



SENIOR PODIATRIST POSITION DESCRIPTION

Reports To: Clinic Director(s)
Prepared/Reviewed: April 2nd 2025

OVERVIEW OF WPG

Warrnambool Podiatry Group has recognised some shortcomings in our health care system. Appreciating the practitioners experience while holding space for client centred care being critical to our sustainability.

In knowing more about us as clinicians we can step into a space of connection and growth.

Balancing work with our personal life, and our individual uniqueness, means reflecting as a group and individually to ensure the appropriate considerations are met for the health and wellbeing of the individual, the team and the business.

WPG is investing in the humans within its organisation.

Your values are important and will be woven into your Position Description. Your values will drive your ultimate and most meaningful role.

OVERVIEW OF POSITION

As a podiatrist you have a responsibility to yourself, our profession, our community, our clients, and the Warrnambool Podiatry Group.

WPG has created a safety net to ensure your start with us as a podiatrist will be from a wellbeing lens.

Your diary will be tailored to your settling in process and through reflective practice be adjusted as you grow with us.

Time frames for seeing clients and breaks during the day will be generously time tailored to your tolerance.

You will be involved in unique mentoring with our wellbeing mentor Kit Wisdom who is a allied health practitioner and mentor with further education in wellbeing. <https://www.wisephysiotherapy.com.au/>

Working with Kit will guide you to learn about yourself and your team members to foster connection and communication.

You will learn from a strengths-based approach that will be supported by your team and your wellbeing mentoring.

You will participate in activities to prove a client case load that will be authentic to you and challenged when you are ready to grow into a new phase.

You will be an active participant in our team huddles, cuddles, and group mentoring.

You shall actively seek knowledge and techniques to align with our core purpose of leaving health care in a better place.



As a Senior Podiatrist you are responsible for providing an honest and respectful level of care for the clients of Warrnambool Podiatry Group. Additionally, you will share your depth of experience by having an active role in the mentoring of team members and collaborate to support the development of our team.

You actively seek to develop your knowledge and participate in activities to improve your scope as a podiatrist and expand the competence of our profession.

THE WPG EXPERIENCE

- You will use Patient centred care to establish meaningful connections
- You will use patient centred care to create shared decision making.
- As a clinician you will intentionally create Self-management support
- Greeting and farewelling every client in a respectful manner.
- Each client is greeted in the waiting room and guided back to the waiting room to transfer that care to our administrative team
- Understanding the importance of priming our clients experience and enhances these areas where possible (sounds, smells, looks, feels of the environment /experience).

KEY TASKS AND RESPONSIBILITIES

AREA	TASK
Client management	<ul style="list-style-type: none"> • Responsible for the provision of clinical services to clients including but not limited to: <ul style="list-style-type: none"> ○ Biomechanical assessment ○ Orthotics ○ Surgical procedures ○ Manual therapy techniques ○ Routine treatment ○ Development of management plans ○ Work within a biopsychosocial model of health- assessing the whole person and all that is contributing to their unique self. ○ Ensure all elements are understood for the client, encompassing how LOAD as a whole and not just physical load can contribute. ○ Work with the clients as a team member or coach to develop a plan that makes sense to them, taking into account their unique circumstances, past experiences and goals.



	<ul style="list-style-type: none"> • Actively promote preventative maintenance care and early intervention. • Maintain clinical documentation to required standards. • Implement and maintain sterile techniques. • Using appointment scripts and applying treatment programs as outlined in the Procedures Manual for Practitioners • Ensuring confidentiality is always maintained. • Actively establish referral pathways to enhance client management plans. • Actively build and nurture professional relationships with referral partners and actively drive of word of mouth referrals.
Client communication	<ul style="list-style-type: none"> • Focus on holistic care outcomes meaning connecting with clients in a way that is considerate and understanding of their needs, whilst maintaining professional boundaries. • Actively listens to the client with empathy and care. • Communicates verbally with care, confidence and clarity.
External engagement	<ul style="list-style-type: none"> • Writing Letters: <ul style="list-style-type: none"> ○ Letters to referrers and other health professionals to be completed by end of clinical day • Writing reports for referrers and other health professionals involved in your client's care including the following: <ul style="list-style-type: none"> ○ Medicare/DVA ○ Legal reports Return to Work Reports • Requests for funding e.g. Workcover orthotic requests etc. • Liaise with medical practitioners, physiotherapists, osteopaths, chiropractors and other health professionals and promote cooperative professional relationships. • Engage in promotional events that may be held off premises. • Contribute to assisting our social media and marketing team to keep the social media relevant and engaging. • Actively seek referral opportunities including new referrals to Warrnambool Podiatry Group and referrals to other health professionals in our network. • Is active in organising one cuddle per year and involved all external team events that are during paid working hours.
Leadership and Performance	<p>Accountability:</p> <ul style="list-style-type: none"> • It is an expectation that you will take an active role in the mentoring of team members, being both a positive role model and educator. • Adhere to documented and undocumented clinic systems, policies and procedures. • Timely completion of weekly timesheets to not interfere with payroll • Keeping the space clean and tidy and being respectful of others that use our space <p>Security:</p>



