

Job Title:	Podiatrist Band 6
Reports to (job title):	Band 7 – Team Lead / Clinical Lead
Line Manager to:	N/A

## Job purpose

- To work as part of the podiatry team, providing assessment and treatment for patients referred for assessment and intervention.
- To be responsible for the comprehensive assessment, treatment planning, delivery evaluation and discharge of evidence-based podiatry intervention in appropriate locations, for example patients' homes and other community locations.
- As a part of the team, you are required to assess and treat a caseload, in line with experience and ability, as an autonomous practitioner with appropriate supervision, evidencing high level problem solving and reasoning skills and independence of judgment.
- To promote health and reduce inequalities for individuals, families, and communities, optimise opportunities for health promotion and health education to enable patients to maximise their potential in terms of health and social wellbeing.

## Base

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

## Key responsibilities

- To assume responsibility and accountability for a caseload of patients with diverse presentations, holding the duty of care and prioritising and managing the caseload independently, seeking supervision as appropriate based on the principles of clinical risk, liaising with and referring to relevant specialities and agencies as appropriate. This includes the assessment, planning, implementation and evaluation of care programmes for individual patients, referring to relevant agencies as appropriate.
- To undertake a range of podiatric assessments and therapy techniques to contribute to the differential diagnostic process. Formulate hypotheses based on the evidence from assessments and acquired knowledge to arrive at a clinical diagnosis
- To interpret and analyse clinical and non-clinical facts to develop packages of care for patients, families and carers incorporating individual treatment plans and goals based upon sound clinical reasoning skills.

- To employ listening, concentration, and observation skills.
- To provide advice regarding the diagnosis and management of patients, developing care plans based on best practice.
- To maintain sensitivity at all times to the emotional needs of individual patients and their parents / carers.
- To contribute to and support a well-co-ordinated care plan.
- Work in collaboration with other team members
- Optimise opportunities for health promotion and health education in a community setting.
- Maintain effective relationships with other agencies and disciplines and work in partnership to promote health and well-being with individuals, families, groups and communities.
- To act as an advocate to facilitate the views and choices expressed by individual patients, families, groups and communities, where appropriate.

## Clinical leadership and governance

- To provide clinical leadership and support to band 5 podiatrists, assistants and support staff within the skill mixed team.
- To provide support to the band 7 team leader.
- To actively support the continuing development of the Podiatry team.
- To provide advice, teaching and instruction to parent's carers and other relevant professionals in health, social care and education to develop understanding of the objectives of podiatry to produce a consistent holistic approach ensuring optimal patient care.
- Support the monitoring of quality and practice standards within the team. Identify and report any issues relating to conduct and performance issues to the Podiatry Service Manager.
- To actively support the implementation of evidence-based models of practice that monitor and maintain high quality and practice standards for self and clinical teams.
- Actively support the development of population health needs assessments/profiles within the team/ service.
- To adhere to policies and procedures relating to safeguarding adults and children and understand own responsibility within this arena.
- To adhere to all policies including those relating to Health and Safety and Infection Control.
- To have in depth knowledge of HCPC standards and guidance, understand implications for and be able to apply to practice.
  - HCPC Standards of Conduct, Performance and Ethics
  - HCPC Standards of Proficiency

- The Royal College of Podiatrists guidelines
- Participate in clinical supervision in line with HCRG Care Group's supervision policy.
- Support and participate in research and clinical audit as appropriate, in consultation with the senior therapists, ensuring that the research governance principles are met in line with the Research Governance Framework.
- Ensure that practice is evidence based by initiating literature searches and critical appraisal as appropriate. Work in collaboration with the Podiatry team to support changes in practice.
- To develop knowledge and skills in podiatry practice through a competency based programme.
- To contribute to the education/development of others, including induction and training.
- To attend and participate in relevant mandatory and in-service training.
- To identify own personal development needs with supervisor through supervision and Personal Development Plans.
- To participate in Trust/Departmental activities in relation to Clinical Governance.

## Training

- Actively participate and contribute to team meetings and relevant professional forum.
- To assess risk within own sphere of competence, as appropriate and implement risk management measures within the scope of professional practice.
- To contribute to new ways of working and the modernisation of podiatry roles.
- To actively support new ways of working within the Podiatry team.
- To contribute to the implementation of policies and procedures in relation to podiatry practice. To support the formulation of policies/protocols/ guidelines within scope of professional practice.
- Work with the Podiatry Team in the delivery of innovations in podiatry practice in response to changing service needs.
- To actively participate in continued professional development to develop new skills, maintain and update existing skills and embrace the concept of lifelong learning.
- To participate in appraisal process ensuring objectives are met and a personal development plan is maintained and evaluated.
- To be responsible for own continuing professional development and maintaining own professional registration and meeting HCPC registration requirements, maintaining a professional portfolio and demonstrating evidence of reflective practice.
- Undertake mandatory training and other learning opportunities identified in appraisals and as appropriate to the post.

- To participate in student placements as appropriate, supporting and guiding the student to self evaluate. To be involved in practice placement audit when required.
- To participate in the review / critique of new treatment methods and resources as they enter the clinical field.
- To attend courses, meetings and special interest groups as identified and agreed within the team / service.

## Resource management

- To participate in delegated projects within the team.
- Manage time effectively with an ability to prioritise workload and be flexible in response to changing or urgent needs when required.
- To support the implementation of policy and service development within the Podiatry Service.

## Communication

- To establish and maintain effective and age/language appropriate communication with the individual patient, parents and carers utilising verbal and non- verbal communication skills in order to motivate a patient /gain consent to intervention when barriers to effective communication are regularly encountered e.g. learning disabilities, altered perception etc
- To communicate effectively to facilitate cooperation within the team and multi-agency networks (medical, nursing, education, social care and therapy colleagues) to promote the delivery of coordinated services.
- Demonstrate competence and make best use of IT systems in order to facilitate and improve service delivery and influence the wider policy agenda.
- To maintain own contemporaneous clinical records in line with HCPC Standards / Code of Practice and professional standards and HCRG Care Group's Clinical Records policy.

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

## Proposed job plan

You will carry a caseload of Podiatry patients, assessing and carrying out treatments in variety of locations including patients' home and clinics within the West Lancashire region.

Outline of Provisional Job Schedule: TBC. The service works Monday-Friday between 9am – 5 pm. Days and working hours are negotiable.

## 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"><li>• Inspire</li><li>• Understand</li><li>• Communicate</li></ul>	<ul style="list-style-type: none"><li>• Challenge</li><li>• Improve</li><li>• Learn</li></ul>	<ul style="list-style-type: none"><li>• Accountability</li><li>• Involve</li><li>• Resilience</li></ul>

## 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

- Professional Degree or equivalent in Podiatry
- Current Professional Registration with HCPC Podiatrist
- Experience in management of high risk and moderate diabetic patients
- Experience in wound care
- Evidence of continued professional development
- Multi-disciplinary/multi-agency collaborative working
- Interpersonal and communication skills both written and verbal
- Problem solving skills
- Team worker
- Motivated and enthusiastic
- High clinical standards
- Knowledge of assessment techniques
- Knowledge of a range of therapy techniques and programmes
- Knowledge of research, evidence-based practice and current issues relating to client group
- Knowledge of professional and clinical local and national guidelines.
- Creative and a willingness to look at different ways of working
- Demonstrable IT skills
- Ability to comply with the travel requirements of the post.

## Desirable

- Evidence of professional development and study related to mentorship / supervision of undergraduate students in their professional area
- Certificate in Local Analgesic as recognised by the HCPC
- Demonstrable evidence of improving and developing practice
- Understanding of clinical governance framework and implications for practice including audit.
- Change management skills
- Awareness of current NHS / Government Policy/Public health and organisational change
- Knowledge of lone working risks and policy and procedure

# Job Description

Employee signature

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Manager signature

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