

Position Description

Position Title	Podiatrist
Position Number	30025328
Division	Community and Continuing Care
Department	Aged Care Residential Services
Enterprise Agreement	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification Description	Podiatrist G2 Y1 -Y4
Classification Code	CM7 - CV8
Reports to	Director of Nursing – Golden Oaks Complex
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Aged Care Banning Order Register • National Disability Insurance Scheme (NDIS) Check • Drivers Licence • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

This position will primarily work within Residential Services, providing podiatry services to nursing home residents.

The purpose of this position is to:

- Provide high quality podiatry services within relevant Bendigo Health residential services as directed;
- Provide client-centred care to residents, involving families and other staff as appropriate;
- Participate in quality improvement and the clinical teaching of staff, students and other learners

Responsibilities and Accountabilities

Key Responsibilities

Clinical

- Provide client focused assessment, treatment/intervention and consultative clinical services in cooperation with the multi-disciplinary team.
- Ensure consultation with senior therapists in the specific clinical field if it is identified that this would be beneficial in optimising the patient's outcome.
- Take a lead clinical role when required, demonstrating special knowledge and depth of experience appropriate to the designated case types.
- Spend 70% of time in client activity; the other 30% in non-clinical duties, examples of which are described in sections 3., 4., 5., and 6 below.
- Facilitate the smooth transition of clients through the health care system, liaising with relevant staff and community agencies to ensure continuity of care for individual patients/clients and their families:
 - Work within the multi-disciplinary team, recognising and respecting the expertise and contribution of all team members, collaborating to refer clients to other services as necessary.
 - Demonstrate knowledge and appropriate use of services relevant to the client/family.
 - Attend relevant ward rounds/case conferences and family meetings
 - Ensure all clinical activity undertaken fulfils or exceeds the competency standards of the profession, and the minimum standards for the programs into which they input/relate.
 - Engage in clinical work that is guided by evidence-based practice and in which outcomes are monitored and modifications made as required.
 - Implement complex treatments / intervention plans based on assessment
 - Manage time and prioritise competing demands so that clinically appropriate care is delivered in a timely fashion, and non-clinical deadlines and responsibilities are met.
 - Meet discipline specific requirements as designated by the Head of Discipline, and agreed with the program manager where necessary.

Communication

- Maintain timely, effective and professional oral and written communication at all levels within Bendigo Health (BH), and with external professional and organisations as required.
- Demonstrate skills in negotiation and conflict resolution.

Service Planning and Co-ordination

- Demonstrate knowledge of relevant business plans and accreditation standards.
- Demonstrate a basic knowledge of the Public Health system, and its financial and structural arrangements.
- Actively contribute in the regular BH allied health service and program or unit meetings as delegated by the allied health Head of Discipline and/or Program Manager.
- Take a lead role (planning, implementing and monitoring) in a minimum of one documented quality improvement activity for the discipline or program annually.
- Active participation on committees and working parties in agreed areas as required.

Information Management

- Ensure information is managed in line with organisational, allied health and discipline standards.
- Meet documentation requirements for all programs/units
- Complete required program reporting and statistical records for client – related and other activities within the specified timeframes.
- Participate in the monitoring and review of data generated for the purposes of discussing staffing requirements and workloads, and for monitoring the efficiencies of new work practices and quality activities in relevant forums.

Training and Professional Development

- Participate in and meet the standards of the BH Allied Health Credentialing and Professional Standards policy document.
- Actively participate in training and professional development as required to achieve the service and program objectives of BH. Coordinate at least one activity per year.
- Undertake mandatory BH training within the required timeframes.
- Actively participate in the development, delivery and coordination of orientation, induction, mentorship, supervision, education and professional development of allied health staff, students (including work experience students) and other BH personnel as required.
- Establish, maintain and fulfil a personal professional development plan.
- Monitor new developments in allied health through journal review, attendance and presentation at departmental in-services and attendance at other relevant internal and external educational opportunities.
- Actively participate in the support and development of colleagues.
- Integrate new learning into practice both individually and more broadly where required. This will be demonstrated by evidence presented at the annual Performance Development Review.

Teaching and Research

- Assist in relevant research activities under the guidance of senior staff or the principal researcher.
- Undertake staff and student teaching and supervision, in area(s) of practice and expertise as required and specified by the position description.

Residential Services Specific activities

- To maintain a practical working knowledge of Aged Care legislation inclusive of the Aged Care Quality Standards.
- You are required to notify your employer and document all incidents of alleged or suspected assaults (including unreasonable use of force and unlawful sexual contact) so that the appropriate response can be undertaken to ensure the health, safety and wellbeing of residents, and to meet record keeping responsibilities under the Act.

- The law also requires staff to report missing residents in certain circumstances so Bendigo Health can respond in line with legislation.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

1. Maintain compliance with the Bendigo Health Allied Health Credentialing and Professional Practice Standards policy (see attached table), including current registration with the Podiatrist's Board of Australia through AHPRA.
2. Demonstrated understanding of the role of podiatry in residential care settings.
3. Demonstrated understanding of health and related issues for people with chronic diseases such as diabetes.
4. Demonstrated ability to communicate effectively across patient, community and professional groups inclusive of skills to negotiate and manage conflicts which arise.
5. Demonstrated ability to be self-directed, motivated and to manage time effectively.
6. Ability to work effectively within a multi-disciplinary patient care team.
7. Experience in the supervision and management of students.
8. Demonstrated commitment to ongoing professional development.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements;

additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.