

JOB DESCRIPTION

Oxford Health NHS FT

Job Title: Clinical Diabetes Lead (CDL) Podiatrist

Band: 7

Responsible to: Hospital Podiatry Team Leader/Clinical Lead.

Responsible for:

Accountable to: Hospital Podiatry Team Leader/Clinical Lead.

Place of work: Podiatry Departments/Health Centres across Oxfordshire (6 locality Teams – based in one of those)

Hours: 37.5 hrs per week (1.00 WTE) – or Pro-Rata as advertised

Author: Margaret Hardcastle

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JOB PURPOSE

As part of Oxfordshire NHS Community Podiatry Service to act as a qualified podiatrist with HCPC registration to provide reflective assessment, diagnosis and treatment for conditions of the foot, ankle and related structures to improve mobility, reduce pain and maintain tissue viability of patients eligible for NHS podiatry in Oxfordshire. To be a Clinical Lead for the service integrating Hospital based and Community podiatry care.

DUTIES AND RESPONSIBILITIES

BROAD OUTLINE OF ACCOUNTABILITY:

- The post holder is responsible providing advanced clinical podiatry care for people with diabetes/high risk foot status at specialist community clinics and other settings.
- The post holder will be the local lead podiatrist for this specialty and responsible for the clinical leadership of a community team, under the management of the Hospital Podiatry Team Leader.
- The post holder is responsible for the highest standards of specialist clinical practice in delivering podiatry services, as determined by current Service Agreements and within agreed policy and clinical guidelines.
- To assess, diagnose and develop programmes of care for patients with advanced neurovascular, tissue viability and associated biomechanical problems.
- To contribute to strategic development of departmental policy and service delivery, as part of the podiatry hospital team, to identify the need for podiatry services, evaluate priorities, service analysis, and plan/implement provision accordingly, within contractual agreements.
- The post holder is expected to establish him/herself as a recognised, high profile, point of contact for all matters relating to community diabetic/high risk foot care; working closely and effectively with other health care professionals – especially local GP practices in securing high standards of care for all patients
- The post holder is expected to work/communicate in partnership with patients and the public in all aspects of their care and service delivery
- All staff have an obligation to participate in the Trust's incident reporting system and to participate in and comply with the procedures and techniques for managing risks.
- To liaise closely and work effectively with job share partner (if applicable)

MAIN AREAS OF ACCOUNTABILITY:

Key Task – Professional:

- To be the clinical lead for diabetic/high risk foot care in a defined geographical area and to keep abreast of professional developments in this field.
- To manage a highly specialist diabetic/high risk caseload, demonstrating advanced skills in assessing and treating complex and varied systemic and foot pathologies; demonstrating evidence-based practice and application of latest clinical developments/research.
- To liaise with appropriate health care professionals regarding patient care.
- To act as a clinical mentor to other staff and students, teaching and further developing clinical skills in all clinical settings
- To be a Clinical Educator for Apprentice Podiatrists.
- To have an in-depth knowledge and experience of tissue viability and wound management
- To maintain standards of professional practice through a programme of continuing professional development (CPD) including regular literature review.
- To work to the standards and guidelines set by the podiatry department, with specific reference to;
 - (i) The full and proper use of the patients' records to demonstrate active progress with treatment plans and compliance with IG, Data Protection and Caldicott Principles.

- (ii) The active and participative management of caseloads.
- (iii) The active management of waiting lists.
- To demonstrate advanced clinical knowledge and practice, including
 - (i) Wound care and dressing options
 - (ii) Appropriate Referral onward
 - (iii) Appropriate Antibiotic cover
 - (iv) Appropriate off-loading
 - (v) Recommending further tests and investigations (inc. X-ray/bloods/scans etc)
 - (vi) Managing access and waiting times
- To supervise work with and for Apprentices, Podiatry Assistants and Students and assist with their training and development, as required.

Key Tasks – Education:

- To mentor and update all other clinicians within the service on a 1:1 basis in the clinical setting.
- To contribute to the delivery of an In-Service training programme for all staff; leading on specific projects as required.
- Leading on Clinical Supervision, Quality, Incident Management and Clinical Governance within the locality team
- To undertake specialist Foot Health Education work, demonstrating advanced understanding of pathologies and the impact on individual patients; in addition to incorporating advice to all registered patients as part of their treatment plan.
- To train/teach colleagues/students/health care professionals/patients/public

Key Tasks – Quality:

- To participate and contribute to departmental quality initiatives
- To lead on Clinical Supervision
- To plan and implement local and departmental Service Development and QI initiatives
- To investigate and feed back on Incidents and near misses
- To comply and maintain an awareness of nationally set expectations and standards
- To work as required by departmental standards
- To undertake and lead audit and research work as required

Key Tasks – Organisational:

- To record accurate information on activity in accordance with the current data capture system.
- To act within agreed scope of autonomy to reflect patient/service needs.
- Attendance at staff meetings as required.
- To support the Hospital Podiatry Team Leader and other staff in the organisation and delivery of the service.
- To manage a caseload consistent with safe and effective patient care.
- To be responsible for the cost effective and appropriate use of all supplies
- To undertake other work or duties across the whole service, as directed by the Hospital Team Leader.
- Oxford Health NHS Foundation Trust is committed to an Equal Opportunities Policy which affirms that all staff should be afforded equality of treatment and opportunity in employment irrespective of sex, sexuality, age, marital status, ethnic origin or disability. All staff of the Trust are required to observe this policy in their behaviour to other employees and service users.

Key Tasks – Health & Safety:

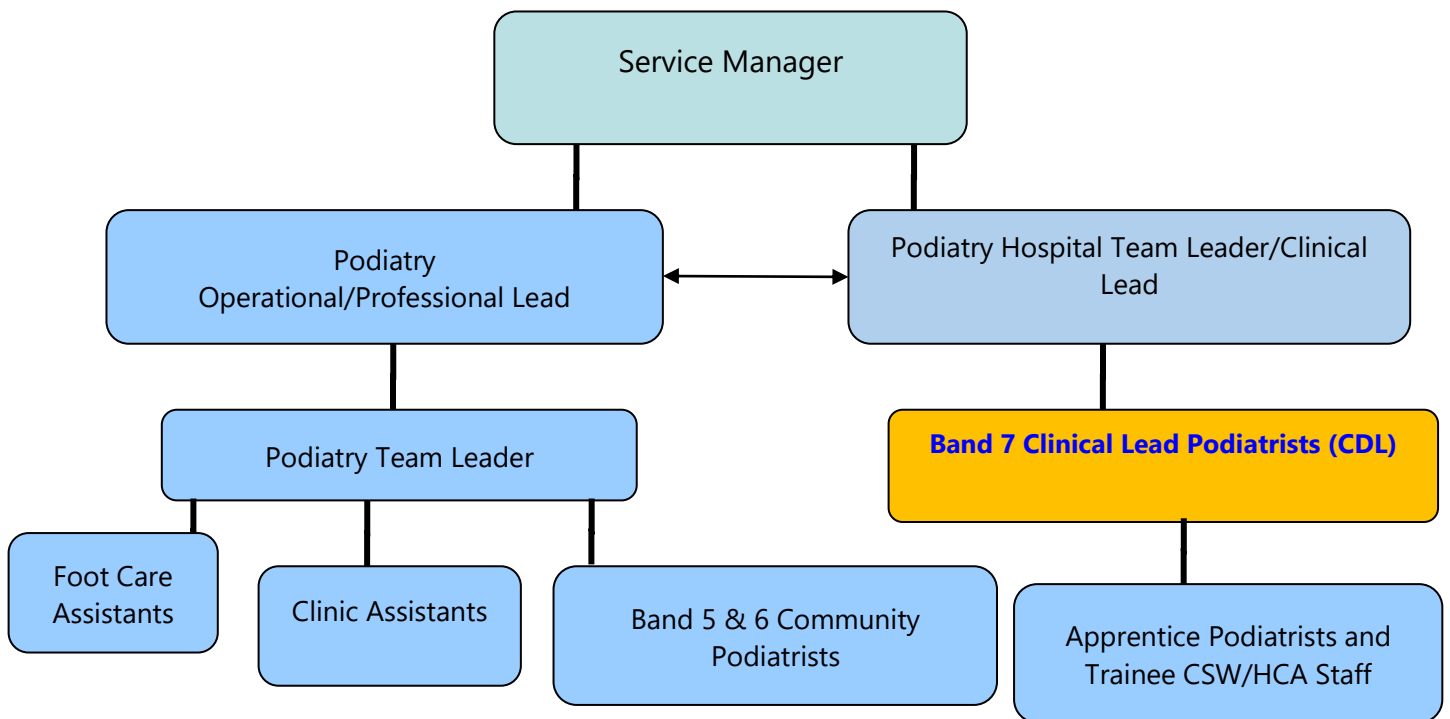
- All staff have an obligation to participate in the Trust's incident reporting system and to participate in and comply with the procedures and techniques for managing risks.
- To be familiar with and ensure all staff act in accordance with all current H&S policies, disseminating new policies as and when published.

- To be responsible for the safe and effective handling and storage of materials as required by COSHH regulations and to ensure methods for updates are in place for new substances. Disseminate new information to all clinicians and undertake Risk Assessments as necessary, in relation to COSHH products.
- To ensure that equipment is maintained in a safe and presentable manner and to report faults immediately.
- To ensure a safe environment is maintained for staff and patients and carry out regular risk assessments on all clinic and office sites in the hospital Podiatric setting.
- To report and follow up on any risk areas identified at risk assessment, liaising with the H & S advisors as necessary.
- To ensure a safe environment is maintained for staff and patients, through appropriate infection control procedures. This will include the correct handling and disposal of infected/contaminated human tissue/ fluid and dressings and disposable instruments.
- To attend mandatory (PPST) training sessions (some on an annual basis and others as required). This would include CPR, Fire Awareness, Manual Handling, Personal safety & risk awareness training. (These sessions and their frequency being determined by the Trust).
- To act on Hazard Alerts, disseminating information to all clinicians concerned

This job description outlines the roles, duties and responsibilities of the post. It is not intended to detail all specific tasks. It is not restrictive or definitive in any way and should be regarded only as a guideline to the duties required and may be amended in the light of changing circumstances following consultation with the post holder. The job description does not form part of the Contract of Employment

STRUCTURE CHART

Job overview Do you have the enthusiasm, interest and energy to be a part of delivering excellent care to patients with a high risk of limb loss? We have a Band 7 Clinical Leadership post to join our friendly team. This is an exciting opportunity to provide seamless delivery of care from the community to the acute setting. It is a Community Based post and you will be required to work at the Diabetic Foot clinic, OCDEM – at the Churchill Hospital in Oxford twice a month, work collaboratively within a multidisciplinary structure once a month, alongside Orthopaedic and Vascular surgeons, Endocrinologists, Microbiology and Orthotics as well as the wider community health service, which includes liaising with GPs, Tissue Viability, District and Practice nurses. The department is keen to support and develop our podiatry clinical leads. The post includes clinical development and funding to support undertaking relevant Post Graduate courses i.e: Independent Prescribing. Main duties of the job In this role you will be responsible for delivering a high quality, accessible and timely evidence based clinical pathway for patients, supporting your local community podiatry team with high risk/ wound clinics. You will provide clinical leadership to that clinical pathway and take responsibility in educating colleagues and training staff with your specialist knowledge and be the main contact for expert advice and support in your area. You will be an excellent communicator, able to work independently, organised and confident. Please refer to further details in the job description. Applications are invited from motivated BSc qualified and HCPC registered podiatrists with NHS experience who are keen to advance their clinical, professional and leadership skills. Clinicians with little leadership experience but who show enthusiasm to develop their clinical career in this area are also encouraged to apply. You will work closely with the Hospital Podiatry Team Lead and other Clinical podiatry leads from other localities plus the operational lead from your own locality. This post is based in Oxford City, although the post holder will also be required to attend meetings or training across the wider county of Oxfordshire. Own car or access to alternative travel for business use is essential. Please note that interviews are currently planned for Friday 6th January



CODE OF CONDUCT

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

Personal Development

- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.

Code of Conduct

- To adhere to the Professional Code of Conduct relating to your profession (if applicable).
- To uphold the principles and values set out in the NHS Code of Conduct for Managers.
- To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
- To ensure that the health and wellbeing of patients is at the centre of all activities and that all staff engage and communicate with patients as appropriate.
- To always promote quality and safety of patients, visitors and staff thus enabling the Trust to meet its regulation requirements (Care Quality Commission Registration - Regulations and Outcomes) that relate most directly to patients and also strive for continuous quality improvement.

Equal Opportunities/Diversity

- To observe Oxford Health NHS Foundation Trust's Equal Opportunities Policy providing equality of treatment and opportunity to employee's, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin or disability.

