



Swan Hill
District Health
my hospital



Respect – Professionalism – Caring – Committed – Collaboration

POSITION VACANT

Podiatrist Temporary Full Time

An exciting opportunity exists for a Grade 1 or Grade 2 Podiatrist to join our professional and committed workforce at Swan Hill District Health.

The successful applicant would be computer literate, and be able to operate many Microsoft based programs, be flexible and open minded and **MUST** be registered with AHPRA. The successful candidate will be someone that is able to operate autonomously whilst being able to work as part of a multidisciplinary team. You will become part of a team of three Podiatrists. The position involves servicing a catchment area in excess of 30,000 people covering a 100 km radius.

This position is predominantly focussed on high risk patient groups within an integrated service that includes paediatrics, biomechanics, nail surgery, aged care, regular interesting outreach clinics including Aboriginal Podiatry services and Health Promotion (with occasional out of hours work).

Swan Hill District Health, 'My Hospital'

Swan Hill District Health provides a wide range of clinical services including medical and surgical, aged care, community and primary health, emergency, renal dialysis, chemotherapy and radiography diagnostic services.

Work/life balance is what you get working at Swan Hill District Health. As well as lifestyle comes:

- ✓ A professional, committed workforce and highly supportive community
- ✓ Variety of work and a sense of achievement
- ✓ Salary packaging, entertainment allowance and negotiable relocation allowance

Want More Info?

Contact Stacey Worsnop, Chief Podiatrist by email to sworsnop@shdh.org.au or by phone on: 03 5033 9390.

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: Friday, 29th March 2019



Position:	PODIATRIST – Temporary Full Time
Classification:	Podiatrist – Grade 1 (year level is dependent on experience)
Department:	Podiatry
Reports to:	Chief Podiatrist (Head Of Department) Executive Officer –Primary Care Services
Position Summary:	To provide podiatry services to clients of Swan Hill District Health across the service areas including community outpatients, acute, subacute, residential aged care and outreach services. The role focuses on providing appropriate services, in the right setting, increasing the knowledge and skills of individuals in the community around foot health and mobility, deliver safe and comprehensive podiatric services to our high risk clients and encourage where appropriate individuals to self-manage their own foot health while promoting health and wellbeing for all clients.
Key Selection Criteria:	<p>Qualification/Credentialing Requirements</p> <ul style="list-style-type: none"> ➤ Recognised University qualification in 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</p> <ul style="list-style-type: none"> ➤ Must hold a Current driver's license, and be eligible for Victorian Vehicle License registration. ➤ Demonstrate ability to provide Podiatry services to a diverse client caseload in a variety of settings. ➤ Excellent English communication (verbal / written) and interpersonal skills. ➤ Excellent organizational, planning and problem solving skills. ➤ Commitment to Evidence Based Practices. ➤ Ability to work independently or as part of a multidisciplinary team. ➤ 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. <p>Desirable</p> <ul style="list-style-type: none"> ➤ Knowledge of the Australian public health system. ➤ Good word processing/power-point, data entry and internet search skills.
Salary/Award:	Salary in accordance with Health and Allied Services Award. Hours of duty as negotiated.
Responsibilities:	<p>Clinical</p> <p>Provide evidence based assessment/re-evaluation, treatment and management of clients accessing services through Swan Hill District Health, throughout the continuum of care.</p> <ul style="list-style-type: none"> ➤ Provide appropriate, timely and effective clinical management to all patients through assessment, treatment, re-evaluation, legible documentation, team liaison and discharge planning.

	<ul style="list-style-type: none"> ➤ 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. ➤ To increase the knowledge and skills of individuals around foot health and mobility thus empowering clients in the management of their own foot health needs as appropriate. ➤ To actively promote preventative care and early intervention. ➤ To prescribe and modify orthotic devices as an integral part of patient care. ➤ To perform minor surgical procedures when required during the podiatry care of patients. (Under supervision initially) ➤ Display a willingness to develop skills and seek to improve performance through regular supervision with senior podiatry staff and updating own CPD. ➤ To conduct presentations to a wide variety of community groups, organisations and schools, formulating and implementing programmes for special groups. ➤ Ensure effective clinical handover, including appropriate referrals and recommendations for further treatment to outside/internal providers are done in a timely manner as required. ➤ Confidentiality policies and procedures must be adhered to at all times. <p>Other duties as required when requested by the senior podiatrist, appropriate to the skill and knowledge level of the position.</p> <p>Primary Care</p> <ul style="list-style-type: none"> ➤ Display adaptability and flexibility to meet the changing operational needs of Swan Hill District Health. ➤ Support the Chief Podiatrist in undertaking processes to ensure service targets are met including the collection/documentation of all clinical and non-clinical activity statistics that directly improve access, clinical care, service coordination or efficiency. ➤ Contribute to and support service initiatives aligned to Primary Care including quality improvement and accreditation requirements. <p>Departmental</p> <ul style="list-style-type: none"> ➤ Ensure effective functioning of the podiatry department through the development and implementation of agreed referral procedures, policies and guidelines for service provision where appropriate. ➤ Continually evaluate and modify service delivery in order to meet on-going client and community needs such as through the utilisation of regular Quality Assurance activities. ➤ Attend and contribute to departmental meetings and other meetings (internal and external) as required. ➤ Provide positive input in resource planning (team & equipment). ➤ Contribute to the teaching and training programs of work experience, allied health, nursing/doctor and other professional disciplines within Swan Hill District Health.
<p>Infection Control:</p>	<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.
<p>Continuous Quality Improvement:</p>	<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

	<p>responsibility for creating and maintaining a system that provides safe, high quality health care.</p> <ul style="list-style-type: none"> • 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 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.</p>
Mandatory Training:	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
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:	<p>Completion of My Work Plan on a yearly basis.</p>

