

JOB DESCRIPTION

Chiropodist

Position Profile

As a key member of the South East Toronto Family Health Team (SETFHT), and an integral part of an Interprofessional health care team, the chiropodist will provide a full range of quality foot care to all SETFHT patients. The range of service includes active treatment of acute pathological foot conditions, surgical procedures, and preventive & palliative foot care.

An ongoing emphasis will be placed on the promotion of foot health. Patient will be encouraged to participate at all times, within their capabilities to accept the utmost responsibility for their own care. The Chiropody Clinic is committed to highest standards of patient care and integral part of academic SETFHT.

Accountability

- The chiropodist reports to, and is responsible to, the SETFHT Executive Director. All clinical decision making outside the scope of the chiropodist must be done in consultation of the SETFHT Lead Physician and/or physicians of SETFHT and/or medical directives.

Authority

- Does not direct the activities of staff or a function without direction of FHT decision makers. The chiropodist must comply with the practice standards used by the College of Chiropodists of Ontario.

Decision Making

- On a regular and continuous basis, exercises clinical judgment and assumes responsibility for decisions, consequences, and results having an impact on people, costs, and/or quality of service within the FHT.

Roles and Responsibilities

Duties of the chiropodist will be divided into two categories – clinical duties and administrative duties.

Chiropodists will be encouraged to operate within their full scope of practice. They will be encouraged to work co-operatively with all members of the health care team in the promotion of patient health and prevention of disease.

Clinical Duties

1. Assessment of foot disorders or dysfunctions and treatment of same therapeutic, orthotic or palliative means;
2. Differentiating between disorders of the foot arising from systemic or general disease and those arising from local, structural and/or functional disorders;
3. Recognizing patients having conditions beyond their scope of practice and refers to other appropriate health care professionals (e.g. primary care provider);
4. Accurately taking, recording and utilizing a complete chiropody history form;
5. Designing and implementing a management plan based on presenting conditions and the patient's individual needs. The Chiropodist will reinforce and encourage patient responsibility and participation in the management plan;

6. Use of proper casting techniques for orthotic and off-loading devices - gives footwear education and/or refers patients for footwear modification as required;
7. Communicating foot health education in a variety of settings to patients, Interprofessional health care professionals (IHPs) or other concerned individuals;
8. Ensuring appropriate antiseptic techniques, safe procedures and isolation practices are maintained in the clinical and/or surgical setting; and
9. Providing a safe environment for patients, practitioners and others in the clinic and/or surgical setting.

Administrative Duties

1. Plans for future clinic needs to ensure that SETFHT clinical goals and objectives are met;
2. Ensures safe working practices and that all clinical equipment is in satisfactory operating condition;
3. Collaborates with the Executive Director and Site Administrator to develop a quality assurance program;
4. Maintains and upgrades knowledge and skills regarding new procedures, methods and equipment through attendance at relevant seminars and educational programs, prepares quarterly reports, and monitors daily statistical data;
5. Prepares work schedules that ensure efficient use of time;
6. Prepares, monitors and controls supplies necessary for clinic operation;
7. Requisitions necessary medications;
8. Requisitions necessary repairs/maintenance services; and
9. Develops, revises and implements policies and procedures as appropriate.

Qualifications

- Preferred completion of Bachelor of Science and Graduate Advanced Diploma of Health Sciences (Chiropractic) with two or three years of clinical experience.
- Must possess a license with the College of Chiropractors of Ontario as a chiropractor.
- Experience working in primary care an asset.
- Knowledge of and working experience with computer systems and applications.
- Honed patient assessment and triage skills.
- Excellent verbal and written communication skills.
- Able to work co-operatively as member of the FHT and within a team setting.

Thank you for your interest in the South East Toronto Family Health Team. Only those candidates selected will be contacted for an interview. No telephone inquiries, please. SETFHT supports Employment Equity initiatives and encourages individuals from diverse backgrounds to apply for this position.

Applicants should quote Job:

Contact by: e-mail only

Job Contact Information

Human Resources, South East Toronto Family Health Team

e-mail: hr@setfht.on.ca

Please forward cover letter and resume by: