

Job Title:	Community Podiatrist – Band 6
Reports to (job title):	Professional and Service Lead for Podiatry
Line Manager to:	N/A

Job purpose

(BSW) Podiatry Department aim to provide a high-quality podiatry service to maintain the foot health for the people of Bath, Swindon and Wiltshire. The post holder will manage a case load/client list and carry out a range of varied, established, and related, podiatry care activities for service users with long term conditions, MSK related conditions and Nail Surgery.

You will use your knowledge and experience to provide professional care, treatment, advice, guidance, and support to service users and others.

You will also help coordinate the work of less experienced practitioners and staff members.

You will help guide planning, provision and improvements in podiatry and contribute to the development of the service, ensuring team objectives are met.

You may also support the activities of more experienced practitioners to help achieve team/service objectives.

Newly qualified staff will have mentoring and support to develop skill level, including inclusion to HCRG care groups preceptorship program.

You may also lead or coordinate small scale projects that will contribute to the achievement of the service and wider function goals.

Acting as a positive role model, you will help influence the service/profession and support the smooth running of the service.

Services are also provided to other organisations and community specialist podiatrist provides cover for these in the absence of a clinical specialist.

Base

Within Wiltshire Podiatry area – exactly location to be agreed with successful candidate

Key responsibilities

- Undertake skilled and specialist assessment of service users to formulate individualised management and treatment plans using evidence based clinical reasoning skills and utilising a wide range of treatment skills and options.
- Communicate effectively with the wider multidisciplinary team and case manage services users as appropriate.
- Work with service users and their carers towards shared goals providing advice education and training and assessing for and providing specialist equipment.
- Encourage independence and enable service users and their carers to manage their condition.
- Work within established practices and guidelines, using knowledge, planning analytical and judgement skills, ensure a range of varied and non-routine practitioner based activities are delivered by you or by others. Activities will also include providing support to others.
- You will also provide information and support to others who are at different levels in the organisation
- Work autonomously, using practices and guidelines and modifying local procedures as required.
- Co-ordinate own work and that of the team (if relevant) to make sure targets are met.
- Contribute to the team planning and development and to making the best use of resources.
- Contribute to the development of local policies and procedures, ensuring these and regulatory guidelines / policies are understood, followed, and upheld by others.
- Operate range of professionally based systems, and devices that help provide care and to help ensure duties are achieved e.g., blood pressure monitors, data bases, service and client records and communication systems. This will also involve guidance and training of others in safe use of equipment and systems.
- Contribute to planned training programmes of all staff.
- Participate in the training of students on clinical placements which include podiatry care nail care, wound care, nail surgery and orthotic manufacture.
- To follow departmental and national guideline on the safe use of maintenance and cleaning of specific equipment, i.e., nail drills.
- To be responsible for implementing care packages including high risk patients.
- Undertake nail surgery; training can be given for new qualified staff.
- To ensure all information relating to clients, staff and the organisation remains confidential.
- To have the capability to move and handle patients who may be immobile, often in confined spaces.
- To run a domiciliary case load
- To mentor junior staff and participate in training.

Communication / Relationship Skills

- To promote a positive image of the department and profession and develop and maintain good relationships with other health professionals.
- To be responsible for correct documentation of patient care and planning in the appropriate patient records and ensure accurate maintenance of records.
- To ensure all information relating to patients and staff gained through employment with the Trust remains confidential in line with legislation.
- Dealing with telephone enquiries and emails for patients, administrative staff and other healthcare/social care workers;
- To provide written communication to GP and other healthcare professionals for podiatry care on behalf of the Trust;
- To work as part of a multi-disciplinary team communicating with other professionals and agencies involved in the delivery of a patient's care.
- To communicate effectively with patients and carers to ensure understanding of condition, health education to prevent deterioration and encourage self-help.
- Communication skills of listening, persuasion, motivation, explanation and gaining implied and written consent will be used with a variety of patients.
- Understanding patient behaviour to enable communication with patients who are distressed for various reasons including health and bereavement. Frequently using the skills of comfort and understanding to gain patient's confidence.

