

HIGHLY SPECIALIST PODIATRIST JOB DESCRIPTION

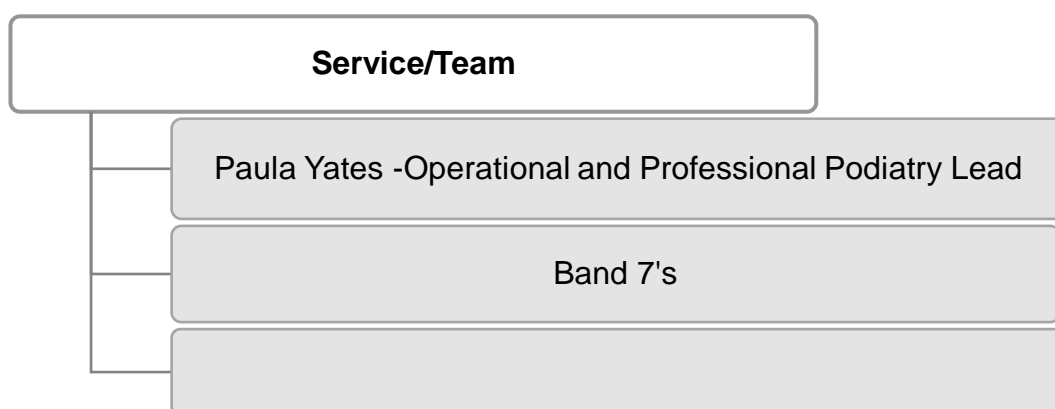
Job Title:	Highly Specialist Podiatrist
AfC Band:	Band 7
Directorate/Service:	AHP's Bury Care Organisation
Accountable To:	Operational and Professional Podiatry Lead - Bury
Responsible To:	Operational and Professional Podiatry Lead - Bury
Base Location:	Podiatry Service, Radcliffe Primary Care Centre, Bury
On-Call Requirement:	No

Values

Three values are at the heart of our organisation: **Care, Appreciate** and **Inspire**.

Our values and behaviours define what's important to us as we work alongside each other and with our patients and service users. They also shape what it feels like to work at the NCA and will be central to your development and performance conversations. Together, we will create a culture where care, appreciation and inspiration thrive.

Structure Chart



Job Summary

Predominantly based in the community setting, the post holder will be responsible for the development, implementation and evaluation of individual treatment programmes using specialised clinical reasoning skills to provide advanced assessment, diagnosis, treatment, and evaluation of a caseload of “at risk” patients presenting with a combination of high risk/complex, chronic and acute foot problems and medical and functional conditions.

To work closely with colleagues to case manage complex patients and to facilitate early, smooth and co-ordinated care between community and hospital.

Supporting and mentoring other members of staff in developing these specialist skills to assist them in clinical decision making.

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Key Role and Responsibilities

- **Professional Duties**

- To provide expert clinical practice in the specialised assessment, diagnosis and treatment of patients ‘at risk’ who may have highly complex and/or chronic presentation with the aim of maintaining mobility, viability, independence and relieving pain.
- To determine clinical diagnosis and treatment indicated and maintain records as an autonomous practitioner.
- To undertake a significant clinical caseload to a high professional standard using specialist knowledge from theoretical and practical experience and to support other practitioners on complex cases.
- To be responsible for the day-to-day provision of wound care treatments for the most acutely high-risk patients using highly developed specialist knowledge underpinned by theory and experience.
- To use knowledge of biomechanical and pathomechanical conditions to arrange for the provision and production of off-loading devices, footwear, orthoses, pressure relieving insoles and shoe inserts where appropriate.
- To be actively involved in providing on-going education and training to a wide range of staff working across primary and secondary care.
- To undertake and lead on research, audit and evaluation of clinical practice in relation to the management of high-risk podiatry.
- Persuade and influence a high risk and demanding client group in improving their overall health to promote wound healing. This will include coaching, as well as encouraging smoking cessation and major lifestyle change. Always aiming to achieve maximum independence with each client through self-care and effective client management.

- To liaise with primary, community and secondary care teams to provide a multi-disciplinary approach to improvement of foot pathology. Included in this role will be the regular training, and competency assessment of those working with the diabetic population.
- To be able to use the decision-making process to identify when patients require the intervention of other professionals and/or specialist areas by following agreed referral pathways.
- When qualified as a NMP, to prescribe relevant medication in line with clinical presentations using a registered P-List.

