POSITION DESCRIPTION – The Alfred

Date revised:

POSITION: Grade 2 Podiatrist, Full time, 40 hours per week

AWARD/AGREEMENT: Health Professional Services Award

DEPARTMENT/UNIT: Podiatry

CLINICAL PROGRAM: Allied Health

DIVISION: Nursing Services Division

ACCOUNTABLE TO: Manager, Podiatry Services

ALFRED HEALTH

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities:

The Alfred is a major tertiary referral teaching hospital and provides a number of state-wide services.
Caulfield Hospital is a provider of a range of specialty services in the areas of community services, rehabilitation, aged care, residential care and aged mental health.
Sandringham Hospital has a strong focus on meeting the health needs of the local community.

Further information about Alfred Health is available at www.alfredhealth.org.au

Alfred Health operates with a capability framework which complements the organisation’s strategic plan and values, by defining the behaviours, skills and attitudes we expect from all staff on a daily basis. This position description has been structured around the core clusters of the capability framework.

DEPARTMENT

The Alfred Podiatry Department provides acute foot care to patients with high risk foot problems, including ulceration, infection, Charcot foot and acute wounds. The service includes outpatient and inpatient treatments with a strong focus on wound management and comprehensive case management.

The Podiatry staff work in collaboration with many other hospital departments to provide patient care of the highest standard and take pride in maintaining treatments in line with the latest evidence based practice. There is a strong focus on continuing professional development for all staff and research is encouraged.

POSITION SUMMARY
The Podiatrist is responsible for clinical service provision and maintaining high standards of podiatric care to inpatients and outpatients of The Alfred.
QUALIFICATIONS/EXPERIENCE REQUIRED

Essential

1. Tertiary qualification in podiatry.
2. Current podiatry registration with the Podiatry Board of Australia.
3. Understanding of, and alignment with, the Alfred Health capabilities.
4. Demonstrated commitment to continuing professional development.
5. Knowledge of current privacy and confidentiality legislation.
6. Capacity to understand and adhere to organisational policies and guidelines.
7. Excellent communication skills (verbal and written), collaboration and problem solving skills.
8. Well developed computer skills.

Desirable

1. Experience working in acute health settings.
2. Experience in generic care needs assessment and care planning.
3. Experience in high risk foot specialist podiatry and wound management.
4. Knowledge & understanding of issues related to working with CALD communities.

KEY CAPABILITIES AND VALUES:

Looks to the Future

The Podiatrist is responsible for:

- Identifying opportunities for improving service delivery and assisting the Podiatry manager when required
- Maintaining a culturally sensitive approach to the planning, delivery and evaluation of services and programs.

Ensures Service Quality and Delivers Results

The Podiatrist is responsible for:

- Providing high quality podiatry services for the patient group.
- Actively participating in the development and implementation of the Alfred Podiatry Quality and Business Improvement Plan and related quality improvement activities.
- Willingness to participate in the development of innovative models of care.
- Ensuring podiatry clinical practice is evidence based, works from the principles of best practice and is tailored to meet the individual needs of patients.
- Working collaboratively with staff from other disciplines to provide multidisciplinary, holistic health care services
- Liaising with external agencies to co-ordinate, facilitate and communicate patient treatment and outcomes
- Ensuring confidential patient records are kept in accordance with relevant legislation
- Ensuring that accurate progress notes/documentation of treatment and interventions are maintained in patient records
- Being proactive and vigilant regarding Occupational Health and Safety systems and policies that ensure the health and safety of staff, patients and visitors
- Attending seminars, workshops and other relevant meetings to ensure effective operation of Alfred Podiatry and support high quality service delivery for the community
- Entering accurate service provision data for reporting as required
- Contributing to the development of relevant policies, guidelines and work instructions to promote excellence in the provision of services and health promotion
- Planning and managing own workload to ensure adequate time for the achievement of primary objectives of the position
- Effectively managing portfolios as allocated
- Monitoring, reviewing and updating work practices and protocols within own workload and areas of responsibility
- Providing quality supervision and/or teaching of students
Builds Relationships

The Podiatrist is responsible for:
- Developing and maintaining effective relationships and partnerships within and outside of Alfred Health
- Ensuring effective and ethical practice in accordance with professional standards and values, and within organisational systems and constraints

Personal Qualities

The Podiatrist is responsible for:
- Engaging in performance management planning and review for self and others in line with organisational policies
- Identifying needs and opportunities for self-learning and professional development, including in-service, internal and external courses, seminars, conferences etc.

Values

Values consistent with those of Alfred Health which are integrity, accountability, collaboration and knowledge.

An initial performance review will take place 6 months following commencement of employment and then on an annual basis.

- Perform healthcare activities safely and effectively, applying accepted risk assessment and risk management techniques.
- Adhere to infection control policies and procedures, and constructively raise any concerns with colleagues/managers.
- Identify and adhere to principles and methods of quality improvement.
- Manage and maintain a safe working environment.

Position Description authorised by: Liz Perry, Manager Podiatry Services

Date: