



North Metropolitan Health Service
Job Description Form

HSS Registered April 2019

Head of Department Podiatry
Health Salaried Officers Agreement : HSO Level P3
Position Number: 000267
Corporate Medical Services/Department of Podiatry
Sir Charles Gairdner Hospital/North Metropolitan Health Service

Reporting Relationships

Executive Director Medical Services
 Position Number: 001896



Director Allied Health
 HSO Level G11
 Position Number: 008147



This Position



← Also reporting to this supervisor:
 SCGH Occupational Therapy HOD
 SCGH Physiotherapy HOD
 SCGH Dietetics & Nutrition HOD
 SCGH Social Work HOD
 SCGH Speech Pathology HOD
 OPH Dietetics and Nutrition HOD
 OPH Occupational Therapy HOD
 OPH Physiotherapy HOD
 OPH Podiatry HOD
 OPH Social Work HOD
 OPH Speech Pathology HOD

Directly reporting to this position:	Other positions under control												
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Title</th> <th style="text-align: left;">Classification</th> <th style="text-align: left;">FTE</th> </tr> </thead> <tbody> <tr> <td>Senior Podiatrist</td> <td>HSO Level P2</td> <td>2.68</td> </tr> <tr> <td>Podiatrist</td> <td>HSO Level P1</td> <td>1.2</td> </tr> <tr> <td>Clinic Clerk</td> <td>HSO Level G2</td> <td>1.0</td> </tr> </tbody> </table>	Title	Classification	FTE	Senior Podiatrist	HSO Level P2	2.68	Podiatrist	HSO Level P1	1.2	Clinic Clerk	HSO Level G2	1.0	
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Senior Podiatrist	HSO Level P2	2.68											
Podiatrist	HSO Level P1	1.2											
Clinic Clerk	HSO Level G2	1.0											

Prime Function / Key Responsibilities

Responsible for the administration, direction, control, financial management and performance of the Department of Podiatry.

Brief Summary of Duties (in order of importance)

1. Management

- 1.1 Manage the activities of the Podiatry Department of Sir Charles Gairdner Hospital with end of line responsibility for ensuring the efficiency and effectiveness of service delivery.
- 1.2 Develop and implement policies and objectives for services, within the overall objectives of the hospital.
- 1.3 Monitor and report on all aspects of departmental performance including development and implementation of performance indicators.
- 1.4 Develop, maintain and evaluate quality programmes in the context of continuous quality improvement.
- 1.5 Manage allocated budgets.
- 1.6 Coordinate the acquisition of new equipment and ensure an effective maintenance programme for all equipment.
- 1.7 Promote excellence within the profession, consistent with the role and function of a teaching hospital.
- 1.8 Manage the process of change and conflict, with ability and willingness to do so at short notice and in a constructive manner.
- 1.9 Evaluate new techniques, products and modalities.
- 1.10 Other duties as directed.

2. Service Delivery

- 2.1 Participate in the normal and after-hours service provision requirements.
- 2.2 Manage a specialist caseload.

3. Teaching and Research

- 3.1 Participate and promote excellence in research; recruits enquiring minds.
- 3.2 Direct in-service education programmes for departmental and other staff.
- 3.3 Contribute to undergraduate/postgraduate teaching as consistent with the objectives of Sir Charles Gairdner Hospital

4. NMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Tertiary qualification in Podiatry and eligible for registration by the Podiatry Board of Australia.
2. Extensive clinical and management experience and demonstrated clinical and management competence.
3. Well-developed communication skills, both written and verbal.
4. Experience in the co-ordination of the activities of a podiatry service in a complex hospital environment.
5. Thorough knowledge of and experience in the development and management of Quality Improvement activities, service development and research.
6. Demonstrated understanding of and a commitment to the Sir Charles Gairdner and Osborne Park Health Care Group core values of accountability, compassion, continuous learning and teamwork.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Relevant post-graduate qualification.

Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by the Podiatry Board of Australia must be provided prior to commencement.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

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

Manager/Supervisor

Dept./Division Head

Position Occupant

Name:
Signature/HE:
Date:

Name:
Signature:
Date:

Name:
Signature:
Date:

Created on:
Last updated on: 09/04/2019
Registered by HSS