

Job Title:	Podiatry Assistant
Reports to (job title):	Podiatry – Clinical Lead
Line Manager to:	

Job purpose

As our Podiatry Assistant, you will be supported by your senior clinicians and report to the Podiatry Clinical Lead. You will continue to learn and develop your clinical skills and support the podiatrists, podiatry students and other health care clinicians on work placement. You will also be expected to support the service with administrative roles

Key responsibilities

- To work as part of a clinical team
- A varied and changeable schedule of work
- Assess and manage nail pathologies
- To educate patients on safe self-foot care and footwear
- To assist the Podiatrist with minor nail surgery procedure
- To audit stock levels, request purchase orders & process orders
- To issue prescription orthotics to patient's with suitable aftercare advice
- To ensure effective communication of information with patients
- To maintain professional accurate and accountable patient records.
- To understand and apply policies and procedures for the service
- Attend domiciliary visits.

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

- Inspire
- Understand
- Communicate

Think

- Challenge
- Improve
- Learn

Do

- Accountability
- Involve
- Resilience

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

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.

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. We will show leadership in identifying domestic 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.

Ideal Candidate:

- The essential qualities we are looking for in our Podiatry Assistant applicants are:
 - Minimum of 1 years' experience as a Podiatry Assistant or Foot Health Practitioner
 - Strong verbal communication skills
 - Willingness to undertake professional development
 - Ability to work under pressure and prioritise caseload
 - Ability to work independently, without direct supervision if required
 - Ability to carry out assessments, suitable treatment and discharge where appropriate
 - To be able to work on your own initiative and problem solve
 - To resolve patients concerns/ issues at source
 - To be flexible and adaptable.
 - IT Literate

Other requirements:

- Must be able to drive and have access to a car to travel to various clinical sites

Employee signature

Manager signature
