

# i can

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more meaningful



## SA Health Job Pack

<b>Job Title</b>	Podiatrist – Casual
<b>Eligibility</b>	Open to Everyone
<b>Job Number</b>	862109
<b>Applications Closing Date</b>	30 April 2025
<b>Region / Division</b>	Yorke and Northern Local Health Network
<b>Health Service</b>	Community Health
<b>Location</b>	Located in Port Pirie – Negotiable
<b>Classification</b>	AHP1 / AHP2
<b>Job Status</b>	Casual Contracts
<b>Salary</b>	\$34.49 - \$42.10 per hour + 25% casual loading – AHP1 \$44.45 - \$51.49 per hour + 25% casual loading – AHP2

## Contact Details

<b>Full name</b>	Viv London
<b>Position</b>	Allied Health Team Leader
<b>Phone number</b>	8638 4494
<b>Email address</b>	<a href="mailto:Viv.London@sa.gov.au">Viv.London@sa.gov.au</a>

## 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 Human Services (DHS) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- Working with Children Check (WWCC) - **DHS**
- National Disability Insurance Scheme (NDIS) Worker Check- **DHS**
- Unsupervised contact with Vulnerable groups- **NPC**
- Unsupervised contact with Aged Care Sector- **DHS**
- No contact with Vulnerable Groups - General Employment Probity Check - **NPC**

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

# Immunisation

## **Risk Category A (direct contact with blood or body substances)**

*This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category A (direct contact with blood or body substances). [Please click here for further information on these requirements.](#)*

## 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 [Guidelines for Applicants](#) for further information regarding

- Salary Packaging
- Opportunities for movement within SA Health
- Flexible working arrangements
- Criminal History screening and background checks
- Immunisation requirements
- Rights of review
- Information for applicants

# POSITION DESCRIPTION

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<b>Job Title</b>	Casual Podiatrist	<b>Classification</b>	AHP1	<b>Position Number</b>	
<b>LHN</b>	Yorke & Northern Local Health Network	<b>Term</b>	Casual	<b>Position Created</b>	
<b>Area</b>	Community Health	<b>FTE</b>	No Fixed Hours	<b>Last Updated</b>	01.07.22
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/> NPC – Unsupervised Contact with Vulnerable Groups <input checked="" type="checkbox"/> DHS Working with Children Check (WWCC) <input checked="" type="checkbox"/> NDIS Worker Screening				
<b>Immunisation Risk Category:</b>	<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)				

## Broad Purpose of the Position

Under the direct supervision of an experienced Podiatrist, the Podiatrist will contribute to the delivery of a comprehensive and integrated range of health services, appropriate to the needs of the local community. To achieve this, the Podiatrist works as a member of a multi- professional team, including health professionals and service providers from other sectors, and utilises a combination of preventative, early intervention, treatment / therapy and evaluation approaches

## Qualifications

Must hold a recognised qualification within the Podiatry profession and be eligible for full membership of the relevant Professional Association.

For those disciplines requiring Registration, all requirements to maintain current registration must be fulfilled. For self regulated professions it is desirable to participate in the professional associations' accredited continuous professional development program.

## 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 Statement

Yorke & Northern Local Health Network welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. The Yorke & Northern LHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture

## Special Conditions

- A current driver's license is essential, as is a willingness to drive on country roads and travel in light aircraft as required. Intra state travel will be required; interstate travel may be required.
- Flexibility and some out of hours work may be required.

## Key Relationships

- Receives line supervision from Healthy Living Team Leader.
- Works under Clinical Supervision and direction from the Clinical Senior Podiatrist, in accordance with the *Allied Health Clinical Support Framework*.
- Draws on multi-professional clinical networks for support in speciality areas of service delivery

