|  |
| --- |
|  |
| Job Title:  | Podiatrist – Band 6 |
| Reports to (job title):  | Head of Podiatry Service |
| Line Manager to:  |  |
|  |

## Job purpose

As a Podiatrist the post holder will plan and manage a patient caseload, which will include providing a range of interventions requiring developed skills and demonstrable knowledge and experience, including nail surgery. Such patients are at risk from infection, ulceration and potentially loss of limb (such as people with diabetes, peripheral vascular disease, rheumatoid arthritis and biomechanical problems).

**Base**

Chippenham or Trowbridge

**This post is responsible for**

* To provide podiatry services to patients within the Podiatry service by being an effective member of a highly motivated team which embraces multidisciplinary working and acts as a source of specialist packages of care for a specialist group of patients.
* Deliver cost effective, quality podiatry services which are in line with commissioner’s expectations and targets, meet national podiatry standards and respond to the needs of the local health community.
* To act as a source of advice for patients, carers, GPs and other healthcare professionals across the Trust and at times to neighbouring Trusts.
* Follow appropriate care pathways in managing conditions and promoting providing care at the right time to the right people and in the right place across the Trust is part of this role.
This encourages equitable service across the Trust.
* Responsibility for triaging referrals in line with the service criteria outlined by the commissioners. Ensure that appropriate cover is in place for periods of absence.
* As a team member work within department guidelines, policies and procedures to ensure seamless and consistent delivery of care to patients.
* Encourage service users to feedback on their experiences, ensuring this information is shared with members of the team and is used to improve satisfaction.
* Interact positively with patients and members of the public to deliver service improvements where required.
* Responsible for the maintenance of heath records in line with national guidance (e.g. data protection act) and internal information governance policies.
* Ensure relevant documentation is kept up to date, including auditable data for external inspection (CQC) as required. Complete data collection sheets for departmental statistical returns and in line with the programme of audit.
* Support the management of risk with the Podiatry service by highlighting concerns to the Deputy Head of Service/Head of Service, by recording this information within the Risk Register and working proactively to reduce risk.
* To ensure effective communication of complex, highly sensitive and emotional information to patients who are “at risk”/vulnerable for a variety of reasons such as, reduced vision, terminally ill, or pre/post amputee patients. This requires excellent interpersonal, negotiation and counselling skills.
* Support and mentor colleagues within the Podiatry Service to ensure high quality service delivery. Report incidents where high quality is not achieved to prevent reoccurrence. Manage incidents by suggesting changes to reduce risk and improve knowledge within the department.
* Actively promote foot health education to patients, carers and other health care professionals on an individual basis or as part of a group training exercise.

Patient Client Care

* To be autonomous in delivering packages of podiatric care for patients whose clinical and podiatric problems put them at risk of lower limb morbidity. This requires the continual assessment, re-evaluation of the patient and their podiatric needs.
* To work to the requirements of the service and that of the commissioners, as outlined in the service description and eligibility criteria – ensure those patients not eligible for treatment are discharged/signposted to other organisation to continue any follow on treatment.
* Using evidence based practice and with sound knowledge of appropriate dressings provide good, effective wound care management, including use of the microbiology department for wound swabs, liaising with General Practitioner for antibiotics and if necessary arranging hospital admission
* Involve patients in developing treatment plans, ensuring all options are explored and communicated clearly to prevent misunderstanding.
* Be able to communicate with patients to gain implied and written consent to treatment and to inform/agree expected treatment outcomes.
* To assess and provide debridement of lesions with a view to facilitating healing or reducing risk of tissue breakdown.
* To assess and prescribe appropriate pressure relief to facilitate wound healing.
* Care will be provided in a range of primary and secondary care settings, some of which may be in isolation primary in hospitals, clinics, community clinics and GP practices but may be expected to work on occasions: Ward Rounds, Health Centres, GP practices, Residential Homes, Patients Homes.
* To have the capability and knowledge to risk assess and to move and handle patients, who may be immobile, wheelchair or bed bound, appropriately; following and interpreting manual handling guidelines. Situations often involve working in difficult and unpleasant conditions, and which may be contaminated by blood, urine or faeces.
* To Work in domiciliary situations where seating and lighting may be fail to reach recommended standards for safe and effective practice. This includes risk assessing the clinical needs of the patient against the risk of practising in these conditions.
* To have the ability to cope with unpredictable work patterns as necessitated in providing wound care for the needs of high risk patients.
* To be responsible for the assessment, diagnosis, planning, implementation, delivery and continual review of specialist care to at risk patients.
* To recognise when treatment needs to be escalated to a more senior clinician to ensure the best outcome for the patient – act upon this and ensure timely onward referral.
* Make judgments using diagnostic skills where numerous factors, often conflicting, such as patient lifestyle and medical condition need to be taken into account.
* Liaison/arrangement and follow up of immediate intervention from other relevant professionals: Orthotist, District Nurse, GP, Practice Nurse, Carer, Vascular team, Physiotherapist, Podiatric Surgeon, Orthopaedic Consultant, Consultant Diabetologist.
* Identify antibiotic cover through Consultant/G/P
* Initiate tissue/swab samples
* Identify if x-ray is required
* Arrange emergency admission into hospital.
* Interpret and act on results of swabs / X-ray / antibiotic information
* To provide a comprehensive, and appropriately documented, annual review and assessment to include assessment of circulatory and sensory supply, using sensory filament and vibration detection, vascular analysis, using Doppler’s and biomechanical assessment; in the context of the patient’s general health and personal situation.
* To recognise and deal with potentially life threatening systemic problems such as systemic infection or melanoma.
* Monitor treatment plans and decide when alternative courses of action need to be implemented.
* Prepare the clinical area for use, being aware of risk of cross infection and infection control.
* To undertake all aspects of nail surgery on appropriately assessed patients incorporating the safe administration of Local Anaesthetic; including appropriate training in resuscitation and the emergency administration of adrenaline.
* To follow multi professional guidelines for evidence based practice in the care of patients.
* To provide a detailed prescription for footwear/appliances and liaise with Orthotist on complex cases. To evaluate products i.e. footwear/appliances in line with clinical outcomes.
* To produce orthoses/appliances and devices necessary for pressure relief.
* To maintain professional registration with the Health and Care Professions Council and follow the HCPC code of conduct.
* Commit to Continuing Professional Development, ensuring regular attendance at recognised/relevant courses/conference which relate to the role and/or service – evidence such attendance as required by HCRG.

