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SA Health Job Pack

Job Title	Podiatrist
Job Number	609666
Applications Closing Date	31 December 2017
Region / Division	Southern Adelaide Local Health Network
Health Service	Flinders Medical Centre
Location	Bedford Park
Classification	AHP2
Job Status	Casual up to 15 hours per week
Indicative Total Remuneration*	\$77,752 - \$90,029 p.a. + 25% casual loading (pro rata)

Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Child Related Employment Screening - **DCSI**
- ☐ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☐ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Rebecca Daebler
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Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



Southern Adelaide Local Health Network (LHN) JOB AND PERSON SPECIFICATION (NON-MANAGERIAL)

TITLE OF POSITION:	ADMINISTRATIVE UNIT:
Podiatrist	SA Health – Southern Adelaide LHN
Classification: AHP2	Health Unit: Flinders Medical Centre
	Division: Allied Health
Classification Reviewed:	Department / Section: Podiatry
	Position No: FM0750
	Position Created:

Job and Person Specification Approval

_____/_____/_____
CEO or Delegate Date

JOB SPECIFICATION

1. PREAMBLE

The Southern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the southern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 7,000 skilled staff provide high quality patient care, education, research and health promoting services.

Southern Adelaide LHN provides a range of acute and sub acute health services for people of all ages, and has three hospitals, Flinders Medical Centre, Noarlunga Hospital and the Repatriation General Hospital.

Population and Primary Health Care delivers a range of primary health care services across the southern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Southern Mental Health provides a range of integrated services across community and hospital settings, targeted at all age groups, in collaboration with non-Government organisations and General Practice Network South.

2. SUMMARY OF THE BROAD PURPOSE OF THE POSITION and its responsibilities/duties

The podiatrist is responsible to the Podiatry Manager for the development, coordination, implementation and management of podiatry services for in-patients and outpatients.

The podiatrist is a clinical and educational training resource within the Podiatry Department to ensure positive outcomes in the management of patients with vascular, neurological or biomechanical complications and assists with podiatry departmental planning and policy making which results in a contribution to patient care and outcomes.

The podiatrist participates as a member of the health team with involvement in continuing development, quality service improvement, research and teaching and AHP1 and student

supervision. The podiatrist is responsible and accountable for patient safety by providing safe and effective care.

3. REPORTING/WORKING RELATIONSHIPS (to whom the person reports, staff for whom the person is responsible, and other significant connections and working relationships within the organisation)

Supervisor Reports to: **Director of Allied Health**

Supervisor's Position: **Podiatry Manager**

Subject Position: **AHP2 Podiatrist**

Positions supervised:

Directly: **AHP1 Podiatrist**

Indirectly: **Podiatry Paramedical Aide (PMA)**

Other Positions Reporting to the Supervisor:

4. SPECIAL CONDITIONS (such as non-metropolitan location, travel requirements, frequent overtime, etc)

- Job and Person Specifications are reviewed regularly as part of the ongoing Performance Development process.
- May be required to work within other locations of the Southern Adelaide LHN.
- Some out of hours work may be required.
- Support values consistent with the aims of SA Health and the LHN, including honesty, respect and integrity.
- May be required to undertake a health assessment prior to commencement.
- Appointment may be subject to a satisfactory Criminal History Report.
- Comply with the Principles of the Code of Fair Information Practice, adopted by the Department of Health, which regulate the collection, use, disclosure, storage and transfer of all personal patient/client information within the Department and throughout its funded service providers.
- Current driver's license and a willingness to drive

5. STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES (group in to major areas of responsibility / activity and list in descending order of importance).

Non-Executive, non-managerial and non-supervisory positions are required to include the following key outcome statement:

"Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including OHS&W requirements."

1. Clinical

To develop, implement and maintain safe and high quality podiatry services to FMC by:

- ♦ Facilitating the patients and carers needs by:
 - providing appropriate information to allow best foot health outcomes
 - documenting evidence based assessments and reviewing progress to monitor the effectiveness of treatment in the provision of high risk podiatry involving diabetes, vascular, wound management, renal or other limb threatening conditions/disease processes
 - designing, implementing and evaluating podiatry care plans in conjunction with patients and carers
 - liaising closely with other podiatry staff, other disciplines and community agencies
 - accepting professional responsibility and commitment to the provision of inpatient and outpatient services
- ♦ Providing specialist consultancy advice to other podiatry staff members within FMC, other health professionals and community agencies.
- ♦ Working cooperatively with other members of the multi-disciplinary team within an inpatient and outpatient environment
- ♦ Acting as a resource person to staff in the area of clinical expertise of adult high risk podiatry involving diabetes, renal, vascular, wound management and the provision of appropriate offloading modalities
- ♦ Assisting the Podiatry Manager in developing and implementing best practice clinical guidelines in the specialty areas of diabetes, renal, vascular and wound management and the provision of custom made/medical grade footwear and appropriate offloading devices
- ♦ Fostering a culture of continuous professional improvement
- ♦ Incorporating preventative and early intervention practices
- ♦ Working to foster innovative practise
- ♦ Providing leadership, direction , consultancy and expertise in clinical practise in the area of the high risk foot involving diabetes, renal, vascular, wound management and the provision of custom made/medical grade footwear and appropriate offloading devices
- ♦ Working collaboratively with members of other disciplines within the health service
- ♦ Promoting a team work approach
- ♦ Acting as a role model for junior staff by demonstrating both clinical competence and exercising professional judgement

2. Service Improvement and Quality Assurance

The incumbent is responsible for the formulation and implementation of policies and procedures for podiatric care of patients to improve delivery of service by:

- ♦ Developing and evaluating departmental guidelines, clinical pathways, and procedures in all areas of podiatric practice.
- ♦ Developing and evaluating podiatry services by contributing towards development, implementation, coordination and evaluation for podiatry practice for the SALHN region.
- ♦ Developing key clinical performance indicators and evaluating practice that is supported by evidence and best practice principles.
- ♦ Developing core competencies in the specialty areas of podiatric practice. Assisting in the credentialing of podiatry staff in core skills and competencies within FMC and SALHN.
- ♦ Undertaking data input, participating in reviewing and evaluating data produced by information management systems
- ♦ Participation in the development of resources and new information
- ♦ Participation in the research and evaluation of the podiatry service
- ♦ Participating in quality improvement activities within the podiatry service including the identification of performance standards and increased efficiencies
- ♦ Participating in Clinical Governance activities and developing a Clinical Governance culture and framework.
- ♦ Instigating clinical audits and projects which facilitate improvement in podiatry practice.
- ♦ Participating in performance enhancement activities, including annual performance review and development.

- ♦ Collecting and analysing quantitative and qualitative data to ensure that service provision is appropriate, integrated and effective
- ♦ Contributing towards departmental planning activities.
- ♦ Providing advice to the Podiatry Manager regarding to client management issues, professional policies, operational procedures and standards.
- ♦ Participating in forward planning to determine departmental goal and develop initiatives both from an intra-disciplinary and an organisational perspective.
- ♦ Participating in Divisional and FMC activities to ensure podiatry has a valued role in FMC services.

3. Departmental Contribution

Contribute to the development and maintenance of a comprehensive podiatry service in the hospital by:

- ♦ Providing leadership
- ♦ Contribute to service development in particular clinical areas
- ♦ Initiating and implementing service improvements
- ♦ Evaluating service quality including feedback from consumers
- ♦ Representing the department at hospital wide forums
- ♦ Participating in departmental staff meetings and strategic planning
- ♦ Participating in the provision of staff training within the department and hospital wide
- ♦ Developing and maintaining policies, procedures and departmental guidelines
- ♦ Supporting and providing clinical training and supervision to students on placement
- ♦ Liaising with staff from relevant Universities as appropriate
- ♦ Providing role modelling, by demonstrating professional behaviour and sound clinical reasoning skills
- ♦ Contributing to a supportive work environment
- ♦ Working collaboratively with other staff in service development projects
- ♦ Management and maintenance of relevant equipment and supplies in a cost effective manner
- ♦ Providing information to the Podiatry Manager to assist with departmental financial / budgetary planning
- ♦ Participating in the recruitment and selection of staff
- ♦ Implementing, evaluating and reviewing staff performance.
- ♦ Identifying staff development needs.

4. Professional Development

Undertaking professional development activities through

- ♦ Conforming to standards/ethics of Podiatry Registration Board
- ♦ Attending and contributing to appropriate educational sessions/seminars and meetings
- ♦ Actively participating in self performance appraisal and goal setting
- ♦ Maintaining own high levels of professional knowledge and skills
- ♦ Training and educating other staff and students
- ♦ Supervising undergraduate podiatry students.
- ♦ Maintaining and developing the FMC Podiatry Department as a resource centre of excellence for other podiatrists
- ♦ Facilitating, implementing and evaluating research projects within the department or jointly with other departments to ensure that evidence is being collected on the effectiveness of podiatry practice.
- ♦ Fostering a continuous learning environment

5. Occupational Health and Safety

- Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Conduct and departmental human resource policies, including the OHS&W requirements.”
- Comply with OH&S and welfare principles on a daily basis
- Ensure appropriate safety standards and working practices are maintained within the work environment by identifying and reporting on hazardous work areas and ensuring the safe use of equipment and undertaking regular safety checks
- Assisting in the achievement of Equal Employment Opportunities through appropriate personnel practice.
- Contribute to the promotion and implementation of the General Public Sector Management Aims, personnel management standards and employee conduct standards and in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements such as:
 - Delegations of Authority
 - Disability Discrimination Act
 - Privacy Act 1988
 - Freedom of Information Act
 - SA Information Privacy Principles
 - Code of Ethics for Public Sector Employees
 - Code of Fair Information Practice
 - Occupational Health Safety and Welfare Act
 - Workers Rehabilitation and Compensation Act
 - Equal Opportunity Act
 - South Australian Health Commission Act

Acknowledged by Occupant: _____ Date: ____/____/____

PERSON SPECIFICATION

1. ESSENTIAL MINIMUM REQUIREMENTS (those characteristics considered absolutely necessary)

Educational/Vocational Qualifications

- Bachelor of Podiatry or equivalent.
 - Eligible for registration to practice with the AHPRA Podiatry Board
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Personal Abilities/Aptitudes/Skills

List here a maximum of 8 characteristics required of the person to perform the job

Non-Executive, non-managerial and non-supervisory positions are required to include the following essential minimum requirement:

“Proven commitment to the principles and practise of:

- *EEO, Ethical Conduct, diversity and OHS&W;*
- *Quality management and client oriented service;*
- *Risk management.”*

- Demonstrated ability to facilitate positive outcomes while working in a team and in a multi-disciplinary setting
 - A high level of communication skills with patients, carers, staff and students and display a high level of interpersonal and written skills and demonstrated conflict resolution skills
 - Demonstrated promotion of the podiatry department and profession in a variety of settings
 - Demonstrated team leader skills and the ability to positively deal with change
 - Demonstrated ability to solve problems, use initiative and effect positive change
 - Ability to be self-motivated and to demonstrate sustained effort with developed and efficient organisational and time management skills
 - Demonstrated ability to perform the physical demands of the job and to utilise sound manual handling practises
 - Demonstrated competent and innovative clinical skills in an acute hospital/outpatient service setting and ability to work independently
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Experience

- Demonstrated competency in the clinical management and treatment of the full range of conditions (acute and chronic) with inpatient and outpatient settings
 - Demonstrated advanced clinical competencies in the high risk foot and wound management (involving diabetes, renal, vascular)
 - Broad based clinical experience in a wide range of clinical areas.
 - Experience with student supervision.
 - Demonstrated experience in quality/service improvement.
 - Demonstrated experience working within a range of multi-disciplinary teams within the hospital and/or community setting
 - Demonstrated experience in program evaluation and service development
 - Demonstrated capacity and ability to work safely with independence
 - Demonstrated experience with word processing, spreadsheet and database packages
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Knowledge

- Understanding of Occupational Health, Safety & Welfare principles and procedures
 - Understanding of Quality Management principles and procedures
 - Demonstrated specialist knowledge of the high risk foot involving diabetes, renal, vascular and wound management and their clinical management
 - Demonstrated knowledge of or exposure to continuous quality improvement principles and / or methods
 - Demonstrated knowledge of the standards and ethics as outlines by the Podiatry Board guidelines
 - Demonstrated knowledge of Occupational Health Safety and Welfare Act and Consolidated Regulations and Manual Handling Code
 - Demonstrated knowledge and commitment to the principles of Equal Opportunity Employment and the Code of Fair Information Practice
-

2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

Personal Abilities/Aptitudes/Skills

- Ability to be innovative and resourceful in advancing podiatry service planning and delivery.
 - Ability to manage variable workloads and competing priorities
 - Commitment to excellence and innovation in work practice
 - Flexibility and ability to adapt to changing service provision needs
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Experience

- Proven experience in basic computing skills, including email and word processing
 - Demonstrated experience undertaking research activities
 - Demonstrated experience in policy development and committee procedure
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Knowledge

- Knowledge of trends and directions in podiatry on a regional, state and national level.
 - Attendance of professional development activities
 - Knowledge of collection and utilisation of statistics
 - Knowledge of the principles of clinical supervision and Performance Management programs
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Educational/Vocational Qualifications (considered useful in carrying out the responsibilities of the position)

- Relevant post –graduate qualification in a relevant area
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Other details
