

Job Title:	Diabetes Specialist Podiatrist
Band:	AfC Band 7
Line Manager:	Clinical Lead
Accountable to:	Clinical Service Manager

Job purpose

- To work as a highly specialised practitioner as part of a motivated diabetic service, working independently or as part of the multi-disciplinary foot team, in primary, secondary and community settings. You will ensure appropriate pathways are delivered and operated whilst providing high quality clinical care.
- The post holder will ensure appropriate and effective use of clinical time and resources to contribute to the reduction of hospital admissions. The post holder will be working across integrated pathways, avoiding any delays in care and improving patient accessibility and outcomes, this will also involve contributing to coordinated diabetes education to support these aims.
- The post holder will need to be proactive in delivering non-medical prescribing across the pathways to further support reduced hospital admissions.
- There will be an expectation to assist the Clinical Service Manager and Head of Operations with quality initiatives and improving service delivery as an integral part of the leadership team.
- The post holder will play a key role in setting up a new foot protection service in line with NICE guidance in the community to support at risk and high risk patients. This will involve planning, implementation and evaluation in order to meet the aims of the service.
- The post holder will need to be adaptable to the needs of the service and will be expected to keep up to date with clinical and professional developments, portfolio maintenance and should also take part in research and audit projects.

Base

Dartford Gravesham and Swanley (DGS) Community

Key responsibilities

- To ensure effective communication of complex and highly sensitive and emotional information to patients, this requires excellent interpersonal, negotiative and counselling skills.
- Excellent interpersonal skills are required for liaison with team members.
- To work effectively in a multi-disciplinary approach with other health care professionals for the benefit of the patient where indicated. This may involve physically working with other professionals (e.g. Diabetes Specialist Nurse or Dietician) or in a closely co-ordinated manner to implement an agreed joint care plan (e.g. with patient's Diabetologist/GP).

- To ensure good communications (regarding professional and medical issues) are maintained at all times to achieve the desired outcome.
- To establish and maintain positive interpersonal relationships with other staff which are characterised by open communication, trust and respect.
- To be involved in the production of diabetic information for patients, carers and health care professionals.
- To work effectively as a member of the uni professional and multi professional teams.
- To maintain accurate records of all patients' consultations and related work carried out at each clinical session, including computerised data collection.
- To attend and actively contribute to departmental meetings.
- To ensure that all information relating to clients and staff gained through employment within the organisation is kept confidential.
- To deal with complaints sensitively avoiding escalation where possible.
- To maintain accurate records of all patient consultations and related work carried out at each clinical session, including computerised data collection.
- To be a point of contact for referrers and other health professionals needing urgent advice and support.

Patient Care/Clinical

- Non-medical prescriber, independent or supplementary, if supplementary expectation to covert to independent within 12 months of being in post.
- To be responsible for the clinical provision of diabetic care in highly specialised clinics.
- To be responsible for the podiatric assessment, diagnosis, planning, implementation, delivery and evaluation of specialised care plans using a variety of appropriate treatment regimes for a range of patient groups including those in the 'high risk' and 'at risk categories focussing on the management of primary foot pathologies.
- To take a proactive role in the planning and delivering Health Promotion and training events within the service and organisation, including promoting the departments services to other health care professionals to ensure appropriate patients are referred to the service.
- To develop tailored care packages dependant on patient, need and utilise extended skills such as the application of 'scotch casting' in order to maintain patient mobility.
- To work in close collaboration with the specialist team including the Diabetologists, Specialist Nurse and Tissue Viability Specialist in both the Primary & Secondary Care setting to ensure a holistic approach to the management of the 'at-risk' and 'high risk patient' is met.
- To liaise with extended care network including orthopaedic surgeons, prosthetics and orthotics to ensure that the patients' rehabilitation needs are met.
- To support the formulation of a foot screening strategy and implement an education and screening programme in accordance with the National Service Framework and NICE Guidelines.
- To develop and deliver a training programme for health care professionals for screening the 'at risk' diabetic foot in Primary Care.
- To provide advice and training on screening techniques for the diabetic foot to all Primary Care based Diabetes Clinics.
- To support a clinical rotation programme for Podiatry staff, providing supervision and training opportunities to facilitate an equitable service provision across the organisation.
- To identify and trial new products with approval of the countywide wound formulary group.
- To perform diabetic assessments using the appropriate equipment.
- To be responsible for the maintenance of high standards of clinical hygiene, stock and equipment control within the premises used for work.

- To assess and undertake nail surgery, procedures following departmental guidelines and supported by a Podiatry Assistant.
- Triage new diabetic referrals as required monitoring waiting lists, prioritising and redirecting patients according to medical and podiatric need.
- Responsible for ordering and maintaining stock and stationary levels, monitoring expiry dates and rotating stock etc.
- To contribute to the clinical team by discussing own and other input around patients and ensuring a well-co-ordinated care plan.
- To be flexible and provide cover for other Podiatrists at short notice or during periods of absence.
- Be responsible for the care and maintenance of instruments and equipment as delegated.