	<ul style="list-style-type: none"> Uphold security measures in the areas of clinical records, intellectual property, premises and equipment. <p>Development:</p> <ul style="list-style-type: none"> Commit to the ongoing improvement of the business by recommending ways to do things better, training suggestions, and improvements for the client experience (including 'ideas' system). Attendance to and active contribution in team and individual meetings. <p>Culture:</p> <ul style="list-style-type: none"> Our values are respect, teamwork, awareness, collaboration and trust – ensuring you are committed to living these values in your own unique way. Contribute to the positive, healthy culture of the business, always acting in the best interest of Warrnambool Podiatry Group. <p>Team expectations:</p> <ul style="list-style-type: none"> Teamwork - actively seek ways to improve your work environment and relationships with team members, and contribute to the learning and development of other team members. Role Model – as a senior podiatrist it is expected that you will act as a positive role model for junior podiatrists and the team. Punctuality – be respectful of clients and team members by being punctual at all times. Responsibility for respectful communication Organisation – plan appropriately to optimise effectiveness within the team. Systems – contribute to the team by actively initiating system improvements and providing constructive feedback and ideas. Actions – be proactive in executing tasks to the overall benefit of the team.
--	--

COMPULSORY PROFESSIONAL DEVELOPMENT (CPD)

As a Senior Podiatrist, there is a core requirement to:

- Undertake activities to develop and maintain professional/ clinical knowledge and skills at an acceptable level, maintaining awareness of current best practice.
- Have an active role in the mentoring and educating of team members.
- Undertaking all requirements for practice as prescribed by AHPRA, including First Aid and CPR updates.
- Actively engage in progressing the Podiatry profession and the Warrnambool Podiatry Group team.
- Actively keeping up to date with literature (podcasts, website, journals, videos, etc).
- Attend regular monthly professional development evenings.
- Attend quarter cuddle personal and professional development days.



- Actively attend external professional development courses/ seminars/education.

REQUIRED SKILLS AND ABILITIES

Skill / Ability	Level of Importance to Position (High, Medium, Low)
1. Communication – written	High
2. Communication – oral (i.e. telephone manner)	Very High
3. Client awareness – interpersonal skills	Very High
4. Initiative – problem solving	High
5. Ability to work effectively in a team environment	High
6. Ability to make decisions	High
7. Ability to take direction	Medium
8. Knowledge of Client Management Database	Medium
9. Ability to prioritise and manage tasks	High
10. Computing skills	Medium
11. Typing skills	Medium
12. Personal presentation and grooming	High
13. Contribution to business continual improvement	Very High

ORGANISATIONAL VALUES

All staff, irrespective of their role, are accountable to the Organisational Values which define the non-negotiables in the way we conduct our business at WPG. Behaving in line with these Values is core to overall employee performance.

TRUST



RESPECT

AWARENESS

COLLABORATION

CONNECTION

QUALIFICATIONS AND EXPERIENCE

- Bachelor of Podiatry or equivalent
- Registration with AHPRA
- Member of the Australian Podiatry Association
- Current CPR and First Aid Certificate

HOURS OF WORK

- The hours of work applicable to this role are as per your contract of employment and any subsequent amendments agreed to both parties in writing from time to time. The role will encompass both clinical and non-clinical responsibilities as part of the Warrnambool Podiatry Group team.
- Some outside of hours involvement as part of your role to help your growth and progression as well as that of the Warrnambool Podiatry Group may be required although this is a rarity (e.g. presentation/education/involvement at community events, sporting groups, sporting clubs, events etc).

ADDITIONAL DOCUMENTATION

- Employment contract

ACKNOWLEDGEMENT

I have read and agree to this position description, and undertake to fulfil these requirements to the best of my ability

Name.....

Name.....

Signature

Signature.....

Date: /...../.....

Date: /...../.....