Date Written	June 2010
Reviewed:	April 2013, January 2014, August 2016, August 2017, September 2018
Managers Name:	
Managers Signature:	
Employees Name:	
Employees Signature:	



Position:	PODIATRIST – Temporary Full Time
Classification:	PODIATRIST GRADE 2
Department:	Podiatry
Reports to:	Chief Podiatrist (Head Of Department) Executive Officer –Primary Care Services
Position Summary:	To provide podiatry services to clients of Swan Hill District Health across the service areas including community outpatients, acute, subacute, residential aged care, outreach services. The role focuses on providing appropriate services, in the right setting, increasing the knowledge and skills of individuals in the community around foot health and mobility, deliver safe and comprehensive podiatric services to our high risk clients and encourage where appropriate individuals to self-manage their own foot health while promoting health and wellbeing for all clients.
Key Selection Criteria:	<p>Qualification/Credentialing Requirements</p> <ul style="list-style-type: none"> ➤ Recognised University qualification in 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. ➤ Demonstrate ability to provide Podiatry services to a diverse client caseload in a variety of settings. ➤ Demonstrated ability to provide leadership and quality improvement in a specified area of Podiatry service. ➤ General awareness and understanding of the public health system, funding streams and wider influences on clinical service provision. ➤ Excellent English communication (verbal / written) skills. ➤ Good word processing/power-point, data entry and internet search skills. ➤ Highly developed interpersonal skills that incorporate leadership in negotiation and conflict resolution. ➤ Demonstrated interest in further professional development and continuing education. ➤ Highly developed organizational, planning and problem solving skills. ➤ Commitment to Evidence Based Practices. ➤ Demonstrated ability to work both independently and within a multidisciplinary team. ➤ 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:	Clinical Provide Podiatry evidence based assessment/re-evaluation, treatment and management of clients accessing services through Swan Hill District Health,

throughout the continuum of care.

- Provide leadership and undertake additional responsibilities and duties as delegated by the Senior Podiatrist representing the Head of Department as required.
- Provide appropriate, timely and effective clinical management to **all** patients through assessment, treatment, re-evaluation, legible documentation, team liaison and discharge planning.
- Provide clinical leadership within a service delivery area.
- 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.
- Evaluate treatment and service provision, making use of objective measures where possible.
- Complete multidisciplinary/joint assessments and treatments with other health professionals as required.
- To prescribe and modify orthotic devices as an integral part of patient care.
- To perform minor surgical procedures when required during the podiatry care of patients. (Under supervision initially)
- Display a willingness to develop skills and seek to improve performance through regular supervision with senior podiatry staff and updating own CPD.
- To conduct presentations to a wide variety of community groups, organisations and schools, formulating and implementing programmes for special groups.
- Ensure effective clinical handover, including appropriate referrals and recommendations for further treatment to outside/internal providers are done in a timely manner as required.
- Confidentiality policies and procedures must be adhered to at all times.

Other duties as required when requested by the senior podiatrist, appropriate to the skill and knowledge level of the position.

Primary Care

- Display adaptability and flexibility to meet the changing operational needs of Swan Hill District Health.
- Support the Chief Podiatrist in undertaking processes to ensure service targets are met including the collection/documentation of all clinical and non-clinical activity statistics that directly improve access, clinical care, service coordination or efficiency.
- Contribute to and support service initiatives aligned to Primary Care including quality improvement and accreditation requirements.

Departmental

- Ensure effective functioning of the podiatry department through the development and implementation of agreed referral procedures, policies and guidelines for service provision where appropriate.
- Continually evaluate and modify service delivery in order to meet on-going client and community needs such as through the utilisation of regular Quality Assurance activities.
- Attend and contribute to departmental meetings and other meetings (internal and external) as required.
- Provide positive input in resource planning (team & equipment).
- Contribute to the teaching and training programs of work experience, allied health, nursing/doctor and other professional disciplines within Swan Hill District Health.
- To provide clinical supervision for Grade 1 Podiatrists.
- To provide supervision for undergraduate Podiatry students.

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 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.</p>
Mandatory Training:	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
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

	<p>your ability to perform the inherent requirements of your position.</p> <ul style="list-style-type: none"> • 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	August 2011
Reviewed:	April 2014, February 2016, May & August 2017, September 2018
Managers Name:	
Managers Signature:	
Employees Name:	
Employees Signature:	



The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants Curriculum Vitae

Position Applying for	
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General Information			
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Name			
Address			
Contact	<u>Home phone</u>	<u>Mobile</u>	<u>Email</u>

Are you of Aboriginal/Torres Strait Islander Origin? No Aboriginal Torres Strait Islander
(This question is voluntary)

Do you wish to be identified under this category? Yes No

Are you an Australian Citizen or Permanent Resident: Yes No Date of Grant/...../.....

If no, what is your current Visa Status – Visa type _____ Expiry date/...../.....

Place/Country of issue: _____ Issue Number : _____

Do you require sponsorship? Yes No

Where did you hear about the position you are applying for?

Newspaper Internet Swan Hill District Health Website Social Media (Facebook)

Conditions of Employment			
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Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is casual / relieving unless otherwise indicated.

- 6 months probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department (rotation)

Hours of Work – SHDH operates on a 24 hour, 7 day week, 3 shift basis, and you may be called upon to work/relieve on any of these shifts. If you are unable to work any of the shifts, please indicate below:

Unavailable to work: _____

Normal hours of work are 40 in each week worked on an ADO each month. This is only applicable to Full Time employees. Part time employees will have a minimum hours set but may be called upon to work up to 38 hours per week at normal pay.

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: employment@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585