

**Job Title: High Risk Biomechanics Specialist Podiatrist**

**Band: 7**

**Responsible to: Podiatry Clinical Lead**

**Accountable to: CBU Manager (Specialist Services)**

**Base: Outer North-west London, CLCH**

### **JOB PURPOSE:**

- The post holder will act as a clinical specialist for Podiatric Biomechanics in Harrow CLCH Podiatry Service. You will provide highly specialised advice to patients and be a point of contact for colleagues relating to Biomechanics and the importance of foot function for people affected by MSK injury, dysfunction or disease. Paying particular attention to those patients that present and have been impacted by long term systemic conditions manifesting in the lower limb.
- The Post Holder will also be expected to provide cover to general podiatry, high risk, woundcare and nail surgery clinics as necessary based on demand of the service.

### **Key Working Relationships**

#### **Internal**

- To use effective and sophisticated oral, written and listening communication skills to accurately assess sometimes complicated, difficult and compromising situations in order to ensure the patients' needs are fully assessed and addressed and that they understand and participate in their care plan.
- To jointly ensure quality communications across the Podiatry Service.
- To communicate effectively with colleagues at all levels across the organisation.
- To respond and monitor queries from service users, ensuring any issues raised are resolved sensitively, effectively in a timely manner.
- To use appropriate communication to pass messages and information to your local team.

#### **External**

- Overcome communication problems experienced within a diverse patient population by using a range of communication methods, including the use of interpreting services and where necessary engaging family members, carers and other support workers as an aid to communication.
- To support your team in the development of their communication skills i.e. in training, education when dealing with patient complaints, feedback to individuals where development is needed.

- To work closely with the PALS and the Complaints team in resolving patients concerns in an effective manner ensuring lessons are continuously being learnt and implemented by the team for ongoing progress and development.
- To be familiar with all relevant trust policies and reporting systems involved in being a high calibre team lead

### **Service Development**

- To actively use own initiative and expertise to establish a High Risk MSK clinical pathway. Collaborating and communicating with all levels of stakeholders to ensure it is fully functional, agile and meeting the needs of the current population and service
- To scope and develop relationships within the acute, primary and private sectors to ensure smooth seamless service delivery can occur for the right patient at the right time with the right person
- To participate in the services Clinical Governance initiatives and the development and implementation of standards, guidelines and protocols.
- To actively review and monitor your teams processes and quality standards suggestions and implementing changes that would help improve these and other areas.
- To ensure that the Podiatry Service is meeting commissioned key performance indicators i.e. waiting times, DNA rates, patient feedback.
- To support and co-opt onto the podiatry clinical standards group when needed, providing input into podiatry standards and policy development.
- To actively participate and on rotation chair monthly podiatry team meetings and locality multidisciplinary meetings when necessary, in order to share information on local needs and initiatives and support the development of the podiatry service.
- To act as a local lead/point of contact in the absence of the Podiatry Clinical lead.
- To actively engage and support the implementation of change(s) that maybe required in the podiatry service.
- To undertake, lead and participate in audit programmes, including record keeping and clinical standards audits when required.
- To support and partake in research programmes as directed by the Podiatry Clinical Lead and head of service.
- To liaise with and provide feedback to referrers to the service by letter and/or verbal communication, ensuring that assessment, diagnostic results and treatment plans are understood by the referrer in order that the treatment aims are understood and supported by the wider health care network.

## Main Duties and Responsibilities

### Clinical and Operational

- To autonomously assess and diagnose patients with a diverse range of medical and podiatric conditions, using appropriate diagnostic techniques, skills and tools.
- To diagnose and treat complex biomechanics disorders for both podiatric case management and in context of wider MSK care plans.
- To provide guidance and support to podiatry department packages of care; to develop and embed biomechanics into daily practice for all podiatrists.
- To be able to recognise acute MSK and Rheumatologic presentations and to be able to refer patients directly for some diagnostic tests, such as, bloods and x-rays, and to interpret and act accordingly on data provided therein.
- To develop tailored care packages dependent upon patient need and utilise extensive skills, such as the prescription of bespoke FFOs and SMAFOS to enable and maintain patient mobility, foot function and aid healing
- To liaise with the extended carers' network, including MSK services, rehabilitation teams, orthopaedic and rheumatology teams, to ensure that the patient's continued rehabilitation and re-enablement needs are met.
- To refer on urgent or exceptional cases to other healthcare professionals and communicate (in writing) with other health or social care colleagues to ensure the patient receives other services/ care required.
- To work in close collaboration with the specialist teams, including neurology and pain management team, to ensure a holistic approach to the management of compromised locomotive mobility. Paying particular attention to the high risk foot and the impact of biomechanics across long term condition management pathways.
- To comply with department policies in line with clinical governance, health and safety, infection control and equal opportunities.
- To work in accordance with the departments philosophies and standards and within professional codes of conduct.
- To participate and comment on proposed service improvements/ policy developments/Podiatry transformation programmes as appropriate.
- To provide advice and training on screening techniques for biomechanical disorders to all Primary Care based teams such as school nursing and to work collaboratively with relevant local businesses such as shoe shops.

