



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		Position No:	601598
Division:	Population Health	Title:	Podiatrist
Branch:	Kalgoorlie	Classification:	HSO Level P2
Section:	Allied Health	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Director Population Health
	Classification:	HSO Level G11
	Position No:	601201



Responsible To	Title:	Manager Allied Health
	Classification:	HSO Level P3
	Position No:	601141



This position	Title:	Podiatrist
	Classification:	HSO Level P2
	Position No:	601598



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>
601140 – Senior Physiotherapist
601153 – Senior Audiologist
601155 – Senior Speech Pathologist
601157 – Senior Social Worker
601160 – Senior Occupational Therapist
601495 – Senior Physiotherapist
613323 – Senior Physiotherapist
615050 - Physiotherapist
615096 – Coordinator Sub Acute Care
615813 – Clerical Assistant
601188 – Coordinator Dietetics
601485 – Allied Health Assistant



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.

**WA Country Health Service –
 GOLDFIELDS**

4 December 2019

**REGISTERED
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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 over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare

OUR STRATEGIC PRIORITIES

Caring for our patients - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

Addressing disadvantage and inequity - Delivering focussed and accessible services for those who need it most

Building healthy, thriving communities - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

Delivering value and sustainability - Ensuring that the services we provide are sustainable and we are transparent about our performance

Enabling our staff - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

Leading innovation and technology - Embracing innovation and technology to create a safer, more connected and equitable health system

Collaborating with our partners - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

Community – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	CLINICAL		80
1.1	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.		
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.		
1.3	Plans, implements and evaluates individual and group Podiatry programs, including health promotion and education and early intervention.		
1.4	Undertakes screening of clients with diabetes.		
1.5	Plans, implements and evaluates education programs for health professionals.		
1.6	Prescribes and modifies accommodative and functional orthotic devices.		
1.7	Acts as a clinical consultant to health staff for podiatry and clinical governance issues.		
2.0	ADMINISTRATION AND POLICY		20
2.1	Allocates time and duties according to assessment of priorities.		
2.2	Regularly reports on services and activities to Management within Population Health.		
2.3	Maintains up-to-date Podiatry records and patient notes.		
2.4	Maintains HCARE statistics in a timely manner.		
2.5	Maintains equipment requisition, replacement and maintenance within available funding.		
2.6	Actively participates in the Population Health Team within the Goldfields region in providing a comprehensive, integrated service.		
2.7	Regularly advises management within Population Health of the efficiency and effectiveness of service delivery.		
2.8	Attend professional, health service and unit meetings both internal and external to the organisation as required.		
2.9	Participate in performance development.		
2.10	Maintain departmental manuals, policies and procedures.		
2.11	Regularly participate in quality improvement activities.		
2.12	Maintains professional knowledge and skills by attending and participating in continuing education and professional development activities.		
2.13	Participates in the future planning of services in consultation with key stakeholders internal and external of Goldfields.		
2.14	Participates in approved pilot programs and research opportunities.		
2.15	Supervision of students on placement within the Goldfields region.		
3.0	OTHER		
3.1	Other duties as directed.		
	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 of their duties.		



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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 how these impact on employment and service delivery.
10. Eligible for / or in possession of a current C or C-A Class drivers licence.

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"> • Evidence of current registration by the Podiatry Board of Australia must be provided prior to commencement • Provision of the minimum identity proofing requirements • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check • Successful Working With Children Check • Evidence of a current C or C-A Class drivers licence Allowances <ul style="list-style-type: none"> • District Allowance as applicable 		
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 Population Health

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

