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| Job Title: | Podiatrist Band 5 |
| Reports to (job title): | Podiatry Service Manager |
| Line Manager to: |  |
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## Job purpose

Join us as a Band 5 Podiatrist. We offer flexible hours, along with the chance for hybrid working - working between the community and remote at home to complete administrative duties.

Joining us as a Podiatrist, you will be offered NHS AfC Terms and Conditions. We also offer visa sponsorship for soon to qualify international students and international applications.

This post is responsible for

* For newly qualified graduates a structural mentorship and perceptorship programme will be implemented and reviewed as part of the ongoing PDR process.
* To work as part of the podiatry team, providing a podiatry service 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 which includes complex cases, 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 well being.

## 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 risk and 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 on the basis of 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 highly developed listening, concentration and observation skills.
* To provide advice to others regarding the diagnosis and management of patients with diverse difficulties, developing care plans based on best practice.
* To maintain sensitivity at all times and on a day to day basis to the emotional needs of individual patients and their parents / carers.
* To contribute to clinical teams by discussing own input around a patients needs, supporting a well co-ordinated care plan.
* Work in collaboration with other team members, in ensuring the implementation of the Care Aims philosophy within the sphere of practice.
* Optimise opportunities for health promotion and health education in a community setting and where appropriate make referrals into the behaviour change support services.
* 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.

## 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

* You will have a Professional Degree or equivalent in Podiatry and current Professional Registration with HCPC Podiatrist. Along with, evidence of continued professional development.
* As you will be expected to visit patients in the community- so a driving license and access to a car is an essential requirement for this post.
* We have built organisation-wide committees in many specialist fields. You’ll have the option to join your clinical specialism, networking with professionals from across the country. We get together regularly, auditing and sharing standard methodology for innovation and service re-design. You’ll be a part of the pool of subject matter experts bringing together clinical and operational leads.

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| Employee signature |
| Manager signature |