# POSITION DESCRIPTION

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<ul style="list-style-type: none"> <li>▪ It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory National Police Certificate (NPC).</li> <li>▪ Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.</li> <li>▪ Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of unsupervised contact with vulnerable groups.</li> <li>▪ Prescribed positions under the Disability Services Act 1993 must obtain a satisfactory Disability Services Employment Screening through the Department of Human Services (DHS) Screening Unit.</li> <li>▪ NPCs and DHS Disability Services Employment Screenings must be renewed every 3 years thereafter from date of issue.</li> <li>▪ WWCCs must be renewed every 5 years thereafter from date of issue.</li> <li>▪ Will be required to comply with the requirements of the Yorke &amp; Northern Local Health Network Procedure for Credentialling Allied Health and Scientific Health Professionals</li> <li>▪ Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Works within a multi-disciplinary team framework, in collaboration with other health professionals, service providers and the community</li> <li>▪ May be required to temporarily fulfill a higher position, appropriate to the incumbent's skills and capacity</li> </ul>
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Key Result Areas	Generic Requirements	Specific or Local Requirements
1. Technical Skills and Application	1.1 Provide a broad range of clinical services, selecting, adopting and applying methods, procedures and standards which are generally well established and straight forward 1.2 Exercise professional judgment within prescribed areas, with support from a Clinical Senior to verify methods and results 1.3 Provide straight forward clinical services, including one-on-one, group and health promotion activities 1.4 Manage and prioritise personal workload	<ul style="list-style-type: none"> <li>▪ Provide podiatry services to Yorke and Northern LHN as per outreach program.</li> <li>▪ Provide podiatry services in the clinical areas of inpatients (surgical, medical, High Dependency, Rehab), Outpatients (adults and paediatrics), Domiciliary Care, Outpatient groups and Outreach.</li> </ul>
2. Personal and Professional Development	2.1 Operate under direct supervision (which will decrease as experience increases), and draw on support from experienced peers of diverse professional backgrounds and /or Managers as required. 2.2 Display a commitment to continuous personal and professional development by: <ul style="list-style-type: none"> <li>a. Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge</li> <li>b. Applying reflective practice skills</li> <li>c. Utilising the support of mentors and peers</li> <li>d. Actively participating in the professional development and review (PDR) process</li> </ul> 2.3 Contribute to the development of knowledge of effective practice through research, evaluation of services and information sharing with peers	<ul style="list-style-type: none"> <li>▪ Receive clinical advice, mentorship and support from the AHP 2 Podiatry Coordinator.</li> <li>▪ Receives clinical supervision and direction from a suitably skilled and experienced AHP 2/ AHP3 Clinical Senior</li> <li>▪ Develop and maintain inter and intra-professional clinical networks within the Yorke &amp; Northern Local Health Network Regional LHNs and South Australia, actively sharing and seeking out knowledge of effective practice</li> </ul>

# POSITION DESCRIPTION

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	<p>2.4 With at least 12 months post-graduate experience, may be required to review aspects of the work of peers, provide professional advice to more recently employed allied health professionals, and contribute to the supervision of students / AH assistants.</p>	<ul style="list-style-type: none"> <li>▪ Participate in the Yorke &amp; Northern Local Health Network meetings</li> <li>▪ With experience, provide support to peers and contribute to the supervision of work experience students / allied health assistants.</li> </ul>
3 Client / Customer Service	<p>3.1 Treat all clients with respect, be responsive to their needs, and act on opportunities to improve the quality of customer service in your operational area.</p> <p>3.2 Promote cultural safety by valuing &amp; promoting the cultural needs of the community.</p> <p>3.3 Apply client-centred practice and community engagement principles in the provision of services, ensuring clients are meaningfully involved in all aspects of their care</p>	<ul style="list-style-type: none"> <li>▪ Provide service to Y&amp;NLHN in accordance to the priorities of the Health service</li> <li>▪ Utilise Podiatry service prioritisation and eligibility criteria where they exist.</li> <li>▪ Participate in all clinics and meetings relevant to client caseload</li> </ul>
4 Administration and Documentation	<p>4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics.</p> <p>4.2 Contribute to the efficient and effective use of materials and resources.</p> <p>4.3 Prepare reports which incorporate recommendations on straight forward operations.</p> <p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems.</p> <p>4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role</p> <p>4.6 May be required to undertake projects or assignments of limited scope and complexity or contribute to a minor phase of a broader / more complex project.</p>	<ul style="list-style-type: none"> <li>▪ Work as part of a multi-disciplinary team</li> <li>▪ Expected to attend or participate in committees as directed by Allied Health team leader</li> <li>▪ Contribute to planning processes that lead to positive patient outcome</li> <li>▪ Use the Advanced Incident Management System [AIMS] to report patient clinical risks and incidents.</li> <li>▪ Use the Occupational Health and Safety reporting systems to report risks and incidents to self, employees and the public</li> </ul>
5 Teamwork and Communication	<p>5.1 Participate in service planning to improve the effectiveness, efficiency, equitable distribution, and evidence-based nature of Yorke &amp; Northern Local Health Network services.</p> <p>5.2 Promote service integration through the development of active collaborative partnership with relevant agencies and individuals.</p> <p>5.3 Work positively within a team, develop effective working relationships, and contribute constructively to achieving team goals</p> <p>5.4 Communicate effectively with a range of people (both verbally and in writing)</p> <p>5.5 Work in accordance with SA Health and Yorke &amp; Northern Local Health Network 's vision, mission, strategic priorities and values</p>	<ul style="list-style-type: none"> <li>▪ Works as a member of the multi-disciplinary team, based in Y&amp;NLHN Domiciliary Care and Orthotics, Prosthetics &amp; Podiatry.</li> <li>▪ Expected to attend Allied Health Team Meetings, Y&amp;NLHN meetings, discharge planning meetings, podiatry program meetings and contribute as required to other meetings as requested by Allied Health Team Leader</li> </ul>
6 Continuous Improvement	<p>6.1 Contribute to quality improvement programs and other organisational activities required to meet service / accreditation standards.</p> <p>6.2 Contribute to the ongoing monitoring, evaluation, and review of services.</p> <p>6.3 Proactively respond to client complaints and feedback.</p> <p>6.4 Contribute to discipline-specific and trans-professional research and service development, through data collection, collation, analysis, and the development of recommendations on basic operations.</p> <p>6.5 Complying with the Code of Ethics for Public Sector Employees.</p>	<ul style="list-style-type: none"> <li>▪ Contribute to the ongoing review, development and evaluation of the effectiveness of podiatry services in Y&amp;NLHN</li> <li>▪ Contribute and participate in accreditation process as directed by Allied Health Team Leader</li> <li>▪ Ensure mandatories are maintain yearly</li> <li>▪ PRD completed yearly with a 6 month review</li> </ul>

