

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Podiatrist
Position Number:	505512
Classification:	Allied Health Professional Level 1-2
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Hospitals South - Allied Health Services Podiatry
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	South
Reports to:	Podiatry Manager
Effective Date:	June 2022
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Tertiary qualification/program of study approved by the Podiatry Board of Australia</p> <p>Registered with the Podiatry Board of Australia</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>
Desirable Requirements:	Current Driver's Licence
Position Features:	The Podiatry South team is based in Hobart with inpatient services delivered at the Royal Hobart Hospital (RHH) and outpatient services delivered at a co-located site. The occupant/s of this position will also be required to travel as directed by the Podiatry Manager to community health centres in southern Tasmania such as; Clarence, Brighton, Sorell, Triabunna, Glenorchy, New Norfolk, Bothwell, Ouse, Kingston, Huonville, Cygnet and Dover

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 southern Tasmania.

Participate in developing relevant quality improvement, health promotion and education.

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

Duties:

1. Deliver a wide range of podiatric assessments and interventions to patients based on best practice and patient centred care for clients referred to the podiatry service.
2. Work within podiatry and multidisciplinary teams to deliver podiatry services or programs relevant to local community health centres, outpatient services and inpatients of the Royal Hobart Hospital (RHH).
3. Prescribe and/or fabricate orthotic/offloading devices as appropriate.
4. Assist senior podiatrists in providing clinical education programs for other staff, students or local community.
5. Maintain accurate, up to date medical records and relevant clinical activity data as required.
6. Actively contribute and participate in staff meetings, professional development, quality improvement activities, health promotion and relevant research projects as required.
7. 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:

The Podiatrist is expected to have the capacity to work as an independent practitioner but may also work under direction and/or supervision from senior staff. The occupant will:

- Deliver podiatry services with high professional and ethical standards at outpatient clinics and community health centres in southern Tasmania, this may also include inpatient services at the RHH.
- Collaborate within podiatry and multidisciplinary teams in delivering safe, effective patient centred care.
- Monitor tasks performed by podiatry assistants and students to ensure that they are delivered in a safe and appropriate manner.
- Maintain contemporary professional knowledge through appropriate continuing professional development and best practice standards.
- Be responsible for exercising reasonable care in the performance of duties consistent with Work Health and Safety requirements.
- Be expected to participate in service planning, quality improvement, health promotion and research activities in accordance with departmental priorities.
- 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.
- 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.

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. Experience and/or a sound knowledge and clinical skills of current podiatry practices to deliver a wide range of podiatric pathologies.
2. Demonstrated commitment to and an understanding of chronic disease management, patient centred care, best practice, health promotion and continuing professional development.
3. Ability to exercise independent professional judgment in problem solving, assessments or interventions with or without supervision.
4. Demonstrate initiative and adaptability in relation to time management and workload priorities.
5. Well-developed written and oral communication skills and able to demonstrate the ability to positively participate and contribute within teams.
6. Experience and competency in the use of computers including, electronic medical records, 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 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](#).