

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Senior Podiatrist
<b>Position Number:</b>	524983, 530403
<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 South – Royal Hobart Hospital Podiatry
<b>Position Type:</b>	Permanent, Full Time/Part Time
<b>Location:</b>	South
<b>Reports to:</b>	Podiatry Manager
<b>Effective Date:</b>	April 2020
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	Registered with the Podiatry Board of Australia  Tertiary qualification/program of study approved by the Podiatry Board of Australia  <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>
<b>Desirable Requirements:</b>	5 years clinical podiatry experience or demonstrated ability to work in a senior position  Current Driver's Licence  Holds or working towards post graduate studies

**Position Features:** The Podiatry South team is based at the Telstra building in Hobart with outpatient services delivered at this site, inpatient services are delivered at the RHH and the Repat site

*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 clinical care in accordance to professional standards, best practice and person-centred care to patients at the Royal Hobart Hospital (RHH) and Repatriation site.

Collaborates within podiatry and multidisciplinary teams to ensure delivery of high quality health care to improve the foot health of patients.

Leads and/or participates in quality improvement, research and education of self and others.

## Duties:

1. Deliver a high standard of podiatry assessment and interventions to patients, assuming professional responsibility consistent with a senior clinical position.
2. Work within podiatry and multidisciplinary teams to deliver best practice podiatry services or programs relevant to RHH inpatient and relevant outpatient podiatry services.
3. Maintain accurate, up to date medical records, and relevant clinical activity data as required.
4. Provide professional supervision, guidance, support or education to assist with orientation, supervision and clinical competency training for new staff, level 1-2 podiatrists, podiatry assistants, students and other health professionals.
5. Work collaboratively with Podiatry Manager in contributing to the development of podiatry service priorities, objectives and delivery of services in southern Tasmania.
6. Participate and/or lead staff or project meetings, professional development, quality improvement projects, health promotion and research.
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:

This is a senior position delivering inpatient podiatry services at the RHH, the Repat site and relevant outpatient services. The occupant of this position will be expected to work under the general direction of the Podiatry Manager and is responsible for:

- Delivering an advanced scope of podiatry services within podiatry and or multidisciplinary teams in accordance with professional, best practice and ethical standards.
- Exercising a high degree of independent professional judgment in the resolution of complex or critical professional problems.

- Acting as a podiatry consultant and resource person for patients, healthcare teams and other health professionals.
- Managing referrals and waitlists to prioritise service caseload in line with podiatry policies, procedures and guidelines.
- Delegating and monitoring clinical tasks performed by AHPI-2 Podiatrists, 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.
- Delivering education programs or other relevant clinical upskilling to podiatry staff, students and health professionals.
- Attending, participating and contributing to clinical, senior team, department or multidisciplinary meetings and employ a collegial approach to problem solving.
- Directly reports to and assists the podiatry manager and may act for the manager during periods of absence.
- Champion 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, exercise 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.
- Comply 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. Demonstrates a high level of professional skills, qualifications and clinical experience in a wide range of podiatry and or clinical settings.
2. Proven ability to function independently as well as the capacity to contribute and collaborate within a team environment to achieve patient and podiatry service goals.
3. Able to demonstrate a high level of interpersonal skills in; communication, negotiation, advocacy and conflict resolution within team environments.
4. Well-developed organisational, decision making and time management skills, demonstrating an ability to be adaptable and to prioritise daily workload in a complex environment often subject to workload pressures.
5. Experience and or participation in; research, project management, clinical education, quality improvement projects, health promotion, service planning, clinical practice policies, protocols and guidelines, staff and or student supervision.
6. Demonstrated commitment to continuing professional development of self and others.
7. Experience and competency in the use of computers including, email, word processing, data collection and analysis.

## 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](#).