

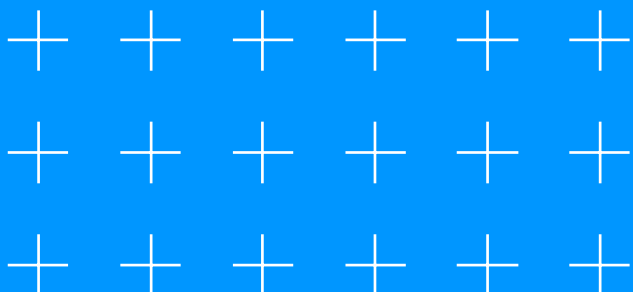


**The Royal
Melbourne
Hospital**

Advancing health for everyone, every day.

Could this be you?

**Join the Royal
Melbourne
Hospital Team**



Position Description

Grade 2 Podiatrist



THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

OUR VISION

Advancing health for everyone, every day.

THE MELBOURNE WAY

At the RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. **Be a great place to work and a great place to receive care**
2. **Grow our Home First approach**
3. **Realise the potential of the Melbourne Biomedical Precinct**
4. **Become a digital health service**
5. **Strive for sustainability**



Position Description

Position Title:	Grade 2 Podiatrist
Service:	Allied Health
Location:	The Royal Melbourne Hospital – City and Royal Park Campuses; Community satellite clinics
Reports To:	Podiatry Manager
Enterprise Agreement:	1. Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2026
Classification:	Grade 2 (CM7-CV8)
Employment Status:	Full time
Immunisation Risk Category:	Category A
Date of Review:	March 2026

POSITION SUMMARY

The Royal Melbourne Hospital podiatry team aims to prevent foot and lower limb amputations by identifying at risk patients and implementing an appropriate prevention or management plan. The podiatry team provides evidence-based care in inpatient, outpatient, and community settings, with an emphasis on patient centred care. The team is actively involved in pressure injury prevention, including pressure reduction strategies for patients at risk of developing pressure injuries in the lower limb.

The Grade 2 Podiatrist contributes to the development of the department and profession and ensures excellence in patient management, across a variety of adult foot health conditions. The Grade 2 Podiatrist demonstrates sound clinical knowledge and treatment techniques in lower limb neurovascular conditions.

The Grade 2 Podiatrist has two main roles; the first part is within the Podiatry department at The Royal Melbourne Hospital City and Royal Park Campuses. The second part is with the Hospital Admission Risk Program (HARP) Diabetic Foot Unit across the partnering organisations of the Royal Melbourne Hospital HARP (Holstep Health and cohealth).

The podiatry team consists of approximately 14 EFT across RMH sites. The team forms an integral part of the multidisciplinary Diabetic Foot Unit both in acute and community settings. The department is supported by the Podiatry Manager and the Diabetic Foot Unit Clinical Lead. Supervision, professional development, and quality improvement initiatives are key focuses of the podiatry department at RMH.



KEY ACCOUNTABILITIES

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Effective prioritisation of caseload and management of competing priorities
- Provide quality patient focused care through sound clinical assessment, treatment, and discharge planning skills in line with evidence-based practice
- Ensure documentation of patient care is in accordance with RMH and profession specific guidelines
- Provide at least 75% patient related activities as per the Allied Health benchmarks
- Promote wider understanding and contribute to increasing the profile of allied health within the organisation
- Work in partnership with staff and relevant services in order to provide appropriate services and information
- Participate in clinical supervision program, individual development, work planning and annual discussion
- Provide supervision to grade 1 podiatrists, students, and allied health assistants as per discipline guidelines
- Participate in the development, implementation, and review of student placement experience in conjunction with senior staff
- Actively engage in and provide professional development, and model a commitment to lifelong learning
- Demonstrate strong communication strategies by demonstrating sound verbal, non-verbal and written skills.
- Display strong organisational skills through efficient time management and professional responsibility
- Display sensitivity and knowledge of ethical and multicultural issues and provide culturally aware practice
- Participation in continuous quality improvement and research activities both within the clinical team and department as required
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Manage risk and actively work toward implementing risk reduction strategies, including incident reporting.
- Create a psychologically safe work environment where everyone feels safe to speak up.

KEY RELATIONSHIPS

Internal

- Nursing, Medical and Allied Health staff
- Hospital Admission Risk Program
- First Nations Health Unit
- Transition Care Program (TCP)
- Consultation Liaison Rehabilitation and Aged Care (CLRAAC)

External

- Post-acute care providers
- Bolton Clarke
- Community based health services



KEY SELECTION CRITERIA

Formal Qualifications

- Bachelor of Podiatry (or equivalent)

Essential:

- Current professional registration with the Australian Health Practitioner Regulation Agency
- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Minimum of two years clinical experience
- Demonstrated effective interpersonal and communication skills both written and verbal (including conflict resolution and negotiation)
- Demonstrated clinical competence in comprehensive assessment, intervention, clinical reasoning, and discharge planning in acute and/or sub-acute health.
- Demonstrated ability to work collaboratively as part of a team and in co-operation with others
- Ability to impart knowledge to staff at all levels as well as members of the wider community
- High level organisational skills
- Professional behaviour and conduct which reflects self-initiative, confidentiality, self-evaluation, and commitment to professional development
- Ability to manage a demanding workload, and effectively prioritise tasks
- Established skills in literature review and quality improvement
- Understanding of Australian health systems and factors influencing the Victorian health system
- Computer literacy (including competency using Microsoft Office programs)
- A current Victorian driver's licence
- Satisfactory police check and working with children check.

Desirable:

- Membership to relevant professional body (i.e. Wounds Australia, APP-HRF, APodA)
- Previous supervision experience (staff or student placement experience)
- Supervision training
- Developing skills in research, or program development and evaluation

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements
- Completion of and demonstrated practice relating to mandatory and profession specific training activities



AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
 - Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
 - Deliver Safe, Timely, Effective, Person-centred Care (STEP) in line with our clinical governance framework.
 - Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace.
 - Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.
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OUR COMMITMENT:

- **Equity, Inclusion, Belonging and Safety**
 - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
 - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
 - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
 - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
 - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

Date