- To participate in organising and delivering training and education to both patients, multi- professional undergraduates and other health professionals inside and outside of the trust tailoring the training to meet their needs.
- To regularly coordinate and participate in surveys, undertake audits and research around service delivery.
- To input computerised data for clinical and non-clinical activities in a timely manner, according to data protection requirements.
- To participate in clinical supervision, Continuing Professional Development (CPD) and attend team meetings.
- To maintain the clinical environment and departmental equipment, report faults/ damage of equipment and carry out a risk assessment of the clinical environment.
- To ensure that all annual, sick and study leave and other non-clinical data is recorded in line with the service requirements.
- To report all incidents, near misses and complaints in line with the Trust's procedures.
- To educate patients in a sensitive but effective way on the signs and symptoms of the pedal manifestations of high risk MSK or rheumatological conditions in order to fully engage their compliance in participating in their foot care in order to prevent where possible long term pedal complications.
- To liaise and provide feedback (by letter/ verbal communication) to referrers, informing them of diagnostic results and treatment plans and to ensure that the treatment aims are understood and supported by the wider healthcare network.
- To review established guidelines and protocols for the identification and treatment of biomechanical disorders and feed into wider MSK projects.
- To work as part of a team across various sectors of the organisation in order to develop the service in accordance with the users' needs by participating in forums and analysing user feedback in order to deliver an appropriate and fitting service.
- To work in close collaboration with a specialist multi-disciplinary team to ensure a holistic approach to patient management is met.
- To support the podiatry clinical network in developing and delivering the CPD training, SOPs and developing a training programme in the specialist area of MSK & High risk foot care
- To use your clinical knowledge/skills/influence to guide and educate the podiatry staff within your team and across CLCH podiatry.
- To line manage junior staff within your team

- To undertake clinical and managerial supervision with staff members designated to you.
- To work to agreed productivity targets as set out by the CLCH Podiatry service.
- To continually review treatment protocols and practices in order to ensure best practice methods are applied.

### **Professional**

- To be able to provide a high level of leadership, problem solving, innovative thinking and behaviour. Demonstrating regularly that these qualities and skills translate into practical applications of maintaining and often raising professional standards.
- To be a confident, well organised and time disciplined individual and be able to work with close and sometimes competing deadlines, ensuring ownership and accountability responsibilities are safely fulfilled
- Ensure that policies, procedures, clinical governance arrangements and lines of accountability are in place, appropriate and well communicated to all staff to ensure safe clinical service delivery.
- To be aware of, and act in accordance with, the Trust's clinical and organisational policies and guidelines and standard operating procedures.
- To be aware of, and act in accordance with, the HCPC Code of Conduct, Standards and Guidelines and, to work within CoP codes of professional practice.
- To initiate and where appropriate take lead responsibility for specific areas in the development and local implementation of the Trust's clinical and operational guidelines and policies.
- Maintain accurate and contemporaneous patient records.
- Maintain own knowledge and skills as a practitioner.
- To be responsible for own professional development through active learning and reflective practice.
- To actively participate in clinical supervision on a regular basis in line with Trust guidelines.

## **Professional Standards**

All staff must comply with the Central London Community Healthcare (CLCH) NHS Trust Staff Code of Conduct and demonstrate the Trust's Values and Behaviours. Senior Managers must also comply with the NHS Code of Conduct for Managers, based on the Nolan principles of public accountability. All staff employed in recognised professions are required to ensure they work to the professional standards and/or Codes of Practice set out for their professional group. In addition staff are required to demonstrate the Customer Care Standards of the organisation.

## **Equal Opportunities and Dignity at Work**

It is the aim of CLCH NHS Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, creed, nationality, ethnic or national origin, sex, marital status or on the grounds of disability or sexual preference, or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job. To this end CLCH NHS Trust has Equal Opportunities Policy and it is for each employee to contribute to its success. All staff should treat other staff, patients and the public with dignity and respect.

## **Performance Appraisal and Development Review (PADR)**

All staff will actively participate in the annual Performance Appraisal and Development Review (PADR) process with their line manager. All staff should have SMART objectives and a personal/professional development plan. Objectives and personal development plans should be reviewed together on an ongoing basis through regular one to ones and/or supervision. In conjunction with their manager, all staff should actively identify and pursue agreed learning and development opportunities. All managers are required to carry out annual Performance Appraisal and Development Reviews with their direct reports and support their appraisee to achieve their objectives through ongoing management supervision and one to one meetings.

