



Advanced  
Practicing  
Podiatrists  
HIGH RISK FOOT GROUP

ADVANCED PRACTICING  
PODIATRISTS –  
HIGH RISK FOOT GROUP INC.

NEW GRADUATE JOB APPLICATION  
TOOLKIT

2018

# Welcome!

The APP-HRF committee recognises the challenges and competition for new graduate, or early career High Risk Foot clinician positions, especially in the public sector.

We have developed this guide to help equip our early career and student members in preparing to answer selection criteria and ace job interviews. These have been generously provided by numerous 2016/17 and 2017/18 committee members.

Application processes and requirements differ from state to state, and we encourage you to carefully read the job's description and requirements carefully.

Please also check out our mentoring guide (available under the early career HRF clinician exchange) for opportunities to further your clinical development.

Feel free to be in touch with us should you have any questions – and good luck!

## When applying for a job:

1. Read the advertisement/job requirements thoroughly
2. Take note of any restrictions to number of pages allowed in your application, font size etc.
3. Take note of the due date for applications and try to prepare and submit your application well ahead of this
4. Contact the person listed on the advertisement if you have any questions
5. Within your application, ensure you address all of the Essential and Desirable selection criteria where possible
6. Provide specific examples to back up your claims eg. Don't just say you have experience managing a condition – give a specific example
7. Ensure your referees are aware that you are applying for the job and that they may be contacted

## Interview tips

1. Dress appropriately
2. Arrive early (about 10 minutes is more than sufficient)
3. Review your job application and bring a copy with you to the interview to refer to (if allowed)
4. Review the Essential and Desirable selection criteria
5. All questions are generally based on the selection criteria
6. You may be familiar with one or more people on the interview panel. Do not assume that they know everything about you. You need to assume they know nothing as they are generally only able to assess you on the information you provide during the interview or within your written application.
7. Remember that you will only have limited time with the interview panel
8. It is highly likely that several other people will also be interviewed and you may know some of them
9. Time management and team work are always good to think about as they often crop up in questions
10. Prove that you have the ability to show initiative
11. If you need more time to think about your response to a question, ask the panel to repeat the question
12. Ask the panel if you have provided enough information or if you need to expand on your response
13. Prepare at least one question that you can ask the panel at the end as this shows interest (eg. Does this role provide the opportunity to undertake research?)
14. The interview panel will probably be taking notes, don't let this distract you
15. Sometimes applicants are provided the interview questions ahead of time, make sure you take notes and read all of the questions during this time
16. Face to face interviews are usually preferable, however you may be able to request (or be offered) a phone interview if you are unable to physically attend
17. Remember that everyone is in the same situation as you.. just do your best!

# Sample interview questions for level 1-2 podiatrist

## Introductory questions

Question
Why did you apply for this position/to this department?
What have you learnt from previous podiatry experiences?
What do you have to offer and can add to the podiatry department?
What do you think are priorities for this podiatry department, and for podiatry as part of a wider healthcare team?
Describe the best and worst aspects of your current clinical competencies.
What areas of podiatry practice have you had experience (i.e placement) and where do your interests lie?
What personal and professional strengths do you believe you could add to a dynamic Podiatry team which includes senior podiatrists, footcare therapists and other clinical staff?
Are you a team player? (examples of contributing to team or being in a difficult team situation)
What is your understanding of a “High Risk Podiatry service” and how that may differ from a general or community podiatry practice?
What was the highlight of your undergraduate podiatry degree?
What are some areas and skills you would like and need to develop?

