

## JOB DESCRIPTION

### JOB DETAILS

**Job title:** Specialist Podiatrist  
**Job code:** XXX  
**Band:** 6  
**Location:** Countywide  
**Accountable to:** Locality Team Lead

### JOB PURPOSE

Gloucestershire Podiatry Services provides high quality expert advice and specialist treatment for conditions affecting the lower limb and foot, aimed at improving independence, mobility and well-being for the population of Gloucestershire.

As a specialist Podiatrist within Gloucestershire Podiatry Service you will be expected to work with the team, providing high quality podiatric care. You will be responsible for assessing, diagnosing, planning, implementing and evaluating podiatric care to patients with a variety of foot conditions. Within this post you will be expected to use your clinical skills as an autonomous independent practitioner.

As a specialist Podiatrist you will have an extensive level of knowledge and skills that are gained through your professional career. This will be complemented with both practical and theoretical knowledge.

### DIMENSIONS

This role is responsible for:

- Day to day running of clinical caseload
- Advice and education to patients and carers on self-management/ prevention
- Communication to other colleagues when advice is required with management of patient

### CORE KEY RESPONSIBILITIES

#### Clinical

- To work as part of a team of Podiatrists within the Gloucestershire Podiatry Service, that consists of Podiatrists, Podiatry Assistants, Orthotic Laboratory Technicians and Administrative Staff.
- To deliver podiatric interventions to a caseload of patients utilising both remote and F2F delivery.

- To understand support and comply with established clinical pathways and evidence based care. To be prepared to work with management and other team members to improve and modify these pathways in line with government and local initiatives and directives.
- To have postgraduate experience as a Podiatrist.
- Accountable to Service Lead through a locality Team Lead.
- With Colleagues and service manager, plan, co-ordinate, deliver and evaluate the clinical needs of the service in relation to patient and stakeholder requirements.
- To provide specialist clinical treatments/advice with the support of Service and Team Leads
- To provide clinical training to students, apprentices and other Podiatry colleagues.

### Professional

- Maintain accurate written records and statistics to ensure that service user details and details of the care given is recorded in notes and on the Trust database(s) in line with Trust policies
- Provide and receive complex and sensitive information from service users, carers or other professionals and agencies, on a daily basis
- To participate in CPD and other developmental activities
- To ensure all relevant clinical governance topics are identified, evaluated and addressed.
- To attend team meetings and clinical meetings as required by the service manager.

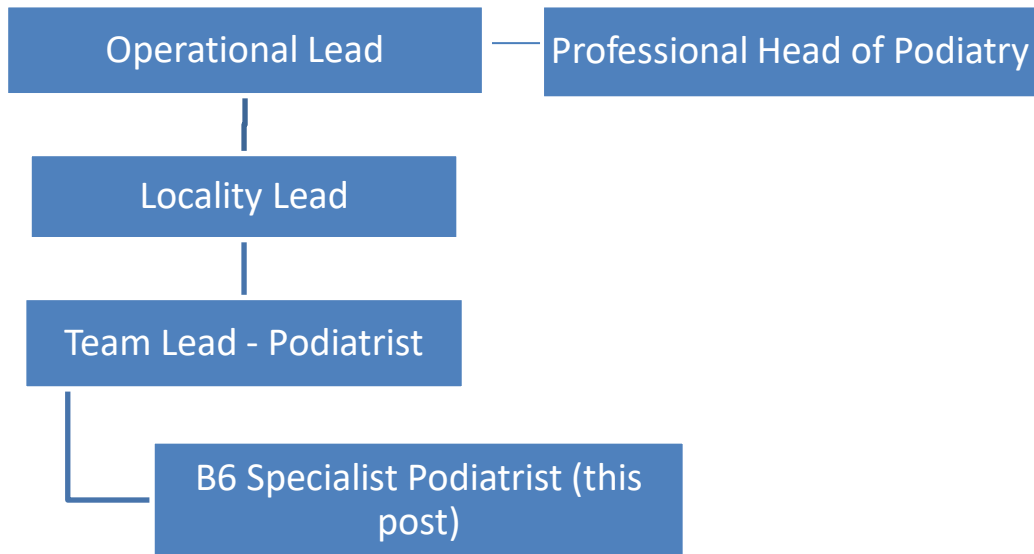
### Leadership / Management

- To participate in regular supervision sessions with peers and identified others. To work positively with colleagues to maintain effective relationships.
- Contribute to service development and quality initiatives in line with local and national policies using audit and policy development
- Undertaking other duties appropriate to the post as requested by senior managers
- Ensure that through competent planning and organisational skills, the post holder allocates sufficient time to provide and receive ongoing clinical and managerial supervision, to include work load management, focusing on improving quality of care and audit.

## **SPECIFIC KEY RESPONSIBILITIES**

- Have the ability to travel to fulfil the job requirements
- Demonstrate the ability to use vascular and sensory diagnostic equipment

## ORGANISATIONAL CHART



## COMMUNICATIONS AND WORKING RELATIONSHIPS

- Service users and carers
- Staff – Podiatrists, Podiatry Assistants and admin staff
- Podiatry staff working in MSKAPS
- Other specialist teams both within and outside the Trust
- Professional leads
- Community staff
- Transport providers

## EFFORT AND HEALTH & SAFETY FACTORS

- Working with service users who maybe in distress
- Long periods of intense concentration are required regularly throughout the shift
- Working with service users where English is not the first language
- Occasional exposure to body fluids
- Disposal of clinical waste
- Use of computer and VDU equipment

## MOST CHALLENGING PART OF THE JOB

- Managing the expectations of service users.
- Engaging with patients and carers who maybe frustrated, angry or upset.

- Dealing with multiple tasks at the same time.
- Having challenging discussions with service users regarding access to Podiatry service and then implementing treatment plans.

## **GENERIC RESPONSIBILITIES – ALL POST / ALL EMPLOYEES**

The following are applicable to all posts and all employees:

### **Trust Values**

The post holder will be expected to work in line with the Trust values which are:

- Working together
- Always improving
- Respectful and kind
- Making a difference

### **General Duties**

To undertake any other reasonable duty, which is appropriate to the band when requested by senior staff.

To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines.

To demonstrate an understanding and commitment to Trust values and Staff Charter.

### **Professional and Personal Development**

All staff must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.

All staff will have a formal appraisal with their manager at least every 12 months. Once performance/training objectives have been set, the staff member's progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.

Those with management/supervisory responsibility are required to ensure that their direct reports have an appraisal in line with Trust policy.

All staff will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

### **Infection Control**

All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to and to support the Trust's commitment to preventing and controlling healthcare associated infections (HAI).

### **Health and Safety**

All staff have a responsibility to maintain health and safety of self and others within the performance of duties in accordance with Trust health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the Trust's Risk Management Policies & Procedures.

All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public using the Trust Datix system.

## **Confidentiality**

All staff may gain or have access to confidential information about the diagnosis or treatment of patients, information affecting the public, private or work related staff information, or Trust matters. A breach of confidentiality will have occurred where any such information has been divulged, passed (deliberately or accidentally) or overheard by any unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.

All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.

All staff must ensure compliance with the data protection legislation.

## **Safeguarding: Adults and Children (Section 11 of the Children Act 2004)**

Safeguarding: Adults (Care Act 2014) and Children (Section 11 of the Children Act 2004)

Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults. This includes keeping up to date with relevant training and seeking supervision.

## **Freedom of Information**

All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000. The Act gives individuals or organisations the right to request information held by the Trust. Staff must manage information they hold in such a way that meets the requirements of the Act. All requests for disclosures under the Act must be passed to the Freedom of information Officer.

## **Working on Non-Trust Premises**

All staff when working on non-Trust premises are bound by Trust policies and procedures, including home working policy; IT security policy; email and internet acceptable use policy information.

## **Smoke Free Premises**

The Trust is committed to protecting and improving the health and welfare of staff, service users, carers, visitors and contractors, and protecting smokers and non-smokers from the health dangers of second-hand smoke. Therefore all Trust premises are 'smoke free' and

staff (and external contractors and visitors) must refrain from smoking in Trust buildings, vehicles and grounds.

### **Diversity and Promoting Dignity at Work**

The Trust recognises the contribution of all employees to deliver responsive and quality services. We expect staff to value and respect the diversity of those who use or contact our services and to respond to the differing and diverse needs of others. We aim to have an environment free of bullying or harassment which would create an intimidating and unpleasant atmosphere impacting on staff wellbeing and service delivery. We want staff to be able to report issues knowing they will be dealt with promptly and sensitively.

All forms of bullying and harassment are unacceptable and will not be tolerated.

This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of Terms and Conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.

### **Data Quality**

The Trust recognises the role of reliable information in the delivery and development of its services and in assuring robust clinical and corporate governance. Data quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high quality mental health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Trust's Policy and Procedures for Data Quality

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*Optional paragraph for generic job descriptions only*

*\*Generic job descriptions are a general outline for a given banding for a number of related posts. The detail of how the role is delivered and areas of application can therefore change from post to post.*