Administration

- To maintain accurate records of all patient consultations and related work carried out at each clinical session, including computerised data collection.
- To ensure that all information relating to clients and staff gained through employment within the organisation is kept confidential.

Management/Human Resources

- To perform delegated line management duties and support, deputising for the Locality Lead and Diabetes Acute or Head of Operations where required.
- To provide team leadership and to take responsibility for the supervision, teaching and appraisal of other staff as required.
- To recognise where performance is poor or clinical standards are not being met and work with clinical lead; primary and secondary care services and Head of Operations to bring about resolution.
- To problem solve and respond appropriately to both personal and professional matters as they occur.
- To mentor and support Band 5 and 6 Podiatry colleagues in developing skills in diabetic foot care and be a point of contact for concerns in the speciality.
- To supervise Podiatry Assistants, Apprentices, Band 5 and 6 Podiatrists and Placement Students where appropriate.

Quality & Governance

- To follow departmental and organisation policies and procedures and guidelines (these may include guidelines for antibiotics, foot examination, foot screening) but have the discretion to make own clinical diagnosis and decisions within professional guidelines.
- Take a proactive role in auditing outcomes and process.
- Actively contribute to the ongoing review and development of clear pathways of care between secondary, primary care and interdisciplinary care.
- To review new policies and research and contribute to professional discussion about implementing these in clinical practice.
- To initiate and undertake audit review programmes to ensure delivery of best practice.
- To keep up to date with and apply relevant evidence based research findings to practice.
- To be involved in research including possible new/alternative ways of working.
- To participate in the departments clinical governance initiatives and the development and implementation of standards, guidelines, policies and protocol.
- To maintain state registration with the Health Professional Council (HCPC).

- Commitment to CPD and life-long learning is essential via recognised conferences and courses and the evidence of any changes in practice must be cascaded through the department.
- To work within the HCPC Code of Conduct, organisation policies and procedures and adhere to the NHS Constitution.
- To pro-actively review, champion and implement where appropriate, clinical guidance and national frameworks in relation to Diabetes and Diabetic Foot Care.

Financial & Physical Resources

- Comply with the organisations financial standing instructions, policies and procedures.
- To be aware of the service budget and promote ways of providing a cost effective service.
- Responsible for ordering and maintaining stock and stationary levels, monitoring expiry dates and rotating stock etc. within area of clinical practice.

This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service or because of the introduction of new technology. This job description may be reviewed from time to time and changed, after consultation with the postholder.

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 • Communicate	• Challenge • Improve • Learn	• Accountability • Involve • Resilience

Confidentiality and Information Security

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

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 organisation. 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 organisation. 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 organisation 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 with the organisations 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 organisations medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the organisations Policies and Procedures which can be found on the organisations 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 organisation 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 organisations 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 organisation 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

- HCPC Registered Podiatrist
- BSc/BSc (Hons) or Diploma in Podiatry or equivalent qualification
- Local Analgesia Certificate
- Minor surgical skills
- Evidence of CPD
- Post Graduate training in the specialist treatment of the diabetic foot (ideally diabetic foot module)
- To complete independent prescriber qualification within 12 months (subject to course availability)
- Presenting skills to a wide audience using a variety of techniques
- Delivery of health education Packages
- Experience of MDfT working and leading patient care
- Previous clinical experience in secondary NHS care
- Relevant experience of working with acute diabetic foot conditions.
- Previous experience of DIAMOND patient information system
- Experience of setting up and / or running a project.
- Literate in IT/Computer Skills: Ability to use MS office or similar internet and email
- Ability to use patient information system to input data
- Good oral communication skills based on fluency on the English language
- Requirement for frequent concentration during treatment of up to twenty patients daily
- Ability to plan and operate day to day delivery of defined clinical service at team lead level.
- To identify and deliver audit requirements to demonstrate effectiveness.
- Ability to evaluate and assess situations and tasks relating to patient treatment and diagnosis and formulate appropriate strategies and solutions
- Ability to prioritise competing demands for attention to provide best care available to all patients on case load, which may involve changing plans where necessary.
- Ability to provide highly specialised diabetic assessment and wound care
- Competency to request and evaluate blood tests
- Competency to request and evaluate x-rays
- Ability to communicate treatment and care plans
- Able to convey tasks and actions to colleagues and users

Desirable

- Ability to empathise and sympathise with diverse range of people, remaining professional at all times
- Ability to deliver to and hear distressing news from patients, when discussing treatment plans and during consultations when patients share their life experiences
- Enthusiasm and dedication for the profession
- Well-motivated
- Ability to travel across sites to attend meetings, etc.
- Requirement to perform treatments in variety of settings
- Requirement to travel across the geographical area, transporting equipment needed for patient treatment.

Job Description

Other requirements:

- UK full driving licence

Employee signature

Manager signature
