



## POSITION DESCRIPTION

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<b>Position Title:</b>	Senior Podiatrist
<b>Department:</b>	Podiatry
<b>Location:</b>	War Memorial Hospital
<b>Uniting Purpose:</b>	To inspire people, enliven communities & confront injustice
<b>Uniting Values:</b>	Imaginative, respectful, compassionate, bold

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<b>Classification:</b>	Health Professional Level 4
<b>Vaccination risk category:</b>	A
<b>Award:</b>	Medically Supervised Injecting Centre (MSIC) and War Memorial Hospital (Waverley) (WMH) Health Service Employees Agreement 2016
<b>Employment status:</b>	Temporary Full Time
<b>Hours:</b>	38 HPW

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<b>Position reports to:</b>	Allied Health and Integrated Care Manager
<b>Position Supervises:</b>	Level 1 / 2 Podiatrists, Students
<b>Key relationships:</b>	Executive Management, Podiatry Staff, Rehabilitation and Outpatient Multi-Disciplinary Team, Uniting Colleagues, Relevant Government Departments, Clients, their Families and Carers

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## POSITION PURPOSE

In conjunction with the Allied Health and Integrated Care Manager, lead, guide and manage the Podiatry Department and implement high levels of clinical expertise in order to provide high quality Podiatry care to clients of War Memorial Hospital consistent with Uniting, NSW Health and South Eastern Sydney Local Health District (SESLHD) policies, procedures and standards.

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**War Memorial Hospital**  
ABN 78722 539 923  
125 Birrell Street  
Waverley NSW 2024  
T 02 9369 0100  
F 02 9387 7018

## POSITION OBJECTIVES

In conjunction with the Allied Health and Integrated Care Manager, the Senior Podiatrist:

- Provides operational management and leadership for Podiatry and support staff working in the podiatry department
  - Ensures that clinical best practice is adhered to
  - Is responsible for driving the rehabilitation model of care
  - Is responsible for the monitoring and management of service KPIs
  - Provides advice to the Allied Health and Integrated Care Manager and the WMH Executive on clinical service delivery development practice and redesign
  - Provides guidance to management in the development of Podiatry services in response to demand and client needs
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## KEY RESPONSIBILITIES

### **Financial management & awareness:**

- Participation in financial resource management including budget preparation, monitoring and reporting financial results and development of basic business proposals to address service demand
- Monitor and manage departmental activity data collation and reporting as per activity based funding requirements
- Monitor, manage and order equipment and consumables required for the provision of Podiatry services.

### **Operational processes:**

Under the leadership of the Allied Health and Integrated Care Manager:

- Provide a high level of guidance, co-ordination and leadership to the Podiatry Department to ensure services are delivered within agreed timeframes, quality standards and budgetary constraints
- Provide high level clinical advice and consultancy regarding Podiatry to health care professionals and act as the resource clinician for the specialty area, in order to establish co-ordinated and continuity of care to clients
- Provide advice to managers on clinical service delivery development, practice and redesign to enable managers to develop services in response to demand and client needs.
- Maintain up to date knowledge and skills, and practice within the risk management, safety, and quality frameworks as applicable to Uniting and SESLHD, to ensure the health and safety of staff, clients and visitors
- Identify opportunities for improvement in clinical practice and develop and lead ongoing quality improvement activities and the development of policies, procedures, standards and practices in order to continuously improve the level of service provided to clients
- Document all aspects of client care, including education, progress notes and referrals in compliance with Uniting, and SESLHD documentation standards and procedures to ensure continuity of safe and effective patient care

### **Client management & engagement (internal & external stakeholders):**

- Communicate effectively in a culturally sensitive manner with clients, families, and other health care professionals to plan and implement intervention strategies, to ensure client needs are identified and their requirements are addressed where possible
- Consult and liaise with health care professionals both internally and externally to establish co-ordinated and continuity of care to clients
- Maintain a high standard of conduct and work performance to promote our reputation with key internal and external stakeholders.

- Contribute to effective client and stakeholder relationships utilising high level communication and negotiation skills

#### **People management & teamwork:**

- Recruit, mentor and manage staff to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the department
- Provide clinical supervision and support of health professionals, students, technical and support staff within the Podiatry Department.
- Plan, deliver and evaluate high quality education to clients, their families, and other health care professionals and provide support and guidance to students on clinical placement and work experience as required
- Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with clients/employees
- Maintain responsibility for personal and professional development by participating in evidence based practice activities, training/education, and performance reviews/appraisals in order to continuously improve the level of service provided to clients
- Maintain awareness of employee WHS rights and responsibilities
- Provides senior leadership across appropriate Allied Health and Hospital portfolios

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### **KEY PERFORMANCE INDICATORS**

#### **Financial management & awareness:**

- Evidence of participation in budget preparation, monitoring and reporting financial results and development of basic business proposals to address service demand
- Other Key performance measures as agreed to demonstrate effective performance and operating efficiency in specific areas within an ABF environment