## **Safeguarding**

CLCH NHS Trust is committed to safeguarding and protecting children and vulnerable adults. All health employees have a responsibility for safeguarding and promoting the welfare of children and young people in accordance with "Working Together to Safeguard Children" HM Gov 2006. This applies to employees with both direct and indirect contact with children and families. Employees who do not provide specific services for children and families or vulnerable adults require basic knowledge of their responsibilities to identify and refer concerns appropriately. All employees must undertake training in safeguarding children and vulnerable adults but will have different training needs to fulfil their responsibilities depending on their degree of contact with vulnerable groups and their level of responsibility.

## **Confidentiality and Data Protection**

Employees will have access to confidential information and will be required to ensure that the highest level of confidentiality is maintained at all times, adhering to all policies relating to confidentiality. Employees are required to obtain, process and/or use person identifiable information in a fair and lawful way. The use of such information is governed by the Data Protection Act 1998 (DPA) and includes both manual and electronic records. Staff are expected to hold data only for the specific registered purpose and not to use or disclose it in

any way incompatible with such purpose, and to disclose data only to authorised persons or organisations as instructed, in accordance with the Data Protection Act 1998.

### **Access to Health Records**

All staff who contribute to patients' health records are expected to be familiar with and adhere to CLCH's NHS Trust Records Management Policy. Staff should be aware that patients' records throughout CLCH NHS Trust will be the subject of regular audit. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act 1998. All staff that have access to patients' records have a responsibility to ensure that these are maintained, and that confidentiality is protected in line with CLCH NHS Trust Policy.

The list of duties is not intended to be exhaustive, and you will be required to undertake any other duties commensurate with the grade and in line with the requirements of the post. The duties and responsibilities may be subject to change, which will be done in discussion with the postholder.

Factors	Criteria	Assessment
<b>Education/Qualification</b>		
<b>Essential</b>	<ul style="list-style-type: none"> <li>• BSc Degree In Podiatric Medicine or Diploma (if qualified prior 1991)</li> <li>• Evidence of continual professional and personal development</li> <li>• Registration with the Health Professions Council</li> <li>• Certificate in local anaesthesia</li> </ul>	AF
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Evidence of post grad training in specialist area of podiatry</li> </ul>	AF
<b>Experience</b>		
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Significant post graduate clinical experience</li> <li>• Experience of multidisciplinary and interagency working</li> <li>• Experience of clinical supervision / mentoring</li> <li>• Experience of service development</li> <li>• Experience of working in an NHS environment</li> <li>• Experience of working with a wide range of patient and disease / pathology types including the at-risk and high-risk foot</li> </ul>	AF
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience of managing a team</li> <li>• Experience of rota and diary management</li> <li>• Experience of staff recruitment</li> </ul>	AF
<b>Skills and Knowledge</b>		
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Knowledge of recent developments in the profession</li> <li>• Full knowledge of podiatric theory and practice</li> <li>• knowledge of foot orthotic design and manufacture</li> <li>• Knowledge of CoP code of conduct</li> <li>• Awareness of Equal Opportunities – theory and practice</li> <li>• Understanding of Clinical Governance -theory and practice</li> <li>• Up-to-date knowledge of clinical issues and treatment development</li> <li>• Knowledge of audit and risk assessment</li> <li>• Effective oral, listening and written communication in order to negotiate and persuade patients and carers compliance and commitment to their treatment and care plans</li> <li>• Ability to evaluate patients concerns and needs and propose effective solutions</li> <li>• Ability to undertake intricate work in using sensitive diagnostic tools and a range of surgical instruments. e.g in the management and debridement of poor tissue viability wounds and nail surgery</li> <li>• Organisational and planning skills to manage your own work time and domiciliary caseload</li> <li>• To be competent in the use of treatment and diagnostic tools (including, Doppler, scalpel techniques, syringe etc)</li> <li>• Presentation Skills / Experience at delivering Health Pro IT Skills including use of Internet, e-mail, Word Processing</li> <li>• Able to prioritise workload and meet deadlines</li> <li>• motion</li> </ul>	AF/IV
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Knowledge of current government health policy</li> <li>• Data analysis skills i.e. reviewing reports</li> </ul>	IV
<b>Other</b>		

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Ability to cope with a busy demanding and varied workload able to cope with the demands of moving between sessional clinics, on foot, by transport.</li> <li>• Performing clinical treatments in physically restricted work positions requiring repetitive fine movements.</li> <li>• Ability to multi-task and concentration in order to apply continued diagnostic and analytical skills throughout the working day</li> <li>• Ability to cope with patients anxieties and employ tactical techniques in order to help support patients and allay anxieties</li> <li>• Adaptable to a variety of working environments and the ability to cope with sometimes distressing settings and work tasks including wound care , neglected feet and exposure to malodour, body fluids including blood and wound exudate .</li> </ul>	IV
<p><b>* Assessment will take place with reference to the following</b>  <b>AF – Application Form, IV – Interview, P – Presentation, T-Test, C Certificate</b></p>		