

ORGANISATIONAL OVERVIEW

Introduction:

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Community Hospital
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub
- Mernda Community Hospital

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health:

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health:

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

Essential:

- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

POSITION DESCRIPTION

Position Title:	Podiatrist Grade 1
Business Unit/Division:	Allied Health
Award Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2022-26
Classification:	CM2-CM6
Employment Type:	Full Time Fixed Term till 15 th November 2026
Reports to:	Associate Director of Podiatry, Orthotics and Allied Health Senior Clinicians – Podiatry Program managers
Date Prepared/Updated:	05/11/2025

ROLE STATEMENT

The Podiatrist will ensure excellence in client care, evidence-based practice, service improvement and risk management with a role in, research and innovation. The Podiatrist will work collaboratively with relevant Northern Health teams and programs to achieve the strategic outcome of the Podiatry service. As a member of the Northern Health Podiatry department, the clinician will be required to participate in supervision and ensure maintenance of competency, credentialing and professional development. The Podiatrist will be flexible in service delivery models adjusting to the needs of inpatients and ambulatory care patients. This role contributes to providing high quality service through active participation in the Podiatry Department Work Plan and the Northern Health Supervision model.

The clinical focus of this position will primarily include sub-acute Ambulatory streams. This position involves working as a member of the multidisciplinary services and providing Podiatry intervention to patients of Northern Health.

The role will require staff to be flexible with their working hours to meet the changing operational demands and can include working after hours, on weekends and public holidays. Staff will be required to travel and work across the various Northern Health campuses, programs, and partner organisations.

The role is offered as either a grade 1 role and will be structured to support a new graduate.

Northern Health Allied Health professionals make a significant contribution to the wellbeing and health outcomes of patients and their families, to the work of Northern Health and to the development of the wider health care knowledge base and system.

All Northern Health Allied Health Clinicians are expected to:

1. Strive for excellence in practice
2. Support a culture of active contribution to the work of Northern Health
3. Demonstrate the skills needed to lead in practice
4. Demonstrate enquiry in practice
5. Be lifelong learners.

All employees:

Quality, Safety, Risk and Continuous Improvement

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.

- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

Role Responsibilities:

- Demonstrate ability to provide person centred care.
- Demonstrate competence in ability to assess clients, plan and implement appropriate intervention, ensuring optimal outcomes for Podiatry patients in inpatient, outpatient and community settings.
- Demonstrated clinical skills and understanding of the needs of Northern Health clients specifically in the areas of diabetes, wound management and rehabilitation.
- Demonstrate commitment to involving clients and carers in decision making regarding their care and negotiating agreed plans of action.
- Provide appropriate education to patients/clients and carers.
- Understand interdisciplinary team functioning and how this can maximise person centred care.
- Accurate and timely recording of appropriate medical information and outcomes (eg in medical histories).
- Knowledge of relevant community resources, information and referral processes, and the ability to apply this knowledge to clinical practice
- Ensure patients are prioritised according to urgency categories.
- Practice within professional & ethical standards

Organisational Responsibilities:

- Respond to referrals within agreed timeframes to meet service KPIs.
- Prioritise complex clinical load with assistance of a senior staff.
- Record timely computer-based statistical data.
- Understand the structural and financial constraints of the public health system, the importance of KPIs and the relationship between these factors and service delivery.
- Participate in departmental quality activities and accreditation processes.
- Demonstrate an understanding of negotiation and conflict resolution skills.
- Demonstrate ability to work autonomously and co-operatively with staff in the Podiatry team and other disciplines.
- Complete other duties as directed by senior Podiatrists and Associate Director.

- Compliance with mandatory training as per NH Policy is a requirement of this role. Failure to complete this training within required timeframes may result in a suspension of duties until training is completed.

Professional Responsibilities:

- Comply with the Australian Health Practitioners Regulation Agency Code of Conduct for registered health professionals.
- Identify own learning needs and develop personal learning goals
- Utilise opportunities to increase professional knowledge and skill base.
- Active participation in regular supervision and annual performance reviews with documented learning objectives as outlined in Northern Health Allied Health supervision framework.
- Demonstrated commitment to professional development, through maintaining a current knowledge of relevant literature, clinical development, and attending relevant courses
- Demonstrate an ability to apply the principles of evidence-based practice.

Teaching / Research / Training

- Identifies and research opportunities.
- Active participation in in-service training
- Willing to participate in research and quality projects.

SELECTION CRITERIA

Qualifications, Registrations and Qualities**Essential**

- Undergraduate Degree in Podiatry
- Registration with Podiatry Board of Australia.
- Current Victorian drivers' licence
- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

Desirable

- Podiatry Board of Australia Endorsement to prescribe scheduled medicines.

Experience**Essential:**

- Well-developed interpersonal skills
- Ability to manage clinical situations appropriately.
- Ability to work in a multi-disciplinary team and awareness of interdisciplinary team functioning
- Commitment to ongoing professional development
- Current National Police and Working with Children History Check

Desirable:

- Understanding of the funding streams across a sub acute service.
- Understanding of the national Safety and quality Standards.

Knowledge, Skills and Behaviours

Desirable:

- Fluency in relevant community language
- Computer skills; working knowledge of MS Office products

Employee Declaration

I

have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: