



ROLE DESCRIPTION

Role Title:	Podiatrist		
Classification Code:	AHP1	Position Number	
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (LHN)		
Site/Directorate	Royal Adelaide Hospital		
Division:	Allied Health		
Department/Section / Unit/ Ward:	Podiatry Outpatients		
Role reports to:	Cathy Loughry		
Role Created/ Reviewed Date:	Sept 2015		
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)		
Immunisation Risk Category:	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)		

ROLE CONTEXT

Primary Objective(s) of role:
Accountable to the Director, Podiatry for the provision of standard inpatient and outpatient podiatry services to an acute adult caseload resulting in quality care and improved outcomes for patients. The podiatrist provides podiatry services to both as a member of an interdisciplinary team in a 'high risk' tertiary care facility. They participate in departmental education, quality improvement and planning activities all of which will lead to improved clinical outcomes and service delivery for patients of the Royal Adelaide Hospital, Queen Elizabeth Hospital and Hampstead Rehabilitation Centre.
Direct Reports:
Nil
Key Relationships/ Interactions:
<u>Internal</u> <ul style="list-style-type: none">• Director of Podiatry as well as senior podiatry staff.• Works closely with other members of the Podiatry Department.• The podiatrist in conjunction with other podiatry and multidisciplinary team members coordinates a comprehensive Podiatry service for adult inpatients and outpatients presenting to the service with complex foot disease.

- Liaises directly with medical, nursing and other allied health staff as part of the health care team.

External

- Providers of follow-up podiatry care to patients discharged from the service.
- Communicates with other external members of the patient's health care team where applicable.
- Works closely with podiatry staff and undergraduate podiatry students of the University of South Australia where indicated.

Challenges associated with Role:

Major challenges currently associated with the role include:

- The incumbent may be required to work in any site or program across CALHN
- Some out of hours work may be required.
- High clinical caseload (inpatient & outpatient)

Delegations:

Delegated Level no current accordance with CALHN's Delegation of Authority Document

Staff supervised: Nil Direct Nil Indirect

Special Conditions:

- It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided the a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- *For appointment in a Prescribed Position* under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- For '*Prescribed Positions*' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for '*Approved Aged Care Provider Positions*' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997* (Cth).
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.

- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- *Work Health and Safety Act 2012* (SA) and when relevant WHS Defined Officers must meet due diligence requirements.
- *Return to Work Act 2014* (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children and Young People (Safety) Act 2017* (SA) 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- *Independent Commissioner Against Corruption Act 2012* (SA).
- *Information Privacy Principles Instruction*.
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008* and the *SA Health (Health Care Act) Human Resources Manual*.
- Relevant Australian Standards.
- Duty to maintain confidentiality.
- Smoke Free Workplace.
- To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- Applying the principles of the *South Australian Government's Risk Management Policy* to work as appropriate.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Cultural Commitment:

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Contribute to the provision of the high quality patient centred clinical care by;	<ul style="list-style-type: none"> Using a competent level of professional knowledge and skill to provide podiatry assessments, make interpretations of assessment findings, and formulate and implement podiatry intervention plans in collaboration with patients, carers and relevant other clinicians Seeking supervision / guidance from experienced staff for complex clinical situations as required for problem solving, professional decision making and practice skills Recording timely information regarding assessments, diagnosis and treatment and interventions in patients' medical records in line with hospital/Podiatry Board of Australia Policy. Attending and actively participating in multidisciplinary clinical activities such as ward rounds and meetings Educating patient, relatives and care-givers in the various aspects of foot health. Contributes to patient management by consulting and discussing treatment options with other clinicians and external agencies. Advising other health professionals, the patient, relatives and care-givers of assessment findings and management programs whether verbally or in writing, as appropriate. Adhering to infection control, principals as outlined by infection control (RAH, QEH & HRC) as well as policies stated by the Podiatry Board of Australia.
Contribute to the effectiveness and efficiency of the podiatry service by;	<ul style="list-style-type: none"> Using sound self-organisation, communication and team skills to help deliver a consistent and reliable standard of service Adhering to departmental, CALHN, SA Health and Public Sector policies and procedures Ensuring maintenance of appropriate statistics and records in accordance with the Podiatry Departments and South Australian Department of Health Services requirements. Participating in the Department's continuing professional development and performance review programs Providing information, feedback and ideas that assist departmental planning and review as required Participating in quality improvement and research activities as appropriate.
Contribute toward the provision of a safe, healthy and equitable work environment for self and others by;	<ul style="list-style-type: none"> Reporting all accidents, incidents and near misses Complying with reasonable instructions or procedures aimed at protecting the health and safety of themselves and others Carrying out responsibilities as detailed in work health, safety and injury management policies and procedures Maintaining knowledge of and adhering to the principles standards of Equal Employment Opportunity Legislation which ensures all employees in the workplace are treated in

	a fair and equitable manner, free from discrimination, bullying and harassment.
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Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Degree or equivalent qualification which entitles registration with the Podiatry Board of Australia.

Personal Abilities/Aptitudes/Skills:

- Ability to apply sound professional judgement within the workplace.
- Ability to implement patient centred and evidence based practice in clinical presentations.
- Good written and verbal communication skills.
- Ability to work effectively in a variety of teams.
- Ability to interact with people in a tactful, sensitive and ethical manner.
- Ability to manage time effectively and prioritise own work load.
- Reliability.
- Ability to provide timely, accurate, legible and complete clinical records and workload data.
- Ability to improve personal and professional skills by accepting and acting on constructive feedback and by participating in self-directed and programmed professional development.

Experience

- Nil specified

Knowledge

- Clinical knowledge, sufficient to enable safe and effective work with appropriate supervision in any area of the Department.
- Awareness of responsibilities with regard to work health and safety.
- Ability to appropriately prescribe and manufacture accommodative and rigid orthoses.
- Basic computer and keyboard skills.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Demonstrated involvement in relevant professional development.

Personal Abilities/Aptitudes/Skills:

- Ability to make positive contributions towards improving service quality.

Experience

- Nil specified

Knowledge

- Nil specified

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Central Adelaide Local Health Network:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

Division/ Department:

The Department of Podiatry in Central Adelaide Local Health Network (CALHN) is a specialist unit focusing on preventing foot and lower limb amputations in patients with complex medical conditions. The service provides daily inpatient and outpatient clinics at the Royal Adelaide Hospital and Queen Elizabeth Hospital, and regular care of inpatients at Hampstead Rehabilitation Centre. The service aims to identify patients at high risk of amputation and implement an appropriate management plan with an inter-disciplinary focus. Care is provided to those patients with post-amputation sites, active ulceration, infection and structural deformities of the foot and ankle. The service endeavours to optimise wound healing, reduce hospitalisations, facilitate suitable discharge and prevent readmission.

Values

Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

Patient Centred:	Our patients are the reason we are here and we will provide the best service to our patients and customers
Team Work:	We value each other and work as a team to provide the best care for our patients
Respect:	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
Professionalism:	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name: _____ **Role Title:** _____

Signature: _____ **Date:** _____

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of CALHN as described within this document.

Name: _____ **Signature:** _____ **Date:** _____