**Budget Responsibilities**

* Not applicable – this is not a budget-holder post.

**Responsibilities for People or Training**

* Participate in the placement of student Podiatrists and take an active part in the training of students acting as a mentor.
* There is the necessity to demonstrate procedures to colleagues, carers and other health professionals i.e. GPs, student nurses.
* Participates in the induction of new members of staff.
* Provides information and support for clinic administration staff.

Other Factors

* + - * There is a requirement to travel across Wiltshire to meet the needs of the service – this will include attending clinics, meetings and other events as required.
			* When necessary, in the absence of the Podiatrist who specialises in diabetes work alongside the diabetes consultant in the acute Diabetes Foot Clinic providing highly specialised podiatric investigation, advice, treatment and clinical care packages.
			* In addition to student mentoring there will be the necessity to be responsible for induction and conclusion of placement with students. This includes continuous assessment of their abilities and knowledge and grading of the required achievements/outcomes. This will also involve liaison with other health professionals in preparation of a suitable timetable. Placements are for 2-3 weeks at a time, 2-3 times a year.
			* To ensure that Health and Safety Legislation is complied with at all times including COSHH, Workplace Risk Assessment and Control of Infection.
			* To record daily statistics on computer for audit purposes and to improve the clinical management of patients.
			* To highlight and report appropriate and potential risks.
			* To work with and beyond the immediate team to promote service development and new ways of working.

## 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 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

Essential

* Degree or equivalent recognised qualification in Podiatry
* Registered with the HCPC
* HCPC recognised Local Anaesthetic Certificate
* Evidence of recent and relevant CPD to demonstrate significant experience
* Good working knowledge across a range of podiatric practices: acute and chronic wound management, footwear, appliances, nail surgery, biomechanics
* Diabetic Foot Module
* Significant post registration clinical experience working independently in both community and acute settings providing a high standard of care and clinical management.
* Experience of working to deliver high standards of client satisfaction.
* Experience of working with diverse needs.
* Involvement in programmes of audit
* Experience of working within a Multi-disciplinary team, supervising junior staff
* Excellent practical and theoretical knowledge of specialist podiatric care, interventions and their application.
* Nail Surgery experience
* Biomechanics experience
* Sound Understanding of Podiatry eligibility criteria and its application to a wide range of client groups.
* Significant post registration clinical experience working independently in both community and acute settings providing a high standard of care and clinical management.
* Experience of working to deliver high standards of client satisfaction.
* Experience of working with diverse needs.
* Involvement in programmes of audit
* Experience of working within a Multi-disciplinary team, supervising junior staff
* Excellent practical and theoretical knowledge of specialist podiatric care, interventions and their application.
* Nail Surgery experience
* Biomechanics experience
* Sound Understanding of Podiatry eligibility criteria and its application to a wide range of client groups.
* Significant post registration clinical experience working independently in both community and acute settings providing a high standard of care and clinical management.
* Experience of working to deliver high standards of client satisfaction.
* Experience of working with diverse needs.
* Involvement in programmes of audit
* Experience of working within a Multi-disciplinary team, supervising junior staff
* Excellent practical and theoretical knowledge of specialist podiatric care, interventions and their application.
* Nail Surgery experience
* Biomechanics experience
* Sound Understanding of Podiatry eligibility criteria and its application to a wide range of client groups.
* Significant post registration clinical experience working independently in both community and acute settings providing a high standard of care and clinical management.
* Experience of working to deliver high standards of client satisfaction.
* Experience of working with diverse needs.
* Involvement in programmes of audit
* Experience of working within a Multi-disciplinary team, supervising junior staff
* Excellent practical and theoretical knowledge of specialist podiatric care, interventions and their application.
* Nail Surgery experience
* Biomechanics experience
* Sound Understanding of Podiatry eligibility criteria and its application to a wide range of client groups.

Desirable

* Certificate of competency in the use of prescription only medicines
* Student mentorship training
* Proven working knowledge of Health and Safety in the workplace
* Certificate of competency in the use of prescription only medicines
* Student mentorship training
* Proven working knowledge of Health and Safety in the workplace

|  |
| --- |
| Employee signature |
| Manager signature |