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# POSITION DESCRIPTION

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<b>Approved by Authorised Officer</b>	..... / /	<b>Accepted by Incumbent</b>	..... / /
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# APPLICANT GUIDELINES



<b>Job Title</b>	Casual Podiatrist	<b>Classification</b>	AHP1
<b>LHN</b>	Yorke & Northern Local Health Network	<b>Term</b>	Casual
<b>Area</b>	Community Health	<b>FTE</b>	No Fixed Hours

To apply for the position, you will need to provide:

- (1) A current Curriculum Vitae (CV), outlining your relevant qualifications, work experience and contact details of 3 professional referees
- (2) A cover letter, including:
  - Title of the position and vacancy reference number (from advertisement)
  - Outline of your reasons for applying for the position
  - Brief summary of your ability to fulfil the role:
    - Please address each of the 6 Key Result Areas (KRA) separately, using dot points. Refer to the table below for some suggestions of the type of information you may like to include.
    - You do not need to address the selection criteria individually in your written application. These may be used to assess your suitability for the role during the merit-based selection process.
    - Keep it brief – no more than 2 pages

Please forward your application by the due date, as per the details outlined in the job advertisement.

Key Result Area	Selection Criteria <i>(suggestions of information to include in your application)</i>
1. Technical Skills and Application	a) Your professional qualifications, professional association membership and registration status (if relevant) - <i>refer page 1 for minimum qualification requirements</i> b) Professional experience <i>relevant to this role</i> : <ul style="list-style-type: none"> <li>▪ Outline scope and nature of previous professional roles</li> <li>▪ Previous involvement in service development (may include outcome measures, research &amp; evaluation)</li> <li>▪ Project management skills or knowledge of project management principles</li> <li>▪ Examples of competency in applying primary health care principles</li> </ul> c) <i>Examples</i> of other skills, knowledge or experiences that demonstrate your suitability for the role. <ul style="list-style-type: none"> <li>▪ e.g.: creativity, resourcefulness, flexibility, adaptability, problem solving skills</li> </ul>
2. Personal & professional development	a) Outline previous initiatives that demonstrate your commitment to reflective practice, and proactive development of self and others. May include reference to training or additional qualifications <i>of relevance to this role</i> . b) <i>Any</i> experience in leadership and management - work or non-work roles
3. Client / Customer Service	a) Knowledge of Yorke & Northern LHN services, priorities and strategic directions b) Previous experience & skills in community engagement, client-centred practice and cultural competency
4. Administration & Documentation	a) Highlight <i>relevant</i> skills, experience or training. Include reference to specific systems or software programs <i>if relevant</i> .
5. Teamwork and Communication	a) Outline your communication and teamwork skills, <i>with examples</i> b) <i>Examples</i> of your ability to contribute to an effective team, including working with diverse health professionals, the community and service providers from other sectors
6. Continuous Improvement	a) <i>Examples</i> of how you have contributed previously to quality improvement, evaluation and research or demonstrated understanding of how this role would contribute to continuous improvement

# POSITION DESCRIPTION

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<b>Job Title</b>	Casual Podiatrist	<b>Classification</b>	AHP2	<b>Position Number</b>	
<b>LHN</b>	Yorke & Northern Local Health Network	<b>Term</b>	Casual	<b>Position Created</b>	
<b>Area</b>	Community Health	<b>FTE</b>	No fixed hours	<b>Last Updated</b>	01.07.22
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/> NPC – Unsupervised Contact with Vulnerable Groups <input checked="" type="checkbox"/> DHS Working with Children Check (WWCC) <input checked="" type="checkbox"/> NDIS Worker Screening				
<b>Immunisation Risk Category:</b>	<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)				

## Broad Purpose of the Position

The Podiatrist applies clinical experience, increasingly generalist and / or specialist clinical knowledge and professional competence to plan, implement and evaluate a comprehensive and integrated range of services, appropriate to the needs of the local community. The podiatrist AHP 2 works under reduced clinical direction, and may contribute to the clinical supervision of less experienced allied health professionals, allied health assistants and students. As a member of a multi-disciplinary team, including health professionals and service providers from other sectors, the Podiatrist utilizes a combination of preventative, early intervention, treatment / therapy and evaluation approaches.

## Qualifications

Must hold a recognised qualification within the Podiatry profession and be eligible for full membership of the relevant Professional Association.

For those disciplines requiring Registration, all requirements to maintain current registration must be fulfilled. For self regulated professions it is desirable to participate in the professional associations' accredited continuous professional development program.

## 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 Statement

Yorke & Northern Local Health Network welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. The Yorke & Northern LHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture

## Special Conditions

- A current driver's license is essential, as is a willingness to drive on country roads and travel in light aircraft as required. Intra state travel will be required; interstate travel may be required.

## Key Relationships

- Receives line supervision from Healthy Living Team Leader.



# POSITION DESCRIPTION

OFFICIAL



<ul style="list-style-type: none"> <li>▪ Flexibility and some out of hours work may be required.</li> <li>▪ It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory National Police Certificate (NPC).</li> <li>▪ Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.</li> <li>▪ Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of unsupervised contact with vulnerable groups.</li> <li>▪ Prescribed positions under the Disability Services Act 1993 must obtain a satisfactory Disability Services Employment Screening through the Department of Human Services (DHS) Screening Unit.</li> <li>▪ NPCs and DHS Disability Services Employment Screenings must be renewed every 3 years thereafter from date of issue.</li> <li>▪ WWCCs must be renewed every 5 years thereafter from date of issue.</li> <li>▪ Will be required to comply with the requirements of the Yorke &amp; Northern Local Health Network Procedure for Credentialling Allied Health and Scientific Health Professionals</li> <li>▪ Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Receives clinical supervision, advice and support from AHP 3 Clinical Senior under formal arrangement in accordance with the <i>Allied Health Clinical Support Framework</i>.</li> <li>▪ May contribute to the supervision of less experienced professional officers, para-professional staff and students, under direction from the Clinical Senior Podiatrist</li> <li>▪ Works within a multi-disciplinary team framework, in collaboration with other health professionals, service providers and the community</li> <li>▪ May be required to temporarily fulfill a higher position, appropriate to the incumbent's skills and capacity</li> </ul>
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Key Result Areas	Generic Requirements	Specific or Local Requirements
<p>1. Technical Skills and Application</p>	<p>1.1 Provide a broad range of clinical services, selecting, adopting and applying methods, procedures and standards which are generally well established and straight forward</p> <p>1.2 Exercise professional judgment within prescribed areas, with support from a Clinical Senior to verify methods and results</p> <p>1.3 Provide straight forward clinical services, including one-on-one, group and health promotion activities</p> <p>1.4 Manage and prioritise personal workload</p>	<ul style="list-style-type: none"> <li>▪ Provide podiatry services to Yorke and Northern LHN as per outreach program.</li> <li>▪ Provide podiatry services in the clinical areas including but not limited to: high risk and diabetic management, paediatrics, palliative care, biomechanics, nail surgery, wound management, skin and nail pathology, orthotic prescription and manufacture, education and health promotion.</li> <li>▪ Coordinates the updating and development of evidence based resources</li> <li>▪ Participates in the planning, implementation and evaluation of Podiatric care programs across a range of acute, outpatient and community settings.</li> <li>▪ Using Primary Health Care principles to ensure the ranges of Podiatry services meets changing community needs</li> </ul>

