



ROLE DESCRIPTION

Role Title:	Clinical Podiatrist		
Classification Code:	AHP2	Position Number	
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (LHN)		
Site/Directorate	Central Adelaide Local Health Network (LHN)		
Division:	Allied Health		
Department/Section / Unit/ Ward:	Podiatry		
Role reports to:	Director, Podiatry		
Role Created/ Reviewed Date:	3.10.2018		
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:
<ul style="list-style-type: none"> Accountable to the Director, Podiatry for the independent provision of standard inpatient and outpatient podiatry services to an acute adult caseload resulting in quality care and improved outcomes for patients. The podiatrist is developing more specialised knowledge and skills in the assessment and management of complex patients in conjunction with Senior Podiatrists. Contributes to efficient, effective multidisciplinary management of patients with complex foot disease in CALHN.

Direct Reports:
The podiatrist may provide clinical support, education and supervision to undergraduate and entry level podiatrists

Key Relationships/ Interactions:
<u>Internal</u> <ul style="list-style-type: none"> Reporting to the Director 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. As a member of a multi-disciplinary team, it is expected that the occupant will liaise with other Allied Health, Medical and Nursing staff at all levels within CALHN and other service/community stakeholders, and provide advice and education on patient matters.

External

- Liaison with the patients' medical team as well as rehabilitation, community and nursing home services regarding patients

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 delegations in accordance with CALHN's Delegation of Authority Document

Staff supervised: Direct 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
Providing high quality Podiatry care by:	<ul style="list-style-type: none"> Independently providing accurate assessment, diagnosis and treatment of a complex adult case load with advanced foot disease by using standardised and informal assessment tools, the interpretation of results from these assessments to form an accurate diagnosis, and the development and implementation of individually designed specific treatment programs. Recording information concerning the assessment, diagnosis and treatment of patients in patient medical record/EPAS by writing concise, complete entries on each occasion of service in line with Hospital policy. Providing appropriate clinical handover to multi-disciplinary team members and ongoing services to whom patients referred. Attending ward rounds and clinical meetings consulting and discussing aspects of patient care with other team members. Advising other professionals and relatives about assessment findings and management programs and directing them in the implementation of management techniques by counselling, discussion, educating and training personnel in specific techniques to be followed. Implementing and reporting of research, quality assurance and special projects in the area of clinical expertise Actively participating in the development and implementation of upgraded or new programmes, techniques and technology for improved service delivery
Ensuring the continuing development of clinical and professional skills by:	<ul style="list-style-type: none"> Operating under limited day to day supervision and proactively utilising a broad range of clinical and professional support processes. Actively participating in mandatory training and appropriate training and development to maintain currency of clinical knowledge and conform to the standards and guidelines for the Podiatry Board of Australia. Actively participating in reflective practice and in the Hospital's professional development and review process to develop specialist skills and knowledge. Assisting in the educational program of the department through the preparation and presentation of lectures to peers, other Allied health, medical and nursing staff and students Clinical education of student podiatrists. Assisting with the implementation of research projects within the department or hospital.
Contributing to the development of high quality Podiatry service for the general department caseload by:	<ul style="list-style-type: none"> Managing and prioritising personal workload and assisting in workload allocations and rostering. Ongoing evaluation and refinement of assessment and treatment methods Working collaboratively with other team members to achieve goals.

	<ul style="list-style-type: none"> • Providing formal and informal clinical support and supervision for AHP 1 Podiatrists to monitor and guide the standard of the Podiatry services for the Department caseload. • Implementing outcome measures appropriate to the client population to evaluate efficacy of intervention programs. • Contributing to departmental administration through active participation in department or team meetings and planning and evaluation activities. • Completing data input in an accurate and timely manner and contributing to the review and evaluation of data produced by the statistics system. • Contributing to the ongoing evaluation and review of the department services performance standards including key performance indicators and outcomes to comply with accreditation standards and improve service provision. • Contributing to procedural or resource reviews and in the development of resources and new information. • Contributing to education to staff and students, including those from other disciplines, for example providing observations, in-services, Grand Rounds, lectures etc.
Ensure that continuous quality improvement programs and activities are conducted by:	<ul style="list-style-type: none"> • Assisting in the identification, establishment and review of corporate and departmental performance standards and outcomes which are linked to the organisations strategic and corporate directions and targets • Contributing to procedural reviews and projects that promote and improve the service provided by the Department.
Ensure a safe working environment at all times by:	<ul style="list-style-type: none"> • Maintaining effective work practices. • Adopting procedures and practices which comply with the Work Health & Safety Act. • Making proper use of all safeguards, safety devices and personal protective equipment (as required in undertaking the duties of the position) and infection control procedures. • Taking reasonable care to protect the health and safety of self and others. • Attending mandatory safety training programs.

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Bachelor of Podiatry Degree or the equivalent entry level qualification
- Registration with the Podiatry Board of Australia

Personal Abilities/Aptitudes/Skills:

- Demonstrated ability to communicate effectively (both verbally and written), negotiate and manage conflict with clients, family/carers, staff and relevant others.
- Experience in formulating individual management plans and co-ordinating comprehensive service provision and discharge planning for patients who have on-going and complex needs.
- Demonstrated ability to work positively and co-operatively within an intra and multi-disciplinary team to achieve client goals.
- Proven organisational skills to manage time and other resources effectively and efficiently, prioritise caseload, meet deadlines, problem solve and delegate appropriately.
- Proven ability to work collaboratively with patients, families/carers, staff, other agencies and community services.
- Demonstrated commitment to improve clinical and professional knowledge and skills.
- Ability to provide clinical support to other podiatrists and podiatry students

Experience

- Demonstrated competency in the assessment and management of complex foot disease.
- Demonstrated competency in the assessment and management of 'high risk' foot disorders.
- Experience in working as part of a multi-disciplinary health care team
- Ability to implement quality improvement practices

Knowledge

- Understanding of infection control procedures in the acute hospital environment.
- Knowledge of Work Health & Safety policies and procedures and their application in the workplace.
- Knowledge of the Code of Ethics for Public Sector Employees and the code of conduct for registered podiatrists.
- Understanding of continuous quality improvement processes

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Honours degree in Podiatry or relevant post graduate qualifications in relevant clinical, supervisory or management theory or skills.

Personal Abilities/Aptitudes/Skills:

- Demonstrated commitment to excellence and innovation in work practices including knowledge of emerging trends in assessment and treatment of complex foot disease.
- Demonstrated flexibility and the ability to adapt to changing service provision needs of the Department.
- Demonstrated commitment to developing leadership skills especially in regard to implementing quality activities and contributing to service development, audits and research.

Experience

- Previous clinical experience resulting in high risk foot care.
- Experience in the Clinical Education/supervision of Podiatry students.
- Demonstrated ability to collect and utilise service statistics.

Knowledge

- Current ethical and practise issues when working with patients with life limiting illnesses

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:** _____