

Position Description

Podiatrist

Classification:	Grade 3 Podiatrist
Business unit/department:	Allied Health / Podiatry
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☒ Other ☐ (please specify)
Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
Employment type:	Part-Time
	Permanent ongoing
Hours per week:	24 hours p/w
Reports to:	Podiatry Manager
Direct reports:	Grade 1 & 2 Podiatrists and AHA
Financial management:	Nil
Date:	7.9.26

Position purpose

The Grade 3 Podiatrist will work within the Inpatient and Outpatient Podiatry & High-Risk Foot Service streams delivering safe and effective evidence based clinical care for patients.

This position provides assessment, management and education to patients with acute and chronic foot ulceration, charcots neuroarthropathy and other related foot conditions that places patients at risk of hospital admission, clinical deterioration and amputation. The Grade 3 Podiatrist will be required to work collaboratively and provide leadership within the multidisciplinary team for positive patient outcomes.

This position will be recognised for executing highly developed clinical skills and knowledge by peers and colleagues both internal and external to the profession and will motivate and inspire others. As a leader in the area, they are expected to have a currency of professional knowledge and skills that

support patient care at the highest level.

The Podiatrist will support, teach and train Grade 1 & 2 Podiatry staff members, assistants, administration and students. They will support the Podiatry manager in delivering high quality services to the clinical stream and manage the workload allocation. They will lead quality projects and undertake work which requires special knowledge or depth of expertise.

The Podiatrist may be required to undertake clinical tasks as directed by the Podiatry manager to support the delivery of safe and timely care across the department.

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.



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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 highly developed competence to assess clients, plan and implement appropriate intervention and discharge planning, ensuring optimal outcomes for patients across the inpatient and continuing care settings
- Demonstrates a history of knowledge and skill development in specialist areas of practice i.e Diabetes, High Risk foot, Acute Podiatry care and Wound management.
- Integrates evidence based practice into clinical work
- Acts as a consultant to others regarding clinical practice
- Ensures management provided by patients and their direct reports is targeted and commitment to involving clients and carers in shared decision making regarding their care
- Supports Podiatry staff and negotiates agreed plans of action with patients, carer, and other medical staff involved in a patient care
- Provides appropriate and focused education to patients/clients and carer
- Understands and fosters positive interdisciplinary team functioning
- Knowledge of relevant community resources, information and referral processes, and applied this knowledge to clinical practice
- Fosters and models a detailed understanding of culturally and linguistically diverse communities (CALD)
- Respond to referrals within agreed timeframes to meet service KPIs
- Prioritises complex clinical caseloads ensuring patients receive the best care possible with available resources
- Meets and understands clinical and program requirements such as funding and activity performance indicators
- Accepts other duties as directed by Podiatry Manager

Clinical leadership

- Demonstrates leadership to provide excellence in patient care over areas of responsibility
- Supervise, provide guidance and professional development of Podiatry staff within their designated area in line with performance appraisal processes and strategic objectives of the department and organization.
- Ensure that all staff in the designated area have an annual Performance Review and Development Plan (PRD)
- Provides and leads professional supervision and education to junior staff, undergraduate students and assistants.
- Models and practices highly developed negotiation and conflict resolution skills
- Support the Manager to ensure the work of the department and Podiatrists is effective and evidence based through evaluation of services and outcomes
- Build and maintain effective stakeholder relationships for positive patient outcomes



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- Work collaboratively with the Podiatry Manager, other allied health and stakeholders to ensure the Podiatry Department is addressing relevant workforce and clinical issues
- Contribute to the strategic planning and development of the Podiatry workforce
- Represent the area of responsibility at relevant Austin Health forums and meetings as required
- Demonstrates knowledge of wider organisational strategy, structure and goals
- Demonstrate knowledge of relevant wider professional activities, initiatives and system change
- Prioritise complex clinical load independently.
- 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 external agencies as appropriate
- Utilise Austin Health clinical technologies and tools as per policies procedures and guidelines.
- Undertake departmental administration activities as directed.

Quality and Risk

- Ensure compliance with mandatory training requirements of self and others
- Develop, implement and monitor goals and objectives, policies and improvement projects regarding clinical practices, service delivery and administration of clinical services
- Provide ongoing analysis, review and evaluation of the services provided to patients
- Lead the quality improvement program in the designated area of responsibility and continuously evaluate the quality and outcomes of service design and intervention
- Actively participate in the ongoing identification, assessment, treatment and prevention of risks
- Undertake activities and audits to support compliance with the national standards

Governance

- Participate in the development of, and attend, Podiatry/HRFS staff meetings and in-service sessions
- Comply with Podiatry, Allied Health and Organisational policies and procedures
- Evaluate services provided, strive for continual improvement and participate in quality assurance activities.
- Lead 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 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 clinical lead/clinician or Manager



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- Undertake education and training to ensure clinical practice is current and evidence based
- Initiate and co-ordinate education and training to Podiatry professionals, students and other staff both within the organization and externally, where appropriate on issues pertaining to Podiatry and High Risk Foot management

Information Management

- Ensure appropriate dispersion of information to staff
- 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
- Meet activity and reporting timelines for projects, team and committee work
- 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.
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments.
- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality & 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 centred care.
- Comply with requirements of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- Comply with Austin Health mandatory training and continuing professional development requirements.
- Work across multiple sites as per work requirements and/or directed by management.

People Management Roles:

- Maintain an understanding of individual responsibility for safety, quality & risk and actively contribute to organisational quality and safety initiatives
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs
- Support staff under management to comply with policies, procedures and mandatory training and continuing professional development requirements

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

People Management Roles:



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- Ensure clear accountability for quality and safety within the department
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs; ensure the risk management system is functional
- Be aware of and comply with the core education, training and development policy.

Selection criteria

Essential:

- Demonstrated leadership abilities, a desire to professionally lead, inspire and develop others
- Extensive clinical knowledge and experience in relevant clinical area (i.e diabetes, wound management and high risk foot)
- Demonstrated skills in assessment and management specifically in patients with complex care needs
- Demonstrated history and commitment to ongoing professional development and specialisation
- Understanding of theoretical frameworks that inform Podiatry practice in a clinical tertiary hospital setting
- Demonstrated interpersonal skills and an ability to approach challenging situations positively and proactively
- Ability to work well in a multi-disciplinary team environment and promote engagement
- Demonstrated ability to provide professional supervision
- Demonstrated ability to participate in teaching and training of students and junior staff
- Demonstrated history and commitment to quality improvement. Able to undertake quality improvement work, research activity, develop guidelines and procedures within the department/organisation
- An ability to work autonomously, problem-solving and self-manage competing demands
- A commitment to Austin Health values: Our actions show we care, we bring our best, together we achieve, and we shape the future.
- Current driver's license

Desirable but not essential:

- Developing skills in research
- Current drivers license
- Relevant post graduate qualifications
- Endorsement for scheduled medicines

Professional qualifications and registration requirements

- Bachelor of Podiatry or equivalent
- Current registration with AHPRA
- At least 5 years of relevant clinical experience

Quality, safety and risk – all roles

All Austin Health employees are required to:



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- 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.

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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