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# POSITION DESCRIPTION

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<p>2. Personal and Professional Development</p>	<p>2.1 Operate under direct supervision (which will decrease as experience increases), and draw on support from experienced peers of diverse professional backgrounds and /or Managers as required.</p> <p>2.2 Display a commitment to continuous personal and professional development by:</p> <ol style="list-style-type: none"> <li>Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge</li> <li>Applying reflective practice skills</li> <li>Utilising the support of mentors and peers</li> <li>Actively participating in the professional development and review (PDR) process</li> </ol> <p>2.3 Contribute to the development of knowledge of effective practice through research, evaluation of services and information sharing with peers</p> <p>2.4 With at least 12 months post-graduate experience, may be required to review aspects of the work of peers, provide professional advice to more recently employed allied health professionals, and contribute to the supervision of students / AH assistants.</p>	<ul style="list-style-type: none"> <li>▪ Receive clinical advice, mentorship and support from the AHP 2 Podiatry Coordinator.</li> <li>▪ Receives clinical supervision and direction from a suitably skilled and experienced AHP 2/ AHP3 Clinical Senior</li> <li>▪ In collaboration with the Allied Health Team Leader, develop a formal Clinical Supervision arrangement with suitably skilled and experienced Podiatrists, fulfill all obligations under this agreement, and review it annually.</li> <li>▪ Develop and maintain inter and intra-professional clinical networks within the Yorke &amp; Northern Local Health Network Regional LHNs and South Australia, actively sharing and seeking out knowledge of effective practice</li> <li>▪ Participate in the Yorke &amp; Northern Local Health Network meetings</li> <li>▪ With experience, provide support to peers and contribute to the supervision of work experience students / allied health assistants.</li> </ul>
<p>3 Client / Customer Service</p>	<p>3.1 Treat all clients with respect, be responsive to their needs, and act on opportunities to improve the quality of customer service in your operational area.</p> <p>3.2 Promote cultural safety by valuing &amp; promoting the cultural needs of the community.</p> <p>3.3 Apply client-centred practice and community engagement principles in the provision of services, ensuring clients are meaningfully involved in all aspects of their care</p>	<ul style="list-style-type: none"> <li>▪ Provide service to Y&amp;NLHN in accordance to the priorities of the Health service</li> <li>▪ Utilise Podiatry service prioritisation and eligibility criteria where they exist.</li> <li>▪ Participate in all clinics and meetings relevant to client caseload</li> </ul>
<p>4 Administration and Documentation</p>	<p>4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics.</p> <p>4.2 Contribute to the efficient and effective use of materials and resources.</p> <p>4.3 Prepare reports which incorporate recommendations on straight forward operations.</p> <p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems.</p> <p>4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role</p> <p>4.6 May be required to undertake projects or assignments of limited scope and complexity or contribute to a minor phase of a broader / more complex project.</p>	<ul style="list-style-type: none"> <li>▪ Work as part of a multi-disciplinary team</li> <li>▪ Expected to attend or participate in committees as directed by Allied Health team leader</li> <li>▪ Contribute to planning processes that lead to positive patient outcome</li> <li>▪ Use the Advanced Incident Management System [AIMS] to report patient clinical risks and incidents.</li> <li>▪ Use the Occupational Health and Safety reporting systems to report risks and incidents to self, employees and the public</li> </ul>
<p>5 Teamwork and Communication</p>	<p>5.1 Participate in service planning to improve the effectiveness, efficiency, equitable distribution, and evidence-based nature of Yorke &amp; Northern Local Health Network services.</p> <p>5.2 Promote service integration through the development of active collaborative partnership with relevant agencies and individuals.</p>	<ul style="list-style-type: none"> <li>▪ Works as a member of the multi-disciplinary team, based in Y&amp;NLHN, Domiciliary Care and Orthotics, Prosthetics &amp; Podiatry.</li> <li>▪ Expected to attend Allied Health Team Meetings, YNLHN meetings, discharge planning</li> </ul>

