



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

GREAT SOUTHERN		Position No:	007782
Division:	Albany Health Campus	Title:	Senior Podiatrist
Branch:	Hospital Allied Health	Classification:	HSO Level P-2
Section:		Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Operations Manager
	Classification:	HSO Level G-11
	Position No:	613109

Responsible To	Title:	Coordinator Allied Health
	Classification:	HSO Level P-3
	Position No:	613822

This position	Title:	Senior Podiatrist
	Classification:	HSO Level P-2
	Position No:	007782

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>
005036 Clerical Officer HSO LG-2
005047 Senior Occupational Therapist HSO LP-2
005061 Senior Dietitian HSO LP-2
005386 Senior Social Worker HSO LP-2
007764 Senior Physiotherapist HSO LP-2
614787 Coordinator Stroke HSO LP-2
615122 Senior Speech Pathologist HSO LP-2

Positions under direct supervision:	Other positions under control:										
<table><tr><td>Position No.</td><td>Title</td><td>HSO LP-1</td></tr><tr><td>0061987</td><td>Podiatrist</td><td></td></tr></table>	Position No.	Title	HSO LP-1	0061987	Podiatrist		<table><tr><td>Category</td><td>Number</td></tr><tr><td></td><td></td></tr></table>	Category	Number		
Position No.	Title	HSO LP-1									
0061987	Podiatrist										
Category	Number										

Section 3 – KEY RESPONSIBILITIES

Assists with the planning of quality, comprehensive Podiatry services in the Great Southern region in accordance with primary health principles and service priorities.

**WA Country Health Service –
Great Southern**

31 August 2018

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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 PURPOSE – What we are here to do

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

OUR GUIDING PRINCIPLES

Consumers first in all we do Safe, high quality services and information at all times Care closer to home where safe and viable. Evidence based services

Partnerships and collaboration

OUR VALUES

Community – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1. CLINICAL		D	50
1.1	As a Senior member of staff, contribute to the strategic direction of the Health Service with regard to Podiatry and Multidisciplinary services.		
1.2	Coordinate the planning, development, implementation and evaluation of the Podiatry service.		
1.3	Provide advanced level clinical care for Podiatry clients and identify health issues and high risk groups requiring specific programs.		
1.4	Participate in inter professional and interagency collaboration for clients as appropriate.		
1.5	Report verbally and in writing to team members, other health professionals and external organisations as required.		
1.6	Deliver client centred care, building health literacy and promoting self-management.		
2. ADMINISTRATION/PROFESSIONAL		D/R	40
2.1	Provide supervision, allocate duties, facilitate performance management and mentor Podiatry and related staff.		
2.2	Provide consultancy and advice on best practice in Podiatry related issues to Medical, Nursing, Administrative, Primary Health, and other staff as appropriate.		
2.3	Support line manager to manage human, physical and budgetary resources relevant to Podiatry services.		
2.4	Lead and support practice evaluation and quality improvement initiatives related to Podiatry services.		
2.5	Liaise with universities and coordinate student placements and provide appropriate supervision and mentoring for students in clinical practicum.		
2.6	Coordinate recruitment and training initiatives and monitor Podiatry Human Resource Requirements.		
2.7	Maintain reliable documentation/record keeping and manage data and resources in accordance with departmental and professional clinical guidelines.		
2.8	Maintain and upgrade own professional skills (Clinical and Managerial), and support and facilitate skill development of others (Podiatry and related staff)		
2.9	Seek opportunities to undertake research/evaluation in areas to advance Podiatry professional practice.		
3. OTHER			10
3.1	Undertakes other duties as directed.		
The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to 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. Demonstrated extensive clinical experience and advanced level of skills and knowledge in current podiatry techniques including wound management, bio-mechanics, and orthotics in a high risk service
3. Demonstrated clinical leadership, quality improvement and governance skills in acute care Podiatry services and practice
4. Demonstrated high level of interpersonal, verbal and written communication skills, conflict resolution and negotiation skills
5. Demonstrated ability to function independently and as a member of a multidisciplinary team
6. Demonstrated use of Clinical Prioritisation strategies and time management skills
7. Current 'C' class drivers licence

DESIRABLE

1. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery
2. Experience in working in rural and/or remote settings and understanding of regional/rural service issues in the public health system
3. Possession of or working towards a relevant post graduate qualification

Section 6 – APPOINTMENT FACTORS

Location		Accommodation	As per WACHS Accommodation 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 • Completion of a 100 point identification check • Successful Criminal Record Screening clearance and Working With Children Check (WWCC) • Successful Pre- Placement Health Screening clearance • Current 'C' class drivers licence 		
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: ____/____/____
Manager

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

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