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| POSITION INFORMATION | |
| **Position Title:** | Podiatrist |
| **Position Term:** | Full time maternity and annual leave position – 14 months |
| **Hours:** | Mon- Fri 9-5.06pm. Possibility of a future Tuesday evening clinic |
| **Award:** | Health Professionals |
| **Location:** | The Service currently has sites at Belgrave, Healesville and Lilydale. This position will be based primarily at Lilydale and Belgrave but may also work at other sites within the community. |
| **Team:** | Primary Care |
| **Reports To:** | Clinical Operations Manager, Allied health and Nursing |
| **Date:** | April 2019 |

About Inspiro

Inspiro is a local, not-for-profit health service providing allied health, counselling, dental and health promotion services to the Yarra Ranges community. Inspiro is committed to providing an equitable, inclusive and respectful service and workplace for all. We embrace differences in health needs, and work to provide individuals and communities the care necessary to lead healthier lives.

**Our Vision:**

Inspiring healthier lives. Our vision is to inspire as many people as we can to identify and achieve their own health goals.

**Our Values:**

*Friendly:*we offer a welcoming and accessible place where people are treated with respect and dignity.

*Client centred:*We support the right of each individual to set their own health goals and actively work alongside and empower people to reach them.

*Local:*we provide a strong community membership, board and workforce which keeps us grounded on what is important for clients.

Our work environment is based around the workplace values of respect, recognition, collaboration, openness, integrity and empowerment.

Position Summary

Under Inspiro’s service model, Podiatry provides a mixture of publically and privately funded work in preparation for current and future funding changes. This model of service aims to achieve a financially sustainable podiatry service, build client loyalty and work with new client cohorts. Dependent on demand, flexibility in hours may be required to develop an evening clinic and respond to developments under new and emerging programs.

The position will provide evidence based, high quality, safe, client centred care that meets current professional best practice standards.

Position responsiblities

**Clinical Service Delivery**

* Provide a high quality podiatry service to clients of Inspiro in line with all policies, procedures and guidelines for practice.
* Plan treatment programs with clients that reflect the needs of the client whilst aiming to promote independence and enhanced quality of life.
* Develop, promote and implement programs which promote a multidisciplinary approach to client care.
* Participate in the planning delivery and evaluation of group programs as appropriate.
* Safely utilise suitable podiatry equipment and act within Inspiro’s infection control policy.
* Ensure that equipment and facilities are safely utilised and maintained in good repair.
* Provide high quality supervision to students

**Teamwork, Quality Improvement and Professional Development**

* Participate in team and service planning, and other project activities as required.
* Participate in Inspiro’s continual quality improvement program including the development and implementation of new practice models.
* Be committed to ongoing professional development and undertake annual mandatory training. Keep up to date with developments and trends within the broader health & community sector.
* Support and value diversity at all levels within the organisation and in all services that we provide.
* Ensure Inspiro’s services are accessible, client focused; developed, delivered and evaluated in partnership with our diverse communities.
* Support Inspiro’s staff values – Recognition, Integrity, Respect, Openness, Collaboration and Empowerment.

**Occupational Health and Safety**

* Comply with best practice infection control guidelines.
* Comply with all OHS guidelines and contribute expertise when required, to maximizing the safety of staff and clients of the organisation.

PERFORMANCE OBJECTIVES AND INDICATORS

**Performance Targets**

* Achievement of a minimum of 6 billable hours per day
* Average of 10-12 appointments per day
* Number of new clients per fortnight to be defined.

**Practice Framework**

* Compliance with Inspiro Podiatry service model and practice framework
* Compliance with APHRA, credentialing and accreditation requirements
* Compliance with Inspiro policy and procedures
* Compliance with documentation and data reporting requirements
* Compliance with file audits and peer review

**Quality Improvement and Evaluation**

* Evidence of participation in quality improvement activities
* Evidence of participation in professional development activities relevant to the position
* Review programs and groups annually
* Completion of mandatory training

Performance objectives and indicators will be discussed with your manager and a workplan developed.

Key selection criteria

* Clinical expertise in:
  + chronic disease management, especially diabetes and vascular disease,
  + wound care,
  + orthotic prescription and manufacture,
* Sound knowledge of both paediatric and aged care podiatry needs.
* Sound knowledge in contemporary clinical practice with commitment to maintain and update knowledge.
* Demonstrated knowledge of and/or experience working within Chronic Care models.
* Recent experience as a MBS provider.
* Well developed communication and interpersonal skills.
* Ability to work unsupervised.

**Qualifications, knowledge and experience**

* Relevant podiatry qualifications
* Professional registration with AHPRA
* Australian Podiatric Association membership preferred
* Ability to use technology to achieve efficiencies

Employment is subject to a police check and a working with children check. Persons who have worked overseas may be required to obtain an international police check.

Acknowledment

I acknowledge and agree with the above position description.

Signed:

Employee Name: Date: