

Job Title:	Podiatry Foot Care Assistant
Reports to (job title):	Team Leader
Line Manager to:	N/A

Job purpose

1. To assist qualified Podiatrists in their clinical and administrative duties and contribute to the safe and smooth running of the Podiatry Service.
2. To take responsibility for own delegated clinical caseload of patients.
3. To undertake treatment/intervention as required or as directed by an HCPC registered Podiatrist.
4. To participate in audit and service development.

Base

Bickerstaffe House, Ormskirk. Although the post is a community position requiring travel within the West Lancashire region. Some working from home may also be required.

Key responsibilities

1. To assist the Podiatrists by preparing/maintaining the clinical area, equipment and stock levels.
2. To carry out toenail cutting, filing, nail drilling and simple wound care dressings following an individual care plan and with support from the Podiatrists.
3. To accept responsibility for a delegated caseload and manage own time effectively.
4. To carry out diabetic foot screening with support from qualified staff.
5. To report any changes in patients' health status to a qualified Podiatrist for reassessment.
6. To maintain clinical records for individual patients' in line with HCRG Care Group procedures and standards.
7. To work in clinical settings and undertake domiciliary visits to patients' own homes and care homes as required.
8. To manage stock and replenish clinical stock as required.
9. To provide patients and carers with advice regarding general foot health and give footwear advice.
10. To assist the Podiatrist during nail surgery clinics, wound care clinics and in any other required setting.
11. To manufacture simple insoles as required.
12. To use effective communication skills and liaise with members of the Multi-Disciplinary Team and external agencies (as/when needed) to ensure the effective management of patient's care.

Administrative

1. To report hazards, faults, accidents and near misses in relation to equipment and within the work area.
2. To assist with the operation of the on-site satellite store for equipment as directed by the service needs, including stock maintenance and collection/cleaning of equipment.
3. To develop and maintain accessible patient information, equipment and resources to complement rehabilitation.
4. To process referrals for equipment and general administration.
5. To comply with Trust/Service Policies, Procedures and guidelines contributing to working parties to address quality issues.
6. Where appropriate to contribute towards Clinical Networking and audit/Clinical Governance initiatives as directed by Clinical Supervisor/Team Leader.
7. To take responsible care for the health and safety of him/herself and others that may be affected by his/her acts/omissions at work in line with Health and Safety guidelines.
8. To be responsible for the timely and accurate collection of such statistics/records as are required nationally and departmentally and to ensure that confidentiality is maintained.

Training

1. To develop knowledge and skills in podiatry practice through a competency based programme.
2. To contribute to the education/development of others, including induction and training.
3. To attend and participate in relevant mandatory and in-service training.
4. To identify own personal development needs with supervisor through supervision and Personal Development Plans.
5. To participate in Trust/Departmental activities in relation to Clinical Governance.

General

1. To abide by the relevant Codes of Professional Practice if applicable and NHS Codes of Conduct.
2. It is a requirement of employment within HCRG Care Group that all staff must comply with the obligation of confidentiality to person identifiable information. The Data Protection Act 1998 (and subsequent revisions to the Act) safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by the trust to uphold the principles of the Act.
Any employee disclosing confidential/patient records or information to any unauthorised person or persons will render the employee subject to disciplinary action.
3. The Freedom of Information Act 2000 requires all public organisations to provide any member of the public, upon receipt of a written request, with the information they require, subject to certain exemptions. Every member of staff employed by the Trust must take responsibility for any request for information that they receive and respond in line with HCRG Care Group Freedom of Information Policy and guidance.
4. All employees are required by Section 7 of the Health and Safety at Work Act (1974) to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
5. All staff employed by Trust must adhere to the standards of record keeping outlined in the Records Management Policy and guidance documents.

6. To ensure compliance with all Trust Risk Management, Research Governance and Infection Control Policies and Procedures and abide by the Essential Standards of quality and safety.
7. Undertake appropriate Induction and Mandatory training, including infection control and comply with all Trust Infection Control policies relevant to the post, particularly with regard to the hand hygiene policy. To remind and challenge colleagues of their Infection Prevention and Control responsibilities if there is a potential or actual breach of policy.
8. It is incumbent on the post holder to continually update his/her professional awareness and carry out other duties deemed appropriate to the grade of the post.
9. The post holder is required to take all reasonable measures in relation to their health and well-being.
10. The post holder is required to adhere to Trust procedures in relation to Equality and Diversity, including the Staff Charter and NHS Constitution.
11. The post holder is required to adhere to the values of the Trust.
12. Staff must be aware of any comply with Safeguarding Policies and Procedures for both adults and children in order to promote safeguarding and prevent abuse to vulnerable people who may be working, visiting or receiving treatment within the organisation. All staff have a responsibility to report any suspicion of abuse to their Line Manager or Safeguarding Leads.
13. This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder.
14. The duties listed above may change over time and additional duties may be required appropriate to the pay band of the post.

Outline of Provisional Job Schedule: 37.5 hours per week to be undertaken Monday-Friday between 8.30-4.30 pm.

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
<ul style="list-style-type: none"> Inspire Understand Communicate 	<ul style="list-style-type: none"> Challenge Improve Learn 	<ul style="list-style-type: none"> Accountability Involve 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 1998 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

- IT skills / experience
- Good numerical and Literacy skills
- Experience of working as a Podiatry / Health care assistant
- Foot Care Assistant Qualification

Job Description

- NVQ Level 3 in Health and Social Care or equivalent
- Interpersonal skills and ability to communicate with both patients and supervising staff.
- Can-do attitude
- Flexible and adaptive approach to duties
- Competency in carrying out basic functional assessments
- General understanding of clinical conditions relevant to Podiatry
- Friendly and approachable
- Good general health and attendance records
- Ability to withstand physical requirements of the job
- Ability to travel between clinical sites and carry out home visits

Desirable

- Commitment to personal development and the development of others
- Awareness of external agencies including voluntary and social services
- Experience of referral and access of social services equipment stores and on-going care provision
- Maintain confidentiality and high standards of record keeping in line with policies and data protection
- Ability to problem solve and work single handed when guided by supervising staff
- Awareness of current NHS issues and trust policies

Other requirements: Access to own transport as this is a community position

Employee signature

Manager signature
