

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Senior Community Podiatrist
<b>Position Number:</b>	513617
<b>Classification:</b>	Allied Health Professional Level 3
<b>Award/Agreement:</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Group/Section:</b>	Hospitals North- Primary Health Services
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	North
<b>Reports to:</b>	Manager, Podiatry North
<b>Effective Date:</b>	April 2024
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Tertiary qualification/program of study approved by the Podiatry Board of Australia</p> <p>Registered with the Podiatry Board of Australia</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
<b>Desirable Requirements:</b>	<p>Current Driver's Licence</p> <p>Five or more years clinical podiatry experience or demonstrated ability to work in a senior position.</p>
<b>Position Features:</b>	The Podiatry North team is based in Launceston with community services being delivered at this site and the occupant of this position will also be required to travel as directed by the Podiatry Manager to community health centres in

North Tasmania such as; St Helens, St Marys, Scottsdale, George Town, Campbell Town, Beaconsfield or Deloraine

*NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.*

## Primary Purpose:

Provide a high standard of podiatric service to patients in the Northern District.

Work within a multidisciplinary team to build on community capacity for enhancing the health of individuals, groups and the community.

As a member of Podiatry North provide support to an integrated podiatry/foot health service.

## Duties:

1. Assess the podiatry needs of the population, especially those of vulnerable groups such as the frail aged especially those under the commonwealth Home support Program.
2. Plan, implement and evaluate community-based programs that address the podiatric needs of the population.
3. Work as part of a multidisciplinary team to deliver flexible primary health care programs, in response to identified local needs.
4. Participate in staff meetings, professional development, quality assurance and relevant research projects as required.
5. Ensure all clinical practice complies with work health and safety policies and procedures and ensure a safe working environment.
6. In conjunction with the Manager, Podiatry North, contribute to the formulation of objectives, policies and priorities.
7. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
8. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

- Exercise a high degree of independent professional judgment in the resolution of complex technical or critical professional problems. The Manager, Podiatry North will provide general supervision.
- Act as a consultant in the area of podiatry.
- Based on assessed need, develop unique programs to address highlighted health and well-being issues.
- Acting as a podiatry consultant and resource person for patients, community groups and other health professionals.

- Delegating and monitoring clinical tasks performed by podiatry assistants and students to ensure they are delivered in a safe and effective manner.
- Contributing to the development of clinical practices, procedures and guidelines that support delivery of best practice clinical care.
- Providing leadership in identifying, developing and implementing areas of research and quality improvement activities.
- Attending, participating and contributing to clinical, senior team, department or multidisciplinary meetings and employ a collegial approach to problem solving.
- Championing a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Extensive experience as a practicing Podiatrist, including proven experience in developing and delivering community based podiatry programs.
2. Demonstrated commitment to and understanding of the principles and processes of primary health care, health promotion and community development.

3. Demonstrated high level communication, negotiation, advocacy, conflict resolution and interpersonal skills, including the ability to apply such skills within a multidisciplinary team environment.
4. A demonstrated ability to initiate and contribute to quality improvement programs and undertake research and evaluation projects.
5. Ability to coordinate and monitor podiatry services within a multidisciplinary team.
6. Competence in computer applications including the use of word processing, data bases and web based resources.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles | Tasmanian Department of Health](#).