

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Specialist Podiatrist
<b>BAND:</b>	Band 6
<b>DEPARTMENT:</b>	Department of Foot Health, Mile End Hospital
<b>DIRECTORATE:</b>	TH CHS
<b>REPORTING TO:</b>	Clinical Lead, Foot Health
<b>ACCOUNTABLE TO:</b>	Therapy Manager

### JOB SUMMARY

Tower Hamlets Community Healthcare Services covers an area of East London with diverse demographic variations. Podiatrists will experience and need to overcome communication barriers which could otherwise be detrimental to the delivery of patient care, whilst displaying an awareness of, and sensitivity to, social, cultural and economic issues.

Podiatrists at this grade will have at least 3 years post registration experience enabling them to deliver high standards of clinical wound care working as an autonomous practitioner working alone as required within Hospital; community clinics and domiciliary setting.

### KEY RESPONSIBILITIES

The post holder will be expected to independently diagnose, develop and implement individual care programmes for at risk patients with a wide variety of complex clinical foot health needs, providing specialist and highly specialized advice for patients.

The post holder will also be expected to plan and manage their own caseload, liaising with all parties of the multi-professional team and overseeing and liaising to effect the administration and allocation of appointments to ensure effective implementation of the treatment plan.

The post holder will be able to sign post lower risk patients to alternative practitioners and enable Tower Hamlets residents to feel empowered to self-manage.

### MAIN DUTIES AND RESPONSIBILITIES

Patient Care	<ul style="list-style-type: none"> <li>High risk patient care knowledgeable.</li> </ul>
Clinical	<ul style="list-style-type: none"> <li>As professional specialist within a community clinical setting, be responsible for the diagnosis, planning, implementation and evaluation of Podiatric care to a variety of patients with a wide range of clinical needs to include: High risk diabetes, neuropathy, HIV, chronic disease eg. rheumatoid arthritis, vascular disease, end of life, mental health patients and those requiring specialist wound management and tissue viability assessment.</li> <li>To be responsible for the development, communication and implementation of a specialised individual treatment plan, obtaining patient consent as appropriate for surgical intervention and treatment as required. Staff will be required to re-assure, educate and negotiate potentially complex treatment options where denial of pathology or compliance with treatment may be an issue, overcoming communication barriers, appreciating relevant cultural factors and making reference to senior colleagues as necessary.</li> </ul>



	<ul style="list-style-type: none"> <li>• To undertake specialised diabetic screening and review clinics, performing vascular and sensation testing using monofilaments and tuning forks. ABPI assessment as well as using handheld Doppler units. Identifying risk categories and formulating treatment plan. Communicating specialised health education and compliance needs by negotiation, persuasion and explanation of treatment options. Completing and forwarding screening forms to patient's GP and diabetic, vascular and orthopaedic consultants.</li> <li>• To be responsible for the interpretation of clinical findings and decision for onward referral for other interventions from other disciplines and/or additional departmental specialist areas, with communication thereof to all appropriate parties.</li> <li>• To delegate care in appropriate circumstances to foot-care assistants and Technical support staff, and to supervise the care that is delegated.</li> <li>• To continually review patients' progress and refer as necessary to other health care professionals and podiatry clinical specialist leads to ensure appropriate care is provided.</li> <li>• To participate in the departmental rota for nail surgery and high risk wound care clinics.</li> <li>• To be flexible and provide cover for other Podiatrists at short notice or during periods of absence for all clinical areas and any other duties required by the podiatry manager.</li> <li>• To evaluate and review treatment outcomes and implement discharge policies for those patients meeting the discharge criteria.</li> <li>• To work effectively as a part of a multidisciplinary team and independently as required in primary and secondary care settings to include; health centres community clinics, GP practice clinics, residential homes for the elderly and patient's homes. Some of these may be in isolation, requiring autonomous practice guided by departmental protocols, national guidelines and best practice.</li> <li>• To liaise with acute and primary care sites and within trust with other health care workers and consultant teams regarding clinical care; look to all opportunities to be involved in greater multidisciplinary working.</li> <li>• To liaise with voluntary and statutory bodies when necessary to ensure that patients' needs are addressed.</li> <li>• To maintain accurate patient records including reviewing and updating treatment plans in accordance to departmental and professional guidelines.</li> <li>• To undertake on a daily basis, essential administrative tasks including statistical collection and analysis as agreed, returning all information requested in a timely manner.</li> <li>• To ensure that the condition of clinical rooms is maintained in accordance to infection control and Podiatry Service guidelines.</li> <li>• Be responsible for the maintenance of instrument hygiene standards at clinic sites in line with departmental policy and ensuring that all contaminated equipment is handled in accordance with trust guidelines.</li> <li>• Be responsible for the maintenance, ordering and security of clinical stock in a designated site.</li> <li>• To take an active role in planning and delivering Health Promotion and training events within the Service and Tower Hamlets, including promoting the department's services to other healthcare professionals to ensure appropriate patients are referred to the service.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Desirable EMIS knowledge – Training will be given.</li> </ul>

