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| Job Title: | High Risk Foot (HRF) Specialist and locality lead Podiatrist. |
| Reports to (job title): | Podiatry Service Lead – BSW |
| Grade/Band | 7 Agenda for Change |
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## Job purpose

The HRF Specialist and Locality Lead Podiatrist will serve as a clinical expert for patients with long-term conditions that place them at high risk of tissue and/or functional loss. The post holder will apply advanced specialist knowledge and skills to deliver expert clinical care across multidisciplinary teams in the community and support primary care settings where appropriate.

They will provide highly specialised advice to both patients and the wider multidisciplinary team, enhancing understanding of long-term conditions and the critical role of foot care for individuals either affected by or at risk from these conditions.

This role also involves leading and educating colleagues and other healthcare professionals in areas such as high-risk foot management, foot wound care, tissue viability, and peripheral vascular disease. The post holder will act as the primary point of contact for high-risk foot care within their locality.

In addition to clinical duties, the post holder will provide leadership within the locality community team, ensuring high standards of patient care are maintained. They will also foster collaboration across localities, working closely with other HRF Specialists throughout Bath, Swindon, and Wiltshire.

## Base location

Swindon Heath Centre, with travel to other sites.

## This post is responsible for

* Clinical Expertise & Advanced Practice
* Leadership & Service Development
* Clinical Governance & Quality Assurance
* Education, Supervision & Mentorship
* Collaboration & Multidisciplinary Engagement
* Clinical Assessment & Interventions
* Resource & Financial Management

## Key responsibilities

**In this role you will:**

## Clinical Expertise & Advanced Practice

* Function as an autonomous practitioner, leading the assessment, diagnosis, and management of complex high-risk foot conditions, including patients with neuropathy, vascular disease, infection, ulceration, and limb-threatening pathologies.
* Deliver and coordinate care across multiple settings: community clinics, health centres, GP practices, residential homes, and domiciliary visits.
* Act as a case coordinator and the main point of contact for high-risk foot cases, facilitating holistic, patient-centred care involving multiple healthcare providers.
* Lead acute wound clinics and all aspects of high-risk foot care and long-term condition management within the department.
* Prescribe and implement advanced care plans, including wound management, sharp debridement, pressure offloading, orthoses, and footwear.
* Act as a non-medical prescriber, initiating and managing pharmacological interventions to reduce risk and support patient outcomes.

## Leadership & Service Development

* Provide leadership and clinical oversight within the community podiatry team, acting as a role model and ambassador to uphold high standards of patient care.
* Support and lead on local service development initiatives, including the implementation of new clinical pathways and inter-professional collaboration across acute, community, and primary care settings.
* Provide clinical leadership oversight for the community podiatry team, escalating quality and performance concerns where appropriate.
* Attend and chair team or clinical meetings, supporting the Podiatry Service Leads and senior colleagues in service planning, governance, and performance review.
* Support the delivery and continual improvement of services through engagement with service user feedback.
* Review key performance indicators (KPIs) and audit outcomes to inform quality improvement and service delivery.

## Clinical Governance & Quality Assurance

* Ensure compliance with regulatory and professional standards (HCPC, Royal Society of Chiropodists and Podiatrists) and participate in risk management activities.
* Lead or contribute to internal clinical governance structures, including clinical note audits, service evaluations, and safety reviews.
* Manage and investigate complaints, incidents, and patient safety reports, supporting a culture of transparency and improvement.
* Maintain robust, accurate, and timely clinical documentation aligned with national data protection and internal governance policies.
* Contribute to external inspections (e.g. CQC) through accurate reporting, documentation, and clinical standards assurance.

## Education, Supervision & Mentorship

* Take an active role in clinical education by supporting the learning and development of podiatry apprentices across Bath, Swindon, and Wiltshire (BSW), ensuring consistent educational supervision and alignment with apprenticeship standards.c
* Support the development of the podiatry workforce, including new starters, apprentices, students, and assistants, through supervision, mentorship, and knowledge sharing.
* Provide leadership for student and apprentice placements and actively engage in peer review to maintain and enhance clinical practice.
* Educate and advise colleagues and multidisciplinary teams on high-risk foot management, wound care, and long-term condition support.

## Collaboration & Multidisciplinary Engagement

* Liaise with a range of professionals, including:
* Podiatry colleagues, orthotists, vascular teams, GPs, community nurses, and acute hospital teams (e.g. Diabetic Foot Clinics).
* Actively participate in multidisciplinary meetings and case conferences, including safeguarding reviews and vulnerable adult case discussions.
* Coordinate timely and appropriate referrals, investigations (e.g., imaging, blood tests), and treatment plans, acting independently within local protocols.

## Clinical Assessment & Interventions

* Recognise and manage potentially life-threatening conditions (e.g., systemic infection, melanoma, sepsis), initiating emergency interventions when required.
* Conduct comprehensive, annual assessments of circulatory, sensory, and biomechanical function, and evaluate risks of ulceration or limb loss.
* Initiate and interpret diagnostic investigations (e.g., MRI, X-ray, Duplex, Ultrasound) and take appropriate action based on findings.
* Prescribe and monitor use of appliances and orthotic devices, liaising with orthotics and other specialists where needed.

## Resource & Financial Management

* Coordinate and monitor resource usage within the podiatry service, ensuring financial accountability and cost-effective care delivery.
* Support the budget holder by identifying potential deviations from planned resource use and collaborating on efficient solutions.
* Evaluate and research new equipment, dressings, and pressure relief devices to ensure clinical effectiveness and financial sustainability.

## 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.

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| **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 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](https://www.nhsx.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf) , [NHS Constitution](http://www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx) and [HSCIC Code of Practice on Confidential Information](https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/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 - High Risk Foot (HRF) Specialist and locality lead Podiatrist.

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|  | **Essential** | **Desirable** |
| **Education, Qualification and training** | * BSc Podiatry / equivalent * HCPC registered * Postgraduate study at or equivalent to Master Level in a relevant area of clinical development such as high-risk foot or diabetes with evidence of experience and managing an advance caseload * Post Graduate Masters level non-medical prescribing qualification (Or willingness to undertake) * IR(ME)R certificate (Or willingness to undertake) * POM and Local anaesthetic certificates * Evidence of recent and relevant professional development at post graduate level | * Membership of a professional body and / or special interest group * Leadership and management qualification * Experience of leading a project * Cliical Education qualification or training |
| **Experience and Knowledge** | **Clinical Expertise & Advanced Practice**   * Extensive experience managing high-risk caseloads with advanced clinical practice and high standards of patient care. * Strong general and specialist podiatric assessment skills, with a focus on acute and chronic wound management. * Highly developed manual dexterity and physical precision, sustained over long periods. * Well-practiced in applying research and audit outcomes to improve clinical care for both self and team.   **Leadership & Supervision**   * Proven leadership experience, including supervision and development of clinical staff. * Skilled in supporting and guiding experienced clinicians through mentorship and clinical oversight. * Experienced in managing complex situations and making informed decisions under pressure.   **Education & Training**   * Experienced in designing and delivering education to healthcare professionals and patients. * Effective communicator across a range of formats and audiences, including those with complex needs. * Strong listening skills, assertiveness, and the ability to provide clear and supportive feedback.   **Service Improvement & Strategy**   * Led successful audit programmes and quality improvement initiatives. * Demonstrated ability to review and interpret changes in local, regional, and national policy, and apply them to clinical practice and service pathways.   **Safeguarding & Governance**   * Competent in safeguarding practices, particularly in relation to vulnerable adults. * Able to assess risk and contribute to safe and effective service delivery.   **IT & Digital Competency**   * Proficient user of electronic patient record systems and standard IT packages, including Microsoft Office. * Accurate, detail-oriented, and confident in managing data and documentation.   **Personal Qualities & Core Skills**   * Organised, efficient, and able to prioritise competing demands effectively. * Able to meet deadlines and maintain high performance under pressure. * Strong problem-solving and decision-making abilities, especially in complex scenarios. * Flexible and adaptable to change, with a positive and self-motivated approach. * Numerate and confident in interpreting data. * Fluent in spoken and written English to a professional standard. | * Experience in acute settings in diabetic foot clinics * Experience of working in a complex NHS healthcare environment * Familiarity with SystmOne electronic patient record system |
| **Other requirements** | * Willing to work in other areas of  BSW as and when required to do so. * Licensed to drive with access to a motor vehicle, insured for business purposes. |  |

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| Employee signature |
| Manager signature |