## Clinical questions

Question	Key responses
<p>This is a position within the public health setting. Can you think of a couple of things you have learned or skills you have developed that would equip you for this role?</p>	<ul style="list-style-type: none"> <li>- Demonstrate broad range of patient management skills</li> <li>- Demonstrate good written and verbal communication skills especially in liaising with other health professionals</li> <li>- Evidence-based practice</li> <li>- Team work</li> </ul>
<p>What was a recent journal article you have read &amp; explain its relevance to your practice?</p>	<ul style="list-style-type: none"> <li>- Evidence based practice</li> <li>- Demonstrates enthusiasm to learn</li> </ul>
<p>Within the podiatry department one of our aims as a service is preventing diabetes-related ulceration and amputation.</p> <p>a) What are the main risk factors to determine when assessing a patient with diabetes?</p> <p>b) How would you assess for these complications?</p> <p>c) Can you give me an example of actions you would take in the presence of the risk factors ?</p>	<ul style="list-style-type: none"> <li>- Demonstrate knowledge of neuro/vascular, foot ulcer, infection (superficial and deep), deformity etc</li> <li>- Education</li> </ul>
<p>The core principle of infection prevention and control is to prevent transmission of infective organisms. In relation to your practice, you are about to call a patient into the clinic room for treatment. What infection control processes do you need to perform?</p>	<ul style="list-style-type: none"> <li>- Awareness of personal protective equipment</li> <li>- Knowledge of room preparation</li> <li>- 5 moments of hand hygiene</li> </ul>
<p>You have a new patient who has been referred to you by a GP. They have a history of a neuropathic toe ulcer which healed 8 weeks ago. In your treatment you debride the callus and discover that the wound is still present under the callus and you can touch bone. It is half an hour before your next patient arrives. What would you do?</p>	<ul style="list-style-type: none"> <li>- Demonstrates ability to prioritise and patient safety</li> <li>- Recognition of need to involve other team members/escalation</li> <li>- Also demonstrates full knowledge of assessment, management (incl offloading) of foot ulcers</li> </ul>
<p>Describe the process that you would follow when you encounter a patient with a foot, medical or social problem outside of your knowledge and experience</p>	<ul style="list-style-type: none"> <li>- Same as above</li> <li>- Demonstrates awareness and referral to other services</li> </ul>
<p>You are asked with plenty of warning to work in a different clinical location with which you are not familiar. How would you go about</p>	<ul style="list-style-type: none"> <li>- Preparation, consulting with colleagues etc</li> </ul>

preparing yourself for this situation?	
Imagine yourself in a situation where you have over time provided ulcer care for your client. You feel that the ulcer is taking longer to heal than expected, and you suspect that this may be from the patient/care giver not following advice adequately. What would you do to manage the situation?	<ul style="list-style-type: none"> <li>- Communication and assessment</li> </ul>
A new patient presents to the podiatry department with an ulcer on the plantar 1 <sup>st</sup> MPJ with some surrounding erythema. He has Type 2 Diabetes of 12 years duration. Outline your assessment, treatment, short term and long term plan	<ul style="list-style-type: none"> <li>- Covers all aspects of assessment, treatment, and communication with team</li> <li>- Recommends appropriate investigations</li> <li>- Demonstrates prioritisation</li> </ul>
<p>A 68yo man with diabetes presents to your clinic for a scheduled annual neurovascular assessment. His wife is in the waiting room. You notice that he has an ulcer on his left foot with signs of infection. The patient reports that the ulcer has been present for the past 6 months without significant improvement. His GP has been reviewing it regularly and the patient attends every 3 days for dressings (provided by the practice nurse). He reports that he had surgery by a vascular surgeon at a private hospital 4 months ago but is not sure what he had and has not had any further follow up. He saw a local private podiatrist on 2 occasions when this started. He is also known to a private endocrinologist but has not been seen for 12 months. The patient is unable to provide any further specifics regarding his care.</p> <ul style="list-style-type: none"> <li>- As the newest member of this patient's health care team, what communication skills would you employ to gain more information about this patient and ensure he has coordinated care in the future?</li> <li>- Provide an example of a situation you have been in where you have needed to use sound communication skills</li> </ul>	<ul style="list-style-type: none"> <li>- Verbal: phone other care providers</li> <li>- Include family/wife</li> <li>- Hospital discharge plan</li> <li>- Education</li> <li>- Documentation in medical records</li> <li>- Letter to all parties</li> <li>- Written education</li> </ul>
A 55yo man has come in for her review podiatry appointment and reports that she has not eaten breakfast. After removing her dressings she states she is feeling dizzy and	<ul style="list-style-type: none"> <li>- Clinical assessment and prioritisation</li> <li>- Appropriate consultation of colleagues</li> </ul>

nauseous. You observe that she is sweating profusely and is pale. At this stage one of your colleagues is on the wards, another is on sick leave and another in the orthotic lab. The paramedical aide is on the phone. How would you manage this situation?	- Documentation
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### Project/time management/conflict etc

Question
Are you aware of the principles of quality improvement, and have you been involved in any QI activities, explain?
You will be required to complete daily statistics reporting and patient documentation requirements, are you familiar with databases and how do you go about managing your workload
Please provide an example of when you have had to work as part of a team. Explain your role within the team and the outcome of your involvement
What are the benefits of working as part of a multi-disciplinary team in the healthcare setting?
What experience have you had of working in a team setting and what do you see as the key areas for team work to be effective?
How do you handle conflict? Can you describe a situation where you have had a difference of opinion with a peer or colleague? How did you handle this, and what was the outcome?
Can you outline a quality improvement project that you have been involved in, or observed?
Part of this role involves work with a busy caseload. What strategies do you use to plan your day or week?

### Contacts / Website

Website: [www.app-hrf.com](http://www.app-hrf.com)

Email: [app-hrf@ozemail.com.au](mailto:app-hrf@ozemail.com.au)

Committee members' email addresses are on the website.