Performance and Quality	<ul style="list-style-type: none"> <li>• Experience in multidisciplinary team work. High risk wound care experience.</li> </ul>
Financial and Physical Resources	<ul style="list-style-type: none"> <li>• To have knowledge and vision regarding National NHS resources.</li> </ul>
Organizational	<ul style="list-style-type: none"> <li>• To participate in the services Clinical Governance initiatives and the development and implementation of standards, guidelines and protocols.</li> <li>• To attend monthly podiatry team meetings and locality multidisciplinary meetings in order to share information on local needs and initiatives and support the development of the podiatry service.</li> <li>• To be actively involved in the development and implementation of departmental policies and procedures.</li> <li>• To support the team lead and head of service in managing and implementing change.</li> <li>• To ensure continued maintenance of equipment and machinery and identify and report on equipment needs.</li> <li>• To ensure that pharmacy stocks are stored in accordance with COSHH guidelines.</li> <li>• To manage a week-to-week domiciliary wound care caseload and implement effective administration in accordance to department guidelines on domiciliary caseload management.</li> <li>• To supervise the work of foot-care assistants / Technicians and students on clinical placements.</li> <li>• To help coordinate and support the provision of education and mentoring to junior members of staff including students, Technicians and Band 5.</li> <li>• To support administration and clerical staff on a day-to-day basis by identifying and solving problems.</li> </ul>

KNOWLEDGE AND SKILLS	
Knowledge, Training and Experience	<ul style="list-style-type: none"> <li>• To have completed the Royal College Podiatrists (RCPod) Diabetes Module – Preferable.</li> <li>• To have high risk wound care; diabetes foot care practical and experiential knowledge.</li> </ul>
Supervision	<ul style="list-style-type: none"> <li>• To have some supervision experience / self-evaluation capability.</li> </ul>
Communication and Relationships	<ul style="list-style-type: none"> <li>• To be an excellent communicator; accepting of cultural diversity.</li> </ul>
Professional	<ul style="list-style-type: none"> <li>• To undertake and participate in audit programmes, including record keeping and clinical standards audits when required.</li> <li>• To support and partake in research programmes as directed by the clinical leads and head of service.</li> <li>• To continually review treatment protocols and practices in order to ensure best practice methods are applied.</li> <li>• To adhere to the RCPod / Society of Chiropractors and Podiatrist's Professional Code of Conduct and Minimum Standards and Guidelines.</li> <li>• To work under the Podiatry Departments and the Trusts local policies, guidelines and procedures.</li> <li>• To maintain registration with the Health &amp; Care Professions Council.</li> </ul>

## JOB DESCRIPTION AGREEMENT

This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service or because of the introduction of new technology. This job description may be reviewed from time to time and changed, after consultation with the post holder.

### Statement on Employment Policies

In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities:-

<b>Health and Safety</b>	Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
<b>Equal Opportunities</b>	ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs.  For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.
<b>Dealing With Harassment/ Bullying In The Workplace</b>	The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.  The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences.  Disciplinary action will be taken against any member of staff found to be transgressing the Dignity at Work Policy.
<b>No Smoking</b>	To refrain from smoking in any of the organisations premises not designated as a smoking area. 'East London Foundation Trust is a Smokefree Trust – this means that staff must be smokefree when on duty or otherwise in uniform, wearing a badge or identifiable as ELFT staff or undertaking trust business.'
<b>Alcohol</b>	To recognise that even small amounts of alcohol can impair work performance and affect ones ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours is not permitted.
<b>Confidentiality</b>	As an employee of the Trust the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality of information relating to patients/clients and staff

