



Swan Hill
District Health
my hospital



Respect – Professionalism – Caring – Committed – Collaboration

Position Vacant

Chief Podiatrist

An exciting opportunity exists for a full time Chief Podiatrist to join our professional and committed workforce at Swan Hill District Health.

The Chief Podiatrist vacancy is a fantastic opportunity for an experienced Podiatrist wishing to extend their skills into management with a team of three staff. The position will involve managing a dynamic department that services inpatients, community outpatients, outreach, rehabilitative services, Hospital Admission Risk and Transitional Care Programs.

Successful applicant will receive a salary package commencing from \$88,438 per year (wage and 9.25% Superannuation) plus access to a generous salary packaging program and attractive relocation support.

For further information contact Paul Smith email: psmith@shdh.org.au or Ph: 03 5033 9249.

Applications addressing the key selection criteria including the names of three referees and completed application form should be forwarded to the Human Resources Manager by email: Employment@shdh.org.au.

Applications will only be accepted if they address the Key Selection Criteria and include an APPLICATION FOR EMPLOYMENT FORM. Email applications are preferred.

Closing Date: 1 March 2018



Position:	CHIEF PODIATRIST
Classification:	CHIEF PODIATRIST GRADE 3
Department:	Podiatry
Reports to:	Executive Officer –Primary Care Services
Position Summary:	<p>The Chief Podiatrist has responsibility for the provision of the Podiatry service to clients of Swan Hill District Health across the continuum of care. The role focuses on providing appropriate services, in the right setting and promoting health and wellbeing for all clients.</p> <p>The Chief Podiatrist maintains a clinical caseload and leads the Podiatry staff with an emphasis on best practice, evidence based services and quality improvement.</p> <p>The Chief Podiatrist should liaise regularly with other department managers to ensure effective, efficient and timely podiatry services across SHDH and should also maintain a clinical caseload.</p>
Key Selection Criteria:	<p>Qualification/Credentialing Requirements</p> <ul style="list-style-type: none"> • Recognised University qualification in Podiatry / Bachelor of Podiatry • Current, unrestricted registration with Australian Health Practitioner Regulation Agency (AHPRA). • Current National Police Check. (prior to employment) • Current Working with Children Check. (prior to employment) <p>Essential Key Selection Criteria</p> <ul style="list-style-type: none"> • Must hold a Current driver’s license, and be eligible for Victorian Vehicle License registration. • Demonstrated ability in managing services/teams • Highly developed organisation, planning and problem solving skills • Highly developed interpersonal skills that incorporate the qualities of excellent communication and leadership • Demonstrated ability to work both independently and within a multidisciplinary team • Demonstrated commitment to continuing education and evidence based practice • Demonstrated commitment to the quality management process. • Excellent English communication (verbal / written) skills. Good word processing/power-point, data entry and internet search skills. • Must be able to obtain a Medicare Provider number for SHDH site(s) as required and commit to the contracted 100% donation model of MBS and DVA revenue to SHDH.
Salary/Award:	Salary in accordance with Health and Allied Services Award. Hours of duty as negotiated.
Responsibilities:	<p>Managerial/Administrative</p> <p>Provide clinical leadership to Podiatrists within SHDH and provide strategic direction for the development of Podiatry Service.</p> <p>Oversee the Podiatry Service including:</p> <ul style="list-style-type: none"> • Monitoring performance against service targets and meeting requirements of relevant funding streams (including CHSP, HACC,

Community Health, MBS/).

- Monitoring case load demand, service gaps and resource allocation.
 - Managing the waiting list/distribution of work load.
- Ensure a consumer focus in care provision including:
- Understanding the needs and expectations of present and potential consumers/patients.
 - Ensuring consumers/patients are the priority
 - Evaluation the service from the consumer/patient perspective
 - Review, revise and develop policies, protocols and procedures relevant to Podiatry
 - Work with the Executive Officer -Primary Care to ensure effective planning for future service development of the Podiatry Department and Primary Care Services.
 - Participate in Monthly Accountability Meetings with the Executive Officer-Primary Care to support the SHDH strategic plan and statement of priorities and monitor performance against these goals.
 - Promote and actively participate in “ Hard-Wiring for Excellence,” a leadership strategic direction to create a culture of excellence by aligning goals, behaviours and processes.
 - Effectively manage the Podiatry budget.
 - Ensure that staff have effective lines of communication and their role in the decision making process is clear.
 - Provide or ensure provision of supervision / professional support to Podiatry staff.
 - Complete formal staff performance reviews annually and support opportunities for on-going staff development activities against learning goals.
 - Manage recruitment, staff selection, orientation and induction, including credentialing and scope of practice determination within the Podiatry Department.
 - To arrange student programs as required and provide a high quality level of supervision to undergraduate students.
 - Foster an organisation wide health promoting culture in conjunction with other Managers within the Primary Care team.

Work collaboratively as a member of the Primary Care Services Leadership Team including:

- Regular communication with the Executive Officer - Primary Care.
- Participation in Primary Care Department Heads Meetings and Swan Hill District Health Department Heads Meetings.
- Representation of Swan Hill District Health in meetings, working groups, networks and activities, partnership initiatives, including local service provider networks and Primary Care Partnerships.
- Provide leadership in change management.
- Provide leadership in Australian Council of Healthcare Standards accreditation initiatives.
- Display adaptability and flexibility to meet the changing operational needs of Swan Hill District Health

Actively develop processes that directly improve access, clinical care, service coordination or efficiency.

Clinical:

- Provide Podiatry assessment, treatment and management of clients accessing services through Swan Hill District Health, throughout the continuum of care.
- Provide appropriate, timely and effective clinical management to all patients through assessment, treatment and management (including

	<p>informational counselling to patients and caregivers), re-evaluation, documentation, team liaison and discharge planning.</p> <ul style="list-style-type: none"> • Communicate client issues effectively with other team members, with active contribution to multidisciplinary team meetings. • Communicate client issues effectively with: Client/carer, other team members (departmental/multidisciplinary) discuss/provide realistic goals which are to be documented and re assessed regularly. • Develop effective referral and service relationships, with general practitioners, health and welfare agencies and other relevant services • Evaluate treatment, making use of objective measures where possible. • Complete multidisciplinary assessments and treatments with other clinicians as required • Ensure effective clinical handover including appropriate referrals and recommendations for further treatment.
Infection Control:	<ul style="list-style-type: none"> • Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. • The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
Continuous Quality Improvement:	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols • We recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.
Person Centered Care:	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>Recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Just Culture:	<p>All staff are expected to support a Just Culture in which reporting is actively encouraged, with an emphasis on learning from issues that arise as opposed to blaming those involved.</p>
Hardwiring for Excellence Values - Standards of Behaviour	<p>SHDH strategic direction has a specific focus on developing strong leaders by improving communication and accountability across the continuum. In line with the SHDH Organisational Values and Standards of Behaviour Charter 2017, staff are expected to align and demonstrate these behaviours, not 'sometimes' but 'always' so as to create and maintain a culture of high performance.</p>
Privacy and Confidentiality:	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and</p>

	Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for your safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Review:	Completion of My Work Plan on a yearly basis.
Date Written	June 2010
Reviewed:	April 2013, January 2014, September 2017, February 2018
Managers Name:	
Managers Signature:	
Employees Name:	
Employees Signature:	

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice:- (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ Date:/...../.....

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:

Email address: hrmanager@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585