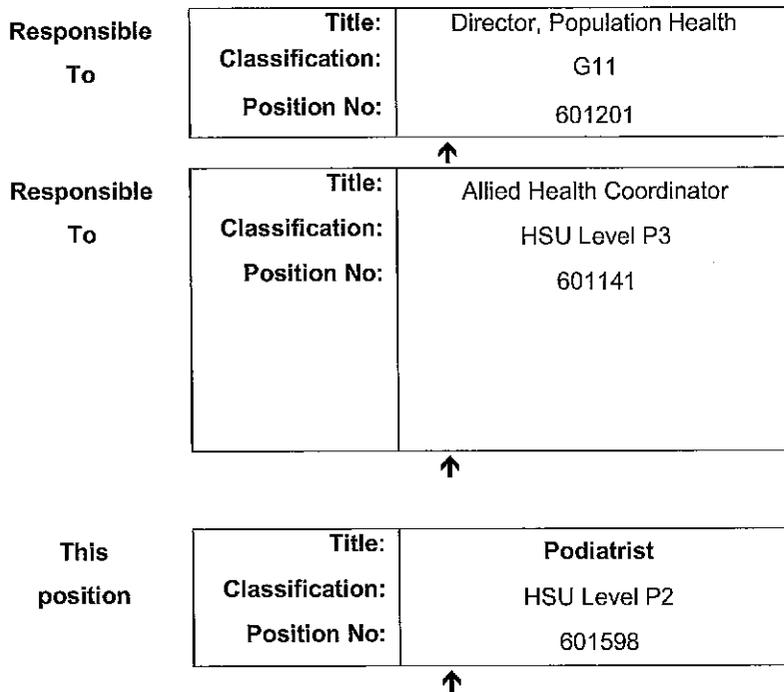


## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>GOLDFIELDS</b>		<b>Position No:</b>	601598
<b>Division:</b>	Population Health	<b>Title:</b>	<b>Podiatrist</b>
<b>Branch:</b>	Allied Health	<b>Classification:</b>	HSU Level - P2
<b>Section:</b>	Kalgoorlie	<b>Award/Agreement</b>	WA Health – HSU Award 2006 and Health Services Union – WA Health State Industrial Agreement 2011.

### Section 2 – POSITION RELATIONSHIPS



#### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
Audiologist
Dietitian
Senior Occupational Therapist
Senior Adult Physiotherapist
Community Physiotherapist
Senior Paediatric Physiotherapist
Senior Social Worker
Senior Speech Pathologist
Allied Health Assistants

Positions under direct supervision:	← Other positions under control:		
Position No.	Title	Category	Number

### Section 3 – KEY RESPONSIBILITIES

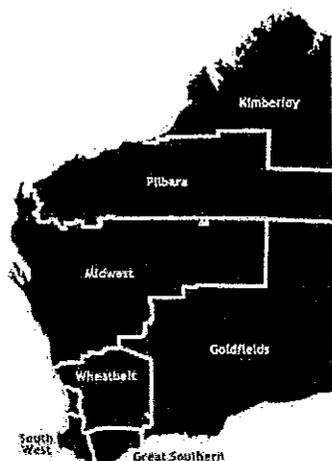
Plans, implements and evaluates effective, efficient and quality Podiatry services and health promotion programs for communities in the north of the Goldfields region in line with the principles of primary health.

**GOLDFIELDS**

1 4 MAR 2012

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Job Description Form**

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Indigenous health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

## OUR PURPOSE

Working together for a healthier country WA

## WHAT WE STAND FOR

***A fair share for country health*** – securing a fair share of resources and being accountable for their use.

***Service delivery according to need*** – Improving access based on need and improving health outcomes.

***Closing the gap to improve Aboriginal health*** – Improving the health of Aboriginal people.

***Workforce stability and excellence*** – Building a skilled workforce and a supportive workplace.

## OUR VALUES

***Community*** - country hospitality, where there is openness, generosity and cooperation. Building healthy and empowered communities and teams, being inclusive, working together, valuing each other and the difference we can all make. A 'can-do' attitude.

***Compassion*** - commitment to caring for others with consideration, appreciation, understanding, empathy, kindness and respect. Listening and being heard.

***Quality*** - always striving to provide the best possible care and service through questioning and review, high standards, innovation, creativity, learning and improving. All of us being part of the solution.

***Integrity*** - building trust based on openness, honesty, accountability and valuing and respecting others opinions and points of view. Demonstrating the values. Respectful communication and relationship building. Being mindful of the legacy we hand on to future staff and communities.

***Justice*** - achieving equity and fairness, showing cultural respect, valuing and embracing diversity and respecting confidentiality. Treating everyone equally. Speaking up when there is injustice. Transparency.

WA Country Health Service  
GOLDFIELDS

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**Section 4 – STATEMENT OF DUTIES**

Duty No.	Details	Freq.	%
<b>1</b>	<b>CLINICAL</b>		<b>80%</b>
1.1	Plans, implements and evaluates Podiatry services and health promotion programs to communities in the north of the Goldfields in collaboration with the Population Health Team, Multi-Purpose Service sites, Kalgoorlie Hospital and other health providers.	R	
1.2	Undertakes the assessment, diagnosis, treatment and review of Podiatry outpatients and inpatients in line with client prioritisation protocols, multidisciplinary approaches, a primary health care philosophy, the development of self-care and personal responsibility for health and best practice clinical guidelines.	D	
1.3	Plans, implements and evaluates individual and group Podiatry programs, including health promotion and education and early intervention.	W	
1.4	Undertakes screening of clients with diabetes.	W	
1.5	Plans, implements and evaluates education programs for health professionals.	R	
1.6	Prescribes and modifies accommodative and functional orthotic devices.	W	
1.7	Acts as a clinical consultant to health staff for podiatry and clinical governance issues.		
<b>2</b>	<b>ADMINISTRATION AND POLICY</b>		<b>20%</b>
2.1	Allocates time and duties according to assessment of priorities.	D	
2.2	Regularly reports on services and activities to Management within Population Health.	M	
2.3	Maintains up-to-date Podiatry records and patient notes.	D	
2.4	Maintains HCARE statistics in a timely manner.	M	
2.5	Maintains equipment requisition, replacement and maintenance within available funding.	R	
2.6	Actively participates in the Population Health Team within the Goldfields region in providing a comprehensive, integrated service.	R	
2.7	Regularly advises management within Population Health of the efficiency and effectiveness of service delivery.	R	
2.8	Attend professional, health service and unit meetings both internal and external to the organisation as required.	R	
2.9	Participate in performance development.	R	
2.10	Maintain departmental manuals, policies and procedures.	R	
2.11	Regularly participate in quality improvement activities.	A	
2.12	Maintains professional knowledge and skills by attending and participating in continuing education and professional development activities.	R	
2.13	Participates in the future planning of services in consultation with key stakeholders internal and external of Goldfields.	R	
2.14	Participates in approved pilot programs and research opportunities.	R	
2.15	Supervision of students on placement within the Goldfields region.	R	
<b>3</b>	<b>OTHER</b>		
3.1	Other duties as directed.	R	
The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course			

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**Section 5 – SELECTION CRITERIA**

**ESSENTIAL**

1. Tertiary qualification in Podiatry and eligible for registration by the Podiatry Board of Australia.
2. Significant experience in the assessment, diagnosis and management of a wide range of podiatry conditions in adults and children, including diabetes.
3. Demonstrated experience in planning, implementing and evaluating podiatry services based on primary health care principles and strategies.
4. Demonstrated ability to work within a multi-disciplinary team and as an individual within a team.
5. Highly developed communication (written and verbal), interpersonal and negotiation skills.
6. Demonstrated time management and organisational skills.
7. Ability to work with clients from various cultural backgrounds.
8. Knowledge of and commitment to the principles of primary health care.
9. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health and the Aboriginal Cultural Respect Framework, and how these impact on employment and service delivery.

**DESIRABLE**

1. Knowledge of the principles of health promotion.
2. Commitment to quality improvement.
3. Experience within a rural setting.

**Section 6 – APPOINTMENT FACTORS**

Location	Kalgoorlie	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> <li>• Evidence of current registration by the Podiatry Board of Australia must be provided prior to commencement.</li> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Evidence of current Working With Children Check</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Current C Class drivers licence</li> </ul> Allowances <ul style="list-style-type: none"> <li>• District Allowance as applicable</li> </ul>		
Specialised equipment operated			

**Section 7 – CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Director

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Regional Director

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

