

### W&L Position Description

**Position Title:** Podiatrist

**Position Purpose:** The Podiatrist's role is to provide services to aged care clients, including education and advocacy of the W&L Podiatry program.

**Background Information to the Position:** W&L is South Australia's largest mobile allied health care provider, also providing services in the Northern Territory and Victoria.

**Organisational Relationships:** The Podiatrist reports directly to their Podiatry Team Leader and indirectly to the Therapist Coordinator.

#### Overview

Role overview: The role involves the following components:

- Aged care clinician
- Education of aged care staff
- Advocacy of podiatry program
- Representation of W&L in a positive manner

Performance appraisal: Three monthly. The following KPI's will be used to assess performance:

- Customer feedback
- Documentation audit
- Accreditation performance
- RSC validation audit performance

#### Key Selection Criteria

Qualifications:

- Bachelor of Podiatry

Professional requirements:

- Current registration with the Podiatry Registration Board AHPRA
- Current professional indemnity insurance
- Current First Aid/CPR certification
- Current Police Clearance Certificate

Desirable professional scope:

- Australian Podiatry Association membership
- Evidence of continuous professional development (CPD)
- Evidence of CPD in the field of Gerontology
- Aged care experience
- Aged Care Funding Instrument experience

Knowledge, skills and experience:

- Comprehensive experience, knowledge and skills in the aged care environment
- Commitment to contemporary outcome and evidence based podiatry practice
- Competent interpersonal communication skills and ability to integrate into a cohesive multidisciplinary team
- Commitment to client care with a clear understanding and ability to respond to individual clients' needs and wants
- Capacity to utilise and manage resources
- Commitment to professional development

#### Duties and Responsibilities of Role

Client care:

- Perform an initial assessment for each client in accordance with the requirements of the Aged Care Act 1997 (for aged care facility residents)
- Treat clients as indicated
- Development of individual care plans, specifying the goals, interventions and the frequency of treatment

- Liaise with management and carers to ensure correct implementation of care plan by designated staff
- Review all clients, at a minimum interval of three monthly and evaluate whether the current intervention is meeting the goals and outcomes
- Provide correct documentation procedures involving individual assessments; care plans, evaluations and progress notes
- Consult with the appropriate staff, medical practitioners and family members in the best interests of the clients
- Assist with fitting and use of equipment/aids

### Quality improvement:

- Support W&L in identification, planning, implementation and evaluation of quality management systems
- Explore new quality initiatives and provide recommendations to W&L
- Provide feedback on the effectiveness and the working of current documentation systems and client consultation as well as identify opportunities for improvement

### Professional and legal:

- Ensure all documentation complies with the Standards for Residential Aged Care
- Comply with all current policies and procedures including accreditation standards and ACFI requirements
- Assist W&L to ensure compliance with safe practices for clients and staff
- Follow the Australian Podiatry Association guidelines at all times
- Maintain client confidentiality and preserve legislative procedures
- Comply with the legal and regulatory requirements of the Aged Care Act 1997
- Comply with all W&L policies and procedures
- Comply with the state and federal privacy legislation

### Environment and equipment:

- Report on issues regarding the safety of the internal and external environment
- Report on the quality and appropriateness of the furniture and equipment
- Provide an assessment of risk. Identify opportunities to improve

### Personal responsibilities:

- The Podiatrist is responsible for ensuring the personal dignity and privacy of all clients are maintained and all interactions with staff are treated confidentially
- The Podiatrist is responsible for ensuring his/her skills are up to date. The Podiatrist is responsible for ensuring appropriate professional development
- The Podiatrist is responsible for ensuring he/she understands the Residential Aged Care Standards for Accreditation. The Podiatrist will be required to participate in W&L documentation and quality audits, customer satisfaction quality control surveys and other quality improvement initiatives
- It is the Podiatrist's responsibility to be aware of and comply with all legislation and regulations affecting his/her role, as well as adhere to the Code of Podiatry Professional Ethics
- The Podiatrist is responsible for ensuring that his/her actions comply with Occupational Health and Safety Regulations and Standards at all times, the Podiatrist must also identify and report all potential hazards and risks
- It is expected that the Podiatrist understands and is willing to work within the vision, mission, values and philosophies of W&L
- The Podiatrist shall represent W&L with a highly professional capacity at all times

### Occupational Health and Safety:

- Promote OH&S initiatives within the organisation
- Liaise with the OH&S Officer to facilitate improvements to the OH&S system
- Support W&L and DON in the identification, planning, implementation and evaluation of the OH&S systems

### Teamwork and communication:

- Communicate clients' care needs to DON/Managers/Unit RN's
- Identify training issues for staff in relation to manual handling, back care and podiatry care plans
- Participate in multidisciplinary, staff and management meetings as appropriate
- Assist new staff with W&L podiatry services education
- Maintain and promote a positive, professional relationship with all staff members
- Share knowledge with carers, staff, domiciliary staff and family members for the benefit of the client