Health & Safety

- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To promote the Trust's Health and Safety policy and ensure matters are managed in accordance with it.
- To co-operate with the Trust to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

Infection Control

- To comply with Trust policies for infection control and hand hygiene such as hand hygiene, decontamination policy, uniform and workwear code and standard precautions policy to reduce the spread of healthcare-associated infections (HCAIs).
- Employees with clinical responsibilities must incorporate into their clinical activities up-to-date evidence that supports safe infection control practices and procedures, such as the use of aseptic techniques and the safe disposal of sharps.

Confidentiality and Data Security

- To comply fully with the duties and responsibilities outlined in the Trust's Information Governance Policy.
- To comply with the Data Protection Act 1998, NHS Confidentiality guidelines (e.g. Caldicott, GMC.) and any code of practice on Confidentiality and Data Protection, as accepted by the Trust. Departmental codes of practice and procedures for confidentiality are available from the head of department.
- To ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Trust Policy.
- To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the Trust business. This obligation shall continue in perpetuity.
- To raise any matters of concern with your Manager/Director.

Safeguarding

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse, or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

Other

- To be aware of and work in line with all Trust policies and procedures.
- To carry out any other tasks as reasonably directed.

PERSON SPECIFICATION

Job Title: Community Diabetes Lead (CDL) Podiatrist & Hospital Podiatrist (Band 7)

Criteria	Essential	Desirable
Qualifications/ professional registration and training (ie. vocational and or accredited)	<ul style="list-style-type: none"> • BSc Podiatry (or diploma in Podiatric Medicine with equivalent experience) • HCPC registration • MA/MSc or equivalent level of academic ability/experience (or working towards) • Evidence of continuing professional development 	<ul style="list-style-type: none"> • MPhil/PhD • Relevant postgraduate certificates or postgraduate diploma (or to be achieved within agreed timescale) • C&G teaching certificate
Knowledge and Experience	<ul style="list-style-type: none"> • Post-graduate NHS work experience including experience treating high risk patients • Clinical leadership and expertise in given field • Teaching/training of colleagues/students/health care professionals/patients/public • Comprehensive working knowledge of NHS podiatry service provision • Information technology literate • Accurate assessment, testing and diagnosis of complex foot pathologies within the specialist eligibility criteria of the service and field of practice • Evidence of highly specialised treatment planning/patient management, based on the above • Demonstration of evidence based practice and awareness of latest clinical developments/research • Effective communication and partnership working with patients/the general public, especially in respect of foot health education • Working in a multidisciplinary team and liaison with other health care professionals 	<ul style="list-style-type: none"> • Work experience within the hospital podiatry service • Ability to interpret X-ray films • Prescriber status or evidence of understanding of relevant common prescription medicines • Understanding of legal responsibilities of the profession
Technical Expertise/ Competence	<ul style="list-style-type: none"> • Clinical leadership and expertise in given field • Presentation Skills 	<ul style="list-style-type: none"> • Awareness of budget management

	<ul style="list-style-type: none"> • Initiative – always challenging practices and working procedures to improve service delivery • Ability to change and develop new ways of working • Self-motivated – seeking to improve service delivery, reading research papers, up to date with broad clinical and political professional developments • Good team worker – co-operative, considerate, supportive, flexible • Progressive clinical practice – effective analysis and decision making in wound management, biomechanical gait analysis and nail surgery • Teaching/training of colleagues/students/health care professionals/patients/public 	
People Skills	<ul style="list-style-type: none"> • Flexibility and commitment to job • Good interpersonal skills – effective listening/speaking skills appropriate to the needs of the recipient; communicating complex information • Approachable – demonstrating a friendly and open manner that facilitates communication • Enthusiastic positive attitude – flexible approach to changing requirements to meet service needs • Empathetic approach to the personal circumstances of staff and patients • Mental capacity to work under the pressures of demanding and competing priorities • Calmness, and professionalism 	
Contractual Requirements or other requirements	<ul style="list-style-type: none"> • Car Driver – able to travel around a wide geographical area • Legally able to work in the UK • Ability to fulfill all operational duties • Ability to work under the pressures of demanding & competing priorities. • Able to operate clinic equipment safely 	

	<ul style="list-style-type: none">• Able to lift and handle reasonable loads• Able to work in domiciliary settings• Visual acuity and eye-hand co-ordination• Able to work safely within the constraints of clinic rooms• Maintain an awareness of and act in accordance with all Trust policies and guidelines• Awareness and acceptance of the rights and needs of service users and staff	
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