



Position Description

POSITION INFORMATION	
Position Title:	Podiatrist – Grade 2
Position Term:	Ongoing
Hours:	0.8 FTE (4 days per week)
Award/Agreement:	Victorian Stand-Alone Community Health Centres Allied Health Professionals Enterprise Agreement 2022-2026
Location:	This position will be based primarily at the Lilydale and Belgrave sites but may work at other sites within the community.
Reports To:	Team leader- Healthy Living Team
Date:	September 2024

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

The podiatry service at Inspiro supports clients to maintain their foot health and independence through a mixture of publicly and privately funded work. Interventions include diabetes assessments, education re foot health and self-care, high risk foot management, nail surgery and biomechanics. The model of service aims to achieve a financially sustainable podiatry service and provide evidence based, high quality, safe, client centred care that meets current professional best practice standards. This salaried position will offer high quality care to clients under both public and fee for service models.

POSITION RESPONSIBILITIES

Clinical Service Delivery

- Provide a person-centred, outcome-focussed podiatry service to people from a variety of backgrounds and funding sources in line with all Inspiro policies, procedures and guidelines for practice.
- Plan treatment programs with clients that reflect the needs of the client whilst aiming to promote independence, participation and enhanced quality of life.
- Develop, promote and implement programs which promote a multidisciplinary approach to client care.
- 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.
- Ensure all data reporting and billing processes for client held funds are timely and accurate
- Provide supervision for student placements as required.

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.
- 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.

Workplace culture

- Actively contribute to a work culture based on curiosity and accountability
 - that encourages open and effective communication and a positive response to new ideas.
 - in which feedback is seen as a strategy to enhance goals, awareness and learning and is a positive experience for those involved
 - that is ready to seize opportunities as they arise and to act to achieve results.
 - that keeps the client at the centre of everything we do
 - that is responsive to service demand and is accountable
 - that has a zero-tolerance approach towards disrespectful and discriminatory behaviour
 - that takes a trauma informed care approach to the way we deliver services and interact with one another.

TRAUMA INFORMED CARE

- Take a trauma informed care approach in relation to interactions with clients, staff, and others.

HEALTH AND SAFETY

- Take reasonable care to ensure no risk or harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards, and injuries.
- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.
- Act as a role model by demonstrating safe work behaviours and conducting work in accordance with our safety management system.

- Comply with best practice infection control guidelines and actively participate in education related to emergency procedures and in some circumstances, first aid courses.

Financials, Budgets, Targets, Funding

- Understand the business rules for relevant funding stream and achieve targets in all areas.
- Demonstrate working at full clinical diary caseload and take active steps to prevent fail-to-attends (FTAs) and cancellations.
- Understand the impact of FTAs on reaching targets and on fee for service business streams.

PERFORMANCE OBJECTIVES AND INDICATORS

Performance Targets

- Achievement of a minimum of 6 direct/indirect client contact hours/billable hours per day
- Average of 10 appointments per day.
- Evidence of participation in team meetings and secondary projects as set in annual work plan
- Accurate and timely statistics reporting

Practice Framework

- Compliance with Inspiro podiatry service model and practice framework
- Compliance with AHPRA, 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.

Qualifications, knowledge, and experience

- Bachelor's degree in podiatry
- Current registration with AHPRA
- Australian Podiatric Association membership (desirable)
- Demonstrated experience and 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
- Demonstrated understanding of various funding models including MBS, NDIS and CHSP
- Well-developed communication and interpersonal skills
- Recent experience as an MBS provider (preferred)

- Ability to use technology to achieve efficiencies.

Relevant Checks in place:

- Current Victorian Driver's Licence and the ability to drive a range of vehicles if required
- Working with Children's Check valid for employment purposes
- NDIS Clearance Check
- Employment is subject to a Police check. Persons who have worked overseas may be required to obtain an international police check.
- Must be fully vaccinated against COVID-19 and able to provide evidence of COVID-19 vaccination status.