



Mackay Division of General Practice Ltd

43 Evans Avenue, Mackay Qld 4740

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Website: www.mackaydgp.com.au

ABN 21 062 930 385

POSITION DESCRIPTION

1.0 Position Overview

- 1.1 Position Title: Podiatrist
- 1.2 Organisation: Mackay Division of General Practice Ltd
- 1.3 Appointment: Contract - 12 months – maximum of 38 hours per week (three month probationary period)
- 1.4 Reports to: Practice Manager/Service Coordinator
- 1.5 Salary: \$25 -35 per hour, negotiable dependant on qualifications & experience plus FBT exempt salary packaging option available after probationary period
- 1.6 Method of Work The responsibilities will be carried out in accordance with the Division's policies and procedures (as amended from time to time), as directions by the Division for the method of carrying out of work (but do not comprise terms of the employment contract).
- 1.7 Location: Mackay

2.0 Position Objective

- 2.1 To improve the foot health of the community by providing quality podiatry services to individuals and also in group settings. The position aims to provide quality health services that empower individuals, reduce health inequities and build strong communities.

3.0 Key Responsibilities

- 3.1 To provide quality clinical podiatry services for GP referred provincial, rural and remote patients under the Enhanced Primary Care Program and Allied Health Service.

- 3.2 Plan treatment programs with clients that reflect the needs of the client whilst aiming to promote independence and enhanced quality of life.
- 3.3 Maintain appropriate standards of professional conduct and a high standard of podiatry, working together with a team of allied health professionals.
- 3.4 Adhere to infection control standards.
- 3.7 Ensure that equipment and facilities are safely utilised and maintained in good repair.
- 3.8 Other duties as directed.

4.0 Qualifications/Abilities/Skill/Experience

- 4.1 Registration with the Podiatrists Board of Queensland
- 4.2 Tertiary qualifications of Bachelor of Podiatry or equivalent.
- 4.3 Membership of the Australian Podiatry Association preferred.
- 4.4 Demonstrated experience and skill in a wide range of clinical assessment procedures.
- 4.5 A wide knowledge of general podiatry including experience in generalist clinics, podopaediatrics, orthotic prescription, and aged care.
- 4.6 Knowledge and experience in chronic condition management programs.

5.0 Personal Qualities

- 5.1 Possession of excellent communication and interpersonal skills.
- 5.2 Possession of initiative, tact, integrity and discretion, and a commitment to confidentiality.
- 5.3 Reliability in meeting deadlines and commitments.
- 5.4 A high standard of personal presentation.
- 5.5 Flexibility to attend Divisional events and activities scheduled outside normal business hours.
- 5.6 Ability to be innovative and self directed with drive and commitment.

6.0 Selection Criteria

- 6.1 Membership of the Australian Podiatry Association and full registration with the Podiatrists Board of Queensland
- 6.2 Demonstrated ability to deliver a wide range of clinical assessment procedures, treatments and activities to meet the needs in people from different age groups.
- 6.3 Demonstrated commitment to support GPs deliver Enhanced Primary Health Care to patients requiring holistic health care to maximise their well being and health.
- 6.4 Demonstrated commitment to instigate and maintain a co-ordinated approach to podiatry services.
- 6.5 A current driver's licence for a motor vehicle and a willingness to drive to a range of towns throughout the region (fleet vehicles provided)
- 6.6 Ability to work collaboratively with general practitioners and other Health care providers.
- 6.7 A current blue card
- 6.8 Knowledge and experience in chronic condition management programs.

7.0 Your Application

Your application should address all of the Selection Criteria and be forwarded to the Division office together with a current resume and the names and telephone numbers of two referees, at least one of who must be a previous employer. (Referees will **not** be contacted until after a candidate has been interviewed).

Candidates must complete the attached professional information table to be eligible to be considered.

Applications should be marked 'Confidential' and addressed to the Chief Executive Officer, Mackay Division of General Practice Ltd, 43 Evans Avenue, Mackay Qld 4740 or email admin@mackaydgp.com.au

Should you require further information please contact Mary Butterworth on telephone 4953 4491.

Applications close 5.00pm Monday 18th August 2008 - late applications may be accepted at the absolute discretion of the company.

Please note: Canvassing of the Company's Directors will automatically disqualify any applicant.