#### **Operational processes:**

- Evidence of effective implementation and evaluation of the Podiatry service and associated processes which are sustainable within existing resources.
- Clinical assessment, programs and intervention strategies are implemented and conducted to facilitate client participation. Service delays are identified and investigated.
- All clinical events are documented in accordance with SESLHD, WMH and Uniting documentation standards
- Maintenance of therapy environment ensuring optimum physical conditions prevail and equipment maintained and kept in good order.
- Evidence of education resources and other educational materials suitable for staff/clients.
- Monthly reports and statistics are submitted by designated deadlines
- Evidence of departmental activity data collation and reporting as per activity based funding requirements
- Evidence that complaint causes are used to remodel service delivery
- Evidence of Quality Improvement outcomes

#### **Client management & engagement (internal & external stakeholders):**

- Actively engage in effective therapeutic and professional relationships with clients, carers, colleagues and other agencies
- Evidence of consultation and effective communication/ interpersonal skills with clients to enable provision of a client centred service and a variety of activities and programs suited to individual and group needs
- Evidence of advocacy for clients and carers with other service providers

- Participation in clinical care meetings, case conference and multidisciplinary meetings as required.
- Family/Carer/Client satisfaction as measured by regular surveys
- Evidence that information from client and carer stories are utilised to enhance service provision

#### **People management & teamwork:**

- Evidence of engagement with therapy staff to critically reflect on and explore potential to improve practice
- Regular formal communication mechanisms in place for staff
- Clinical Supervision Framework in place in compliance with SESLHD guidelines
- Staff engagement outcomes as measured by annual survey
- Evidence of provision of general clinical advice and feedback to members of the multidisciplinary team, service managers and other stakeholders regarding service delivery and clinical service development
- Evidence of inter-discipline initiatives
- 100% with up to date professional development plans and performance reviews for self and direct reports and position descriptions are reviewed and updated annually

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#### **Work Health Safety and Welfare Requirements:**

All staff are required to assist in creating and maintaining a safe and healthy work environment by working in a safe and healthy manner taking all reasonable care for self and others, adhering to instructions, policies, procedures and training relating to work health, safety and wellbeing and using the equipment provided in accordance with safe operating procedures.

Where appropriate, staff will initiate and participate in worksite inspections, identify safety hazards, risks, concerns or incidents through accident reporting and investigations within required timeframes, develop safe work procedures and provide appropriate information, instruction, training and supervision

- Incident rates monitored related to policy and procedure requirements or breaches
- Evidence of training in relation to clinical service provision and policies and procedures
- 100% compliance with mandatory training requirements
- Incident and complaint response and turnaround times are within requirements
- Escalation of issues identified in relation to resources and unit performance
- Evidence that complaint causes are used to remodel service delivery
- Evidence of Quality Improvement outcomes
- Risk assessments are undertaken and documented
- Reporting of incidents related to WHS, infection control and sterilisation issues
- Monitoring of locally agreed Key Performance indicators

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- ***Staff who supervise others:*** As a leader you are expected to actively support and demonstrate your commitment to the organisation's safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety hazards, risks, concerns or incidents in the WMH IMS+ safety reporting system within 24 hours, and

take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable

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## PROFESSIONAL SKILLS AND KNOWLEDGE

### Skills & Experience:

- Minimum of 4 years post graduate clinical experience working as a Senior Podiatrist and a high level of knowledge, expertise and skill in Podiatry practice
- Demonstrated ability to provide high level clinical support and supervision to professional, technical and support staff
- Excellent negotiation, decision making and advocacy skills including the ability to interact constructively and collaboratively with a diverse range of stakeholders, throughout all organisational levels
- Ability to provide high level advice and education to enhance service delivery and to guide and support others in providing service excellence
- Ability to work as part of a multi-disciplinary team and to apply independent professional judgement when dealing with situations of a complex nature
- Ability to initiate, lead, complete and share quality improvement initiatives and service evaluation processes and lead ongoing quality improvement activities with other staff
- Current NSW driver's license Class C

### Qualifications:

- Qualifications in accordance with the WMH Health Professionals Agreement 2016, current registration with AHPRA and eligibility for membership with the Australian Association of Podiatry

Employee		Managers Name:	
Name:		Title	
Date:		Date:	
Signature:		Signature:	

## JOB DEMANDS CHECKLIST

Job Title: Senior Podiatrist  
 Department: Podiatry  
 Assessor: Genevieve Maiden  
 Date of Assessment review: September 2022

Service/Unit: War Memorial Hospital  
 Manager / Supervisor: AH&IC Manager  
 Date of Assessment: September 2021

### Definitions:

★ Denotes a critical requirement of the job

### Frequency

I	Infrequent – intermittent activity exists for a short time on a very infrequent basis	C	Constant – activity exists for more than 2/3 of the time when performing the job
O	Occasional - activity exists up to 1/3 of the time when performing the job	R	Repetitive – activity involves repetitive movements
F	Frequent – activity exists between 1/3 and 2/3 of the time when performing the job	N/A	Not applicable – activity is not required to perform the job

CRITICAL ★	PHYSICAL DEMANDS - DESCRIPTION (comment)		FREQUENCY					
			I	O	F	C	R	N/A
	<b>Sitting</b>	Remaining in a seated position to perform tasks		X				
	<b>Standing</b>	Remaining standing without moving about to perform tasks	X					
	<b>Walking</b>	Floor type: even/uneven/slippery, indoors/outdoors, slopes		X				
	<b>Running</b>	Floor type: even/uneven/slippery, indoors/outdoors, slopes	X					
	<b>Bend/ Lean Forward from Waist</b>	Forward bending from the waist to perform tasks		X				
	<b>Trunk Twisting</b>	Turning from the waist while sitting or standing to perform tasks	X					
	<b>Kneeling</b>	Remaining in a kneeling posture to perform tasks	X					
	<b>Squatting/ Crouching</b>	Adopting a squatting or crouching posture to perform tasks		X				
	<b>Crawling</b>	Moving by crawling on knees & hands to perform tasks	X					
	<b>Leg/ Foot Movement</b>	Use of leg and or foot to operate machinery			X			
	<b>Climbing (stairs/ladders)</b>	Ascend/ descend stairs, ladders, steps, scaffolding		X				
	<b>Lifting/ Carrying</b>	Light lifting & carrying – 0 – 9kg		X				
		Moderate lifting & carrying – 10 – 15kg	X					
		Heavy lifting & carrying – 16kg and above	X					
	<b>Reaching</b>	Arms fully extended forward or raised above shoulder	X					
	<b>Pushing/ Pulling/ Restraining</b>	Using force to hold/restrain or move objects toward or away from body	X					
	<b>Head/ Neck Postures</b>	Holding head in a position other than neutral (facing forward)	X					
	<b>Hand &amp; Arm Movements</b>	Repetitive movements of hands & arms			X			
	<b>Grasping/ Fine Manipulation</b>	Gripping, holding, clasping with fingers or hands			X			
	<b>Work at Heights</b>	Using ladders, footstools, scaffolding, or other objects to perform work						X
	<b>Driving</b>	Operating any motor powered vehicle		X				
CRITICAL ★	SENSORY DEMANDS - DESCRIPTION (comment)		FREQUENCY					
			I	O	F	C	R	N/A
	<b>Sight</b>	Use of sight is an integral part of work performance e.g. viewing of X-rays, computer screen			X			
	<b>Hearing</b>	Use of hearing is an integral part of work performance e.g. telephone enquiries			X			
	<b>Smell</b>	Use of smell is an integral part of work performance e.g. working with chemicals		X				

	<b>Taste</b> Use of taste is an integral part of work performance e.g. food preparation						X
	<b>Touch</b> Use of touch is an integral part of work performance			X			
CRITICAL *	<b>PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment)</b> Assisting ↓	<b>FREQUENCY</b>					
		I	O	F	C	R	N/A
	<b>Distressed people</b> e.g. emergency or grief situations	x					
	<b>Aggressive &amp; uncooperative people</b> e.g. drug/alcohol, dementia, mental illness	x					
	<b>Unpredictable people</b> e.g. dementia, mental illness and head injuries	X					
	<b>Restraining</b> Involvement in physical containment of patients/clients						x
	<b>Exposure to distressing situations</b> e.g. child abuse, viewing dead/mutilated bodies	x					
CRITICAL *	<b>ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)</b>	<b>FREQUENCY</b>					
		I	O	F	C	R	N/A
	<b>Dust</b> Exposure to atmospheric dust						x
	<b>Gases</b> Working with explosive or flammable gases requiring precautionary measures						x
	<b>Fumes</b> Exposure to noxious or toxic fumes						x
	<b>Liquids</b> Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE						x
	<b>Hazardous substances</b> e.g. dry chemicals, glues						x
	<b>Noise</b> Environmental/background noise necessitates people to raise their voice to be heard	x					
	<b>Inadequate lighting</b> Risk of trips, falls or eyestrain	x					
	<b>Sunlight</b> Risk of sunburn exists from spending more than 10 minutes per work day in sunlight	x					
	<b>Extreme temperatures</b> Environmental temperatures are < 15°C or > 35°C						x
	<b>Confined spaces</b> Areas where only one egress (escape route) exists						x
	<b>Slippery or uneven surfaces</b> Greasy or wet floor surfaces, ramps, uneven ground	x					
	<b>Inadequate housekeeping</b> Obstructions to walkways and work areas cause trips & falls	x					
	<b>Working at heights</b> Ladders/stepladders/scaffolding are required to perform tasks						x
	<b>Biological hazards</b> e.g. exposure to body fluids, bacteria, infectious diseases	x					

**Additional Position Requirements/Demands Summary:** From the checklist, outline the main requirements or demands of the job. This information will then be transferred to the Position Description. Anything that is frequent and above or identified as critical to the job should be included in the position description.

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**Signature of Manager:** ..... **Date:** ...../...../20.....

☐ I am able to fulfil the above requirements without modification.

☐ I am unable to fulfil the above job requirements and need the following modifications:

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**Signature of Employee:** ..... **Date:** ...../...../20.....