Responsibilities for human resources including personal and people development

- To work as part of a multi-disciplinary team and act as a source of advice to patients, carers, GPs and other healthcare professionals.
- To participate in a mentoring and induction programme to build on clinical skills and experience from university.
- To participate in the department rota for nail surgery
- To monitor junior staff and students.
- To nurture a specialism in the field of podiatry
- To be able to promote Health Education to patients, relative carers and other Healthcare Professionals on a one-to-one basis or as part of group education presentations. This includes Health and Social Service Staff, on an advisory or teaching role.

- To participate in CPD to develop new skills, maintain and update existing skills and seek out opportunities for further education and training.
- To provide evidence of either in service training or external courses in the relevant areas.
- To participate in performance review with the Podiatry Lead and fulfil CPD requirement identified in appraisal process in line with service needs.
- To rotate through specialist areas in the department, e.g., diabetes and nail surgery as part of mentoring programme, developing their own caseload in interested areas.

Health, safety, and security

- To be responsible for preparing Podiatry Clinic for use and cleaning equipment after each patient or session in accordance with Infection Control.
- To follow departmental and national guidelines on the safe use or maintenance and cleaning of specific equipment, i.e., instruments.
- Maintaining security of all equipment, stock, consumables, and money within the clinic.
- To report any accidents, complaints, defects in equipment, near misses and untoward incidents, following Trust procedure.
- To ensure that Health & Safety legislation is always complied with including COSHH, Risk Assessment, Control of Infection especially during nail surgery, dressing treatments, handling contaminated instruments and the challenging working environments of home visits and lone working.
- To have the capability to move and handle patients who may be immobile, wheelchair or bed bound often in confined spaces, within Manual Handling guidelines.

Responsibility for Policy and Service Improvement/ Development

- As part of the Podiatry team and wider Organisation, contribute to the development and adhere to the Podiatry Department and Organisational policies, strategies, and objectives.
- Be involved in departmental programme of development including possible new/alternate ways of working.
- To attend and actively contribute to departmental meetings.

Quality

- To provide and maintain a high standard of podiatry care to patients with a clinical need within the Organisation.
- To plan and contribute to management of the departmental caseload including provision of specialist care of patients with complex or difficult presentation.
- To follow departmental Policies, Procedures and Guidelines and have the skills to make a clinical diagnosis and discuss within professional boundaries.
- Participate in and promote podiatry evidence-based practice i.e. pedal wound/ulcer care.
- To have holistic approach to patient care to ensure health and wellbeing of patient.
- To practice within Clinical Standards, Guidelines, Policies, Procedures and Protocols.
- Responsible for collection and monitoring of statistical information as specified by the Podiatry Lead for the requirement of service delivery and audit.
- Participate in clinical audit and understand research as required.
- To provide cover for colleagues during periods of absence.
- To work as part of the Podiatry team to ensure best level of patient care.

Outline of Provisional Job Schedule:

37.5-hour week – standard week - Monday - Friday 8.30-17.00 with 1 hour rest -

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers, and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
• Inspire • Understand	• Challenge • Improve	• Accountability • Involve

- Communicate

- Learn

- Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice, NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that

clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Personal Specification

Essential

- Degree in Podiatry from an HCPC recognised institution
- Registered with the HCPC
- HCPC recognised Local Anaesthetic Certificate
- Evidence of recent and relevant CPD to demonstrate significant experience
- Good working knowledge across a range of podiatric practices: acute and chronic wound management, footwear, appliances, nail surgery, biomechanics
- Organised and able to prioritise tasks and workload
- Demonstrable IT skills

Desirable

- The Foot in Diabetes Module or equivalent
- Certificate of competency in the use of prescription only medicines
- Student mentorship training
- Familiarity/competency with electronic patient records systems such as SystmOne or equivalent

Other requirements: Licensed to drive with access to a motor vehicle for business purposes

Employee signature

Manager signature
