

Job Title:	Podiatry Apprentice - Band 2 Year 1, Band 3 Year 2, Band 4 year 3
Reports to (job title):	Team Lead Podiatrist and Head of service
Line Manager to:	N/A

Job purpose

This is a development role via the Podiatry Apprenticeship standard. You will work towards successful completion of a BSc (Hons) degree in podiatry and recognition by the Health Care Professions Council (HCPC) as an Allied Health Professional (AHP) Podiatrist.

You will develop and maintain knowledge, skills and competencies related to the role of a Podiatrist through your apprenticeship within the service as well as through completion of the Podiatry Apprenticeship training programme. This includes working in clinic and community care settings, and delivery of direct person-centred care. Whilst undertaking this training you will work within the service as a Podiatry Apprentice, where your role will reflect your learning.

The Podiatry Apprenticeship Program combines and integrates academic and work-based learning through close collaboration between employers and education providers. For the BSc you can expect to spend a minimum of 20% of your time accessing e-learning and a further 60% working in practice, under the direct supervision of a clinical mentor. As a Podiatry Apprentice you will be based as an employee within working in a variety of clinical settings. This will enable you to gain a wide appreciation of many health and care contexts, which will enable you to fulfil all the requirements of the BSc (Hons) Podiatry program.

On successful completion of the programme, you will be equipped with the appropriate knowledge, skills, attitudes and behaviours to ensure competence at the point of qualification. You will have the capability to continue to meet Health and Care Professions Council regulatory standards and the College of Podiatry professional standards throughout your professional career.

The academic part of the training will be provided by the University of Plymouth where you will undertake modules as detailed below:

Introduction to podiatric practice

Human anatomy and physiology

Person centred care

Systemic disorders of the lower limb

Musculoskeletal conditional and applied biomechanics in the foot and lower limb

The HCRG Podiatry Service operates over the county of Wiltshire. The Podiatry Service provides podiatric care to those high-risk patients that fall within our criteria in both clinical environments and the home.

The main specialisms of care within the Service include:

- High risk Foot care
- Specialist Diabetic clinics
- Nail Surgery
- Wound care
- MSK
- Self-management programmes for patients

Base

Warminster Community Hospital

This post is responsible for

- To attend University and clinical placements as set out in the degree programme
- To complete and pass academic modules and clinical placements to the required standard to progress through the programme
- To ensure timely achievement of assignments and assessments in accordance with the academic programme requirements.
- To gain experience during the period of the Apprenticeship in a wide range of clinical areas.
- To participate in tripartite reviews, with the University and the employer. These are a requirement of the apprenticeship.
- To complete and pass the End Point Assessment.
- To organise and manage a clinical caseload, which will include gaining knowledge and experience of providing podiatric care for patients with a variety of conditions including diabetic, rheumatological and biomechanical problems
- To gain knowledge and skills assess, diagnose, develop, and implement individualised treatment programmes for patients with a wide variety of clinical needs including acute or chronic neuropathies, chronic diseases, vascular problems, and wound management.
- To provide appropriate education to patients with diverse foot pathology, utilising analytical and reasoning skills in this process to empower the patient and others to participate in the patient's self-care.
- To gain experience during the period of apprenticeship in a wide range of clinical areas including diabetes, rheumatology, biomechanics, tissue viability, nail surgery and wound management.

Patient and Clinical Care

- To provide foot care to patients within agreed competencies and training as delegated by the Podiatrist
- To carry out treatments using equipment for which adequate training has been given
- To be actively involved in the provision of Foot health education advice to patients, relatives and carers
- To assist in minor surgery sessions within the scope of instructions laid down by the Podiatrist.
- To understand the implications of medication and medical conditions on care and treatment planning and relate this to the patient, family, or carer as appropriate.
- To monitor the changing needs of the patient and where necessary refer the patient back to the Podiatrist if their podiatric or medical condition needs to be reviewed.
- Assessing the condition and risk status of the feet of an individual with diabetes and discussing the results of the examination with the individual and/or carer and explain any specific problems(s), which may require further tests or treatment and implement these referrals
- Recognise signs of infection in wounds and post operatively, understand the implications, advise accordingly, and use appropriate dressings.
- To prioritise clinical time to best manage clinical caseload, ensuring clinics are appropriately booked to maximise delivery of appropriate and effective care, liaising closely with clinical and support staff to achieve this
- To plan own workload around such activities as domiciliary visits.
- To be responsible for the assessment and diagnosis of new and existing patients in line with departmental protocols using judgements involving complex facts requiring the comparison of a range of options.
- To provide appropriate and effective care plans based on analysis of information gained from assessments
- To deliver care based on selection of appropriate treatments and clinical aids available,
- Demonstrate the ability to use vascular and sensory diagnostic equipment.
- Have the ability to travel to fulfil the job requirements.

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 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

- Five GCSE's to include Maths, English and Science. Functional skills level 2 Maths and English will be considered.
- 104 UCAS points (equivalent to A levels at BCC including a biological subject)
- Applicants are expected to demonstrate evidence of recent academic achievement (within last 5 years) such that they may be deemed capable of study at degree level
- Able to convey tasks and actions to colleagues and service users
- Ability to assist patients to achieve safe working environments for treatments to be carried out
- Ability to perform treatments in a variety of settings such as clinics, patients own homes and hospital sites
- Fine motor dexterity which will become more advanced throughout the apprenticeship to enable use of fine instruments in podiatry treatment
- Ability to use patient information systems to input data and clinical treatment
- Willing to work in other areas of HCRG as and when required to do so.
- Knowledge of Professional Code of Conduct for Podiatry
- Understanding of the demands of studying part-time alongside employment
- Insight into how to reflect and evaluate own strengths and development needs, seeking advice where appropriate

Desirable

- Previous experience of working in a healthcare setting
- Understanding the scope of the role of the Podiatrist and Podiatry assistant in context of the team and the organisation and how the role may contribute to service development
- Ability to travel around the locality as requested, independently and efficiently.

Employee signature

Manager signature
