

Position Description

Podiatrist

Classification:	Grade 2 Podiatrist
Business unit/department:	Allied Health / Podiatry
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input checked="" type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
Employment type:	Parental Leave Cover
Hours per week:	38 hours
Reports to:	Grade 3 Senior Podiatrist & Podiatry Manager
Direct reports:	Grade 1 Podiatrists and AHA
Financial management:	Nil
Date:	20.11.25

Position purpose

The Grade 2 Podiatrist will work within a range of settings across Austin Health providing safe and effective evidence based clinical care to patients, their families and carers. Podiatry delivers clinical services to Inpatient and Ambulatory settings including the multi-disciplinary High Risk Foot Service.

This position will provide assessment, management and education to patients and their family, carers with acute and chronic foot ulceration, charcots neuropathy and other related conditions that places patients at risk of hospital admission, clinical deterioration and amputation. The Podiatrist will be required to work collaboratively within multidisciplinary teams and with our community partners for positive patient outcomes.

The Podiatrist will support Grade 1 Podiatry staff members, allied health assistants and students. They will support Grade 3 and 4 clinicians in clinical stream service delivery and assist in managing the prioritised workload. They will have opportunities to participate in departmental research projects. They will initiate and lead quality projects, whilst consolidating clinical skills and undertaking work relevant to their clinical area.

About the Directorate/Division/Department

This position is based within Austin Health's Podiatry Department. This department forms part of the Division of Allied Health, which comprises the following services:

- Allied Health therapies: Physiotherapy, Social Work, Speech Pathology, Occupational Therapy, Nutrition and Dietetics, Orthotics & Prosthetics, Podiatry, Clinical and Neuropsychology (Royal Talbot site) and Creative and Leisure Services
- Tracheostomy Review and Management Service
- Spiritual Care
- Language Services
- Ngarra Jarra (Aboriginal Health) Program
- Disability liaison Officers (DLO)

The Podiatry department is committed to promoting the highest levels of Podiatric service for our patients. In realising this goal, the department will lead and excel in research, teaching and the use of person centred evidence-based practice.

The Department provides services on all three campuses of Austin Health, across all Divisions. The department provides care across the continuum from the Emergency Department through bed based services and ongoing ambulatory care.

The clinician employed in this position is expected to travel across campus as required, and adopt a flexible approach to clinical caseload management and the provision of care during periods of planned and unplanned leave.

There are currently 3 streams that make up the Podiatry department and these are:

Acute Care- *Inpatient program*

Aged care & Rehabilitation- *Inpatient programs*

Outpatient- *High Risk foot Service, Chronic Wound Service and Podiatry Outpatients*

These streams are led by a Podiatry Manager, HRFS Clinical Coordinator and Grade 3 Podiatrist.

The department is focused on developing the professional body of knowledge and practice of staff (which is evidence based) in a range of areas to ensure high quality service provision. This is achieved through staff participating in ongoing training and professional development, professional supervision and performance review, research, quality improvement activities and undergraduate and / or post-graduate student teaching. The department has a continuing education, student and quality improvement strategy which is developed and operationalised through senior leadership forums and committees.

Position responsibilities

Role Specific:

Clinical Care

- Provide person centered and evidence-based clinical care to designated patient group(s) as determined by the Manager
- Demonstrate competence to assess clients, plan and implement appropriate intervention and discharge planning, ensuring optimal outcomes for Podiatry patients across the inpatient and continuing care settings



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- Demonstrate an interest and skill development in specialist areas of practice i.e Diabetes, High Risk foot, Acute Podiatry care and Wound management.
- Demonstrate commitment to involving clients and carers in shared decision making regarding their care
- Ability to negotiate agreed plans of action with patients, carers, and other allied/medical staff involved in patient care
- Provide appropriate and focused education to patients/clients and carer
- Understand and actively participate in interdisciplinary team functioning
- With support, understand and execute referral and escalation pathways relevant to the clinical area
- With support, acquire knowledge of relevant community resources, information and referral processes, and has the ability to apply this knowledge to clinical practice
- Foster and model a detailed understanding of culturally and linguistically diverse communities(CALD)
- Respond to referrals within agreed timeframes to meet service KPIs.
- Accept other duties as directed by Podiatry Manager and supervisors

Clinical leadership

- Provide and deliver professional support and education to other health care professionals, Grade 1 staff and undergraduate students.
- Models and practices negotiation and conflict resolution skills
- Demonstrate knowledge of wider organisational strategy, structure, stakeholders and goals
- Demonstrate knowledge of relevant wider professional activities, initiatives and system change
- Prioritise complex clinical load with assistance of a senior staff.
- Models professional & ethical standards

Report writing and administration

- Document in unit records for all patients according to Podiatry competency standards / hospital protocols and guidelines.
- Provide reports/ referrals to internal and external agencies as appropriate
- Utilise Austin Health clinical technologies and tools as per policies procedures and guidelines.
- Undertake departmental administration activities as directed.

Governance

- Be accountable to program manager and stream leaders in clinical work areas and well as the Podiatry manager and clinical supervisor.
- Attend and participate in relevant staff and/or service meetings including in-service sessions and case conference
- Comply with Podiatry, Allied Health and Organisational policies and procedures
- Evaluate services provided, strive for continual improvement and participate in quality assurance activities.
- Participate in the review and development of policy and procedure
- Compliance with mandatory training as per Austin Health Policy is a requirement of this role.
- Contribute to improving patient safety and maintaining Austin Health's accreditation status by



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being familiar with the National Safety and Quality Standards and Criteria; how these relate to your work

- Follow the guidelines provided in the Code of Conduct for staff of Austin Health.

Professional Development

- Participate in department performance appraisal, supervision and Professional Development Planning process as directed
- Participate in regular supervision with supervisor or Department Manager
- Undertake education and training to ensure clinical practice is current and evidence based

Information Management

- Record in patient medical files/Cerner according to policy/ procedure and Austin Health documentation standards
- Adhere to Austin Health's policies for use of Information Technology
- Adhere to patient confidentiality in line with Austin Health Policy
- Record accurate statistics as per policy and procedures

All Employees:

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub): <http://oppic/>
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks
- Comply with the Code of Conduct

Selection criteria

Essential:

- At least 3 years relevant clinical experience
- Demonstrated clinical skills and awareness of Podiatry clinical practices in relevant clinical area
- Demonstrated ability to approach challenging situations positively and proactively
- Demonstrated ability to work well in a team environment
- Demonstrated commitment to evidence-based practice and ability to translate research into practice
- Demonstrated ability to undertake and participate in professional supervision
- Demonstrated ability to participate in teaching and training of students and grade one staff
- Demonstrated awareness and participation in quality improvement processes within the department/organisation
- Demonstrated interpersonal skills that promote team engagement
- Demonstrated ability to prioritise tasks effectively to meet deadlines and an awareness of when to seek assistance if required.
- An ability to work autonomously, problem-solve and self-manage competing demands
- An ability to work under and participate in clinical and non-clinical supervision



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- High level written and verbal skills
- A commitment to Austin Health values: Our actions show we care, we bring our best, together we achieve and we shape the future.

Desirable but not essential:

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- Experience working at a tertiary health setting
- Experience in staff and student supervision
- Developing skills in research
- Current drivers license

Professional qualifications and registration requirements

Essential:

- Current registration with AHPRA
- Bachelor of Podiatry

Desirable:

- Endorsement of schedule medicines
- Relevant post graduate qualifications

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.



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General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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