	<p>and under no circumstances should they disclose this information to an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&amp;T Security Policy.</p> <p>To safeguard at all times, the confidentiality of information relating to patients/clients and staff.</p>
<b>General Data Protection Regulation (GDPR)</b>	<p>To maintain the confidentiality of all personal data processed by the organisation in line with the provisions of the GDPR.</p> <p>As part of your employment with East London Foundation Trust, we will need to maintain your personal information in relation to work on your personal file. You have a right to request access to your personal file via the People &amp; Culture Department.</p>
<b>Safeguarding</b>	<p>All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.</p>
<b>Service User and Carer Involvement</b>	<p>ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.</p>
<b>Personal Development</b>	<p>Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.</p>
<b>Quality Improvement</b>	<p>The Trust encourages staff at all levels to engage in the Trust's approach to quality through quality improvement projects and quality assurance.</p>
<b>Professional Standards</b>	<p>To maintain standards as set by professional regulatory bodies as appropriate.</p>
<b>Conflict of Interests</b>	<p>You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.</p>
<b>Risk Management</b>	<p>Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.</p>
<b>Personal and Professional Development/Investors in People</b>	<p>The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.</p>
<b>Infection Control</b>	<p>Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities: Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand</p>



	<p>washing in some clinical situations.</p> <p>Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy. Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.</p>
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## PERSON SPECIFICATION

<b>JOB TITLE:</b>	<b>Specialist Podiatrist</b>
<b>BAND:</b>	<b>6</b>
<b>DEPARTMENT:</b>	Podiatry
<b>DIRECTORATE:</b>	Department of Foot Health, Mile End Hospital TH CHS
<b>REPORTING TO:</b>	Clinical Lead
<b>ACCOUNTABLE TO:</b>	Therapy manager

ATTRIBUTES	CRITERIA	ESSENTIAL/DESIRABLE	SELECTION METHOD (S/I/T)
<b>Education/Qualification/Training</b>	BSc (Pod) or equivalent	E	
	One year's post graduate work experience	E	
	Post graduate qualification	D	
	Current Registration with HCPC	E	
	Current UK Driving license	D	
<b>Experience</b>	Appropriate post graduate work experience including high risk patients and diabetics/ willing to work towards it	E	
	Experience with managing stock within a set budget.	D	
	Experience of clinics with patients presenting with complex and varied pathologies.	E	
	Creating and following treatment plans including onward referrals and liaise with other professional for health of the patient.	E	
<b>Knowledge and Skills</b>	Advanced hands on experience in treatment of high risk patients	E	
	To ensure continued maintenance of equipment and machinery and identify and report any equipment needs.	E	
	To ensure that pharmacy stocks are stored in accordance with COSHH guidelines.	E	
	To manage a week-to-week domiciliary caseload and implement effective administration in accordance to department guidelines on domiciliary caseload management.	E	
	To be responsible for the development, communication and implementation of a specialized individual treatment plan. Obtaining patient consent for surgical intervention and treatment as required. Staff will be required to re-assure; educate and negotiate potentially complex treatment options where denial of pathology or compliance with treatment may be an issue, overcoming communication barriers. appreciating relevant	E	

	cultural factors and making reference to senior colleagues as necessary		
	To work effectively as a part of a multidisciplinary team and independently as required in primary and secondary care settings to include; hospital clinics, ward rounds, health center community clinics, GP practice clinics, residential homes for the elderly, patient's homes and Mental Health units. Some of these may be in isolation, requiring autonomous practice guided by dept. policy	E	
<b>Personal and people development</b>	To supervise the work of foot-care assistants and students on clinical placements.	D	
	To help coordinate and support the provision of education and mentoring to junior members of staff including students and other podiatry grades.	D	
	To support administration and clerical staff on a day-to-day basis by identifying and solving problems	E	
	To participate in the services Clinical Governance initiatives and the development and implementation of standards, guidelines and protocols.	E	
	To be actively involved in the development and implementation of departmental policies and procedures.	E	
	To support the team lead and head of service in managing and implementing change.	E	
<b>Communication</b>	To attend monthly podiatry team meetings and locality multidisciplinary meetings in order to share information on local needs and initiatives and support the development of the podiatry service	E	
	To continually review patients. progress and Refer as necessary to other health care professionals and podiatry clinical specialist leads to ensure appropriate care is provided.	E	
	Maintain patient notes (electronic and hard copy) in a manner required by the Trust and current legal requirements.	E	

S: Shortlisting I: Interview T: Test