



## **GRADUATE PODIATRIST POSITION DESCRIPTION**

Reports to: Clinic Director/Senior podiatrist

Prepared/Reviewed: 02.04.2025

## **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 KPIs for your ultimate and most meaningful role.

## **OVERVIEW OF THE POSITION**

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

The focus of your graduate year is settling into your unique environment, it is about feeling safe, and connected to your new team. It is about exploring being a graduate health care professional.

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

You will receive an induction month before taking on your own clients. This will look like shadowing our senior podiatrists, visiting any off-site clinics we have, exploring management plans for a general podiatry case load.

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

Time frames for seeing clients and breaks during the day will be generously time tailored in your first 3- 6 months

You will be involved in unique mentoring with our wellbeing mentor Kit Wisdom who is an allied health practitioner and mentor with further education in wellbeing. You might be interested in reading more on her website <https://www.wisephysiotherapy.com.au/>

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 provide 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

### 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)

AREA	TASK
Client management	Responsible for the provision of clinical services to clients including but not limited to <ul style="list-style-type: none"> <li>o Biomechanical assessment</li> <li>o Orthotics o Surgical procedures</li> <li>o Manual therapy techniques</li> <li>o Routine treatment</li> <li>o Development of management</li> </ul> <ul style="list-style-type: none"> <li>• Intentionally using a client centred care approach</li> <li>• Maintaining clinical documentation to required standards.</li> <li>• Implement and maintain sterile techniques</li> <li>• Using clinic templates if and as relevant</li> <li>• Ensuring confidentiality is maintained at all times.</li> </ul>
Client communication	Client centred care: <ul style="list-style-type: none"> <li>• Establish meaningful connections</li> <li>• Shared decision making</li> <li>• Self-management support</li> <li>•</li> </ul> Respectful communication that nurtures empowerment not one of superiority

<p>External engagement</p>	<p><b>Writing Letters:</b></p> <ul style="list-style-type: none"> <li>o Letters to referrers and other health professionals to be completed by end of clinical week (excepting those required in real time under Medicare or other requirements eg EPCs)</li> <li>o Referral Thank You letters sent as appropriate</li> </ul> <ul style="list-style-type: none"> <li>• Drafting reports for referrers and other health professionals involved in your client’s care using Clinic templates or seeking colleague support if uncertain of requirements.</li> </ul> <p>Examples include:</p> <ul style="list-style-type: none"> <li>o Medicare/DVA Legal reports Return to Work Reports</li> <li>• Prepare requests for funding e.g., Workcover orthotic requests etc.</li> <li>• Liaise with medical practitioners, physiotherapists, osteopaths, chiropractors, and other health professionals and promote cooperative professional relationships, to nurturing these relationships (e.g. attending appointments with other health practitioners)</li> <li>• Engage in promotional events that may be held off premises.</li> <li>• Contribute to Warrnambool Podiatry Groups Social media platforms team to assist with keeping the social media relevant and engaging</li> </ul>
<p>Performance</p>	<p><b>Accountability:</b></p> <ul style="list-style-type: none"> <li>• Adhere to documented and undocumented clinic systems, policies, and procedures.</li> <li>• Obtain feedback from clients about your level of service and care (access to client feedback received to be provided to relevant Podiatrist).</li> <li>• Timely completion of weekly timesheets.</li> </ul> <p><b>Security:</b></p> <ul style="list-style-type: none"> <li>• Uphold security measures in the areas of clinical records, intellectual property, premises, and equipment.</li> </ul> <p><b>Development:</b></p> <ul style="list-style-type: none"> <li>• Commit to the ongoing improvement of the business by recommending ways to do things better, training suggestions, and improvements for the client experience</li> <li>• Monitor your performance with reference to key performance indicators (KPI’s)</li> <li>• Attendance to and active contribution in team and individual meetings.</li> </ul> <p><b>Culture:</b></p> <ul style="list-style-type: none"> <li>• Be an active ambassador for the courtesy system.</li> <li>• Contribute to the positive, healthy culture of the business, always acting in the best interest of Warrnambool Podiatry Group.</li> </ul>
<p>Team expectations</p>	<p>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.</p>

	<ul style="list-style-type: none"> <li>• Punctuality – be respectful of clients and team members by being punctual.</li> <li>• Engage with and attend sessions with our external wellbeing collaborator</li> <li>• Responsibility for having respectful communication and working through challenges respectfully</li> <li>• Organisation – plan appropriately to optimise effectiveness within the team.</li> <li>• Systems – contribute to the team by actively initiating system improvements and providing constructive feedback and ideas.</li> <li>• Actions – be proactive in executing tasks to the overall benefit of the team.</li> </ul>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### COMPULSARY PROFESSIONAL DEVELOPMENT (CPD)

As a 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.
- 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. We subscribe to Ultimate Podiatrist to assist with online professional development.
- Actively engage in clinic funded professional and personal development opportunities such as reflective thinking in our wellbeing programme, or other identified practice programs.

### 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

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

#### **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 understand my accountability in meeting these role requirements

Signature: ..... Director: .....

Name: ..... Name: .....

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

