

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Senior Podiatrist
<b>Position Number:</b>	502776
<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 North/North West – Primary Health Services Community Podiatry Services
<b>Position Type:</b>	Permanent
<b>Location:</b>	North West
<b>Reports to:</b>	Manager - Podiatry Services
<b>Effective Date:</b>	August 2021
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Tertiary qualification/program of study approved by the Podiatry board of Australia</p> <p>Registered with the Podiatry Board of Australia</p> <p>Current Working with Children Registration or Current Registration to Work with Vulnerable People</p> <p><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></p>
<b>Desirable Requirements:</b>	Current Driver's Licence
<b>Position Features:</b>	The Podiatry Team is largely based at the Devonport Community and Health Services Centre however, the incumbent will also be required to travel to outreach sites within the North West region of Tasmania as directed by the Manager - Podiatry Services

These include but are not limited to Burnie Community Health Centre, Mersey Community Hospital, North West Regional Hospital, Wynyard, King Island, Queenstown and Smithton

*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 Podiatry services in accordance with organisational policies and professional code of conduct in North West Tasmania.

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

Collaborate with other team members to deliver safe and best practice patient care.

## 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.
3. Prescribe and/or fabricate orthotic/offloading devices where appropriate.
4. Maintain accurate, up to date medical records, and relevant clinical activity data as required.
5. 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.
6. Work collaboratively with Podiatry Manager in contributing to the development of podiatry service priorities, objectives and delivery of services in North West Tasmania.
7. Participate and/or lead staff or project meetings, professional development, quality improvement projects, health promotion and research
8. 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.
9. 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 providing podiatry services to community clients, outpatients and inpatients across a broad geographic area. The occupant of this position will be expected to work under general direction from the Manager - Podiatry Services and is responsible for:

- Delivering podiatry services with high professional and ethical standards across North West Tasmania
- Collaborating within podiatry and multidisciplinary teams in delivering safe, effective patient centred care.
- Exercising a high degree of independent professional judgment in the resolution of complex or critical professional problems.

- Acting as a podiatry 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 Level 1-2 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 protocols that support the continuum of care.
- Providing leadership in identifying, developing and implementing areas of research and quality improvement activities.
- Actively participating in podiatry team activities, including attending and contributing to clinical and departmental meetings and adopting a collegial approach to problem solving.
- Delivering education programs or other relevant clinical upskilling to podiatry staff, students and health professionals.
- 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. Able to demonstrate a high level of interpersonal skills in communication, negotiation, advocacy and conflict resolution.
3. Proven commitment and enthusiasm to the profession of Podiatry, quality improvement initiatives, research and ongoing professional development for oneself and colleagues.
4. Demonstrated ability to supervise professional and non-professional staff and students, and to contribute to the development of their skills and knowledge in podiatry.
5. Ability to function effectively in a multidisciplinary team and demonstrated ability to work with a minimum of direction and supervision in managing a fluctuating clinical caseload.
6. Experience and competency in the use of computers including email, word processing, spread sheets, 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](#).