# POSITION DESCRIPTION

OFFICIAL



	<p>5.3 Work positively within a team, develop effective working relationships, and contribute constructively to achieving team goals</p> <p>5.4 Communicate effectively with a range of people (both verbally and in writing)</p> <p>5.5 Work in accordance with SA Health and Yorke &amp; Northern Local Health Network's vision, mission, strategic priorities and values</p>	<p>meetings, podiatry program meetings and contribute as required to other meetings as requested by Allied Health Team Leader</p>
6 Continuous Improvement	<p>6.1 Contribute to quality improvement programs and other organisational activities required to meet service / accreditation standards.</p> <p>6.2 Contribute to the ongoing monitoring, evaluation, and review of services.</p> <p>6.3 Proactively respond to client complaints and feedback.</p> <p>6.4 Contribute to discipline-specific and trans-professional research and service development, through data collection, collation, analysis, and the development of recommendations on basic operations.</p> <p>6.5 Complying with the Code of Ethics for Public Sector Employees.</p>	<ul style="list-style-type: none"> <li>▪ Contribute to the ongoing review, development and evaluation of the effectiveness of podiatry services in Y&amp;NLHN</li> <li>▪ Contribute and participate in accreditation process as directed by Allied Health Team Leader</li> <li>▪ Ensure mandatories are maintain yearly</li> <li>▪ PRD completed yearly with a 6 month review</li> </ul>
<b>Approved by Authorised Officer</b>	..... / /	<b>Accepted by Incumbent</b>
		..... / /

# APPLICANT GUIDELINES

Yorke & Northern Local  
Health Network



Government of South Australia  
SA Health

<b>Job Title</b>	Casual Podiatrist	<b>Classification</b>	AHP2
<b>LHN</b>	Yorke & Northern Local Health Network	<b>Term</b>	Casual
<b>Area</b>	Community Health	<b>FTE</b>	No fixed hours

To apply for the position, you will need to provide:

- (1) A current Curriculum Vitae (CV), outlining your relevant qualifications, work experience and contact details of 3 professional referees
- (2) A cover letter, including:
  - Title of the position and vacancy reference number (from advertisement)
  - Outline of your reasons for applying for the position
  - Brief summary of your ability to fulfil the role:
    - Please address each of the 6 Key Result Areas (KRA) separately, using dot points. Refer to the table below for some suggestions of the type of information you may like to include.
    - You do not need to address the selection criteria individually in your written application. These may be used to assess your suitability for the role during the merit-based selection process.
    - Keep it brief – no more than 2 pages

Please forward your application by the due date, as per the details outlined in the job advertisement.

Key Result Area	Selection Criteria <i>(suggestions of information to include in your application)</i>
1. Technical Skills and Application	a) Your professional qualifications, professional association membership and registration status (if relevant) - <i>refer page 1 for minimum qualification requirements</i> b) Professional experience <i>relevant to this role</i> : <ul style="list-style-type: none"> <li>▪ Outline scope and nature of previous professional roles</li> <li>▪ Previous involvement in service development (may include outcome measures, research &amp; evaluation)</li> <li>▪ Project management skills or knowledge of project management principles</li> <li>▪ Examples of competency in applying primary health care principles</li> </ul> c) <i>Examples</i> of other skills, knowledge or experiences that demonstrate your suitability for the role. <ul style="list-style-type: none"> <li>▪ e.g.: creativity, resourcefulness, flexibility, adaptability, problem solving skills</li> </ul>
2. Personal & professional development	a) Outline previous initiatives that demonstrate your commitment to reflective practice, and proactive development of self and others. May include reference to training or additional qualifications <i>of relevance to this role</i> . b) <i>Any</i> experience in leadership and management - work or non-work roles
3. Client / Customer Service	a) Knowledge of Yorke & Northern LHN services, priorities and strategic directions b) Previous experience & skills in community engagement, client-centred practice and cultural competency
4. Administration & Documentation	a) Highlight <i>relevant</i> skills, experience or training. Include reference to specific systems or software programs <i>if relevant</i> .
5. Teamwork and Communication	a) Outline your communication and teamwork skills, <i>with examples</i> b) <i>Examples</i> of your ability to contribute to an effective team, including working with diverse health professionals, the community and service providers from other sectors
6. Continuous Improvement	a) <i>Examples</i> of how you have contributed previously to quality improvement, evaluation and research or demonstrated understanding of how this role would contribute to continuous improvement