- **Communications and Relationships**
 - To communicate effectively with patients and carers to ensure understanding of their diagnosis and to explain the treatment options available to them, providing them with the appropriate information that will support them in making an informed choice about their care.
 - To explain the results of any investigations to patients and their carers including the implications of diagnostic tests on their future management.
 - To assess capacity, gain valid informed consent and have the ability to work within a legal framework with patients who lack capacity to consent to treatment.
 - To provide podiatric advice to colleagues and other health care professionals
 - To maintain effective communication with other departments and services across the health economy that interface with the podiatry service to ensure that the service operates smoothly and efficiently.
 - To supervise, co-ordinate and deliver group training sessions to other agencies in high-risk podiatric care.
 - To communicate effectively and work collaboratively with GP's, secondary care, nursing and AHP colleagues to ensure delivery of a co-ordinated multidisciplinary service.
 - To accept referrals from other health care professionals and have the ability to refer patients directly to other specialities.
 - To develop and maintain networks with other health economies to share good practice in relation to podiatry services.
 - To provide spontaneous and planned advice, teaching and instruction to relatives, carers and other professionals and to ensure a consistent approach to patient care.

- **Analytical and Judgmental Skills**
 - To interpret test results and utilise professional skills in selecting treatment plans from several options.
 - To monitor treatment plans and decide when alternative courses of action need to be implemented.
 - To understand and interpret complex situations and information requiring analysis in order to recommend a range of treatment or service delivery options.
 - To ensure that effective methods of measuring service performance standards are developed and implemented and to ensure these are reported correctly.
 - To complete statistical returns as required, providing activity figures for the commissioners.
 - To use computer software, databases and spreadsheets to collate and interpret

information in relation to audit, research and education.

Responsibility for Patient Care

- To have overall responsibility for a caseload of highly complex patients considered clinically 'at risk' due to their diagnosis and on-going long term health conditions.
- To assess highly complex cases using a range of assessment/diagnostic methods and reach valid, reliable and comprehensive patient and client-centred conclusions appropriate to needs, context and culture.
- To undertake a detailed physical and psychosocial assessment of complex patients by using investigative and analytical skills and expert clinical reasoning in order to establish a diagnosis and implement an appropriate treatment plan.
- To act as a source of expertise and second opinion in the management of highly complex foot problems within the community podiatry service
- To be responsible for the diagnosis and subsequent management and highly specialist treatment of 'at risk' patients including non-medical prescribing within the post holders competency.
- To produce individual treatment plans and podiatry interventions for patients with highly complex needs who require in-depth diagnosis.
- To be professionally and legally responsible and accountable for all aspects of own work, including the management of patients in your care and to ensure a high standard of clinical care for the patients under your management, and those of other staff, by providing expert care for a complex caseload of at-risk podiatry patients
- To provide expert advice regarding the management of high-risk patients to other health care professionals working within or alongside the service including other podiatrists, medical and nursing staff.
- To receive referrals from and make referrals to consultants, GPs, and other healthcare professions, review the patient and act accordingly, thereby reducing length of time patients wait for intervention.
- To use knowledge of biomechanical and pathomechanical conditions to arrange for the provision and production of off-loading devices, footwear, orthoses, pressure relieving insoles and shoe inserts where appropriate.
- According to current legislation to undertake independent or dependent prescribing or administration of medication using Patient Group Directions.
- To have highly developed dexterity, co-ordination and palpatory senses for clinical assessment and physical treatment of patients.
- Develop and promote care pathways for people within podiatry, through a range of interventions
- To ensure that the quality of service provision appropriately meets patients' needs by continuously monitoring clinical service delivery against professionally recognised standards of practice.
- To promote health and wellbeing including health promotion

- **Administrative Responsibilities**

- To maintain patient records as required by Trust and departmental policy.
- To maintain accurate, and up-to-date documentation in line with legal, professional and departmental requirements.
- The post holder will utilise specialised electronic patient management systems to manage patient referrals and book/re-arrange appointments.
- The post holder will act on any findings from the annual record keeping audit to improve service compliance.

Responsibilities for Human Resources

- To supervise and act as a mentor to all lower grades of qualified and unqualified podiatry staff and students within the service.
- To maintain own continuing professional development (CPD) by keeping abreast of any new trends and developments and incorporate them as necessary into your work.
- To be an active member of the in-service training programme by the attendance and presentation at staff meetings, tutorials, training sessions, journal clubs, external courses, clinical supervision and reflective practice and to keep an active CPD portfolio.
- To participate in the annual My Time conversations and individual live Personal Development Plan and to understand how own role and objectives are linked to the Annual Plan.
- To set agreed Personal Development Plans for staff members (which reflect the Annual Plan) as part of the My Time conversations and review these through regular informal wellbeing check-ins.
- To ensure that health and safety legislation is complied with.
- Facilitate and promote a learning culture to enable others to develop to their full potential within the specialist field
- Provide reports when appropriate or as requested by the Operational Lead or Team Leader
- To support the leadership team as necessary with operational management including the management of staff and deputising if required.

- **Policy and Service Development**

- To contribute to the development of relevant policies and clinical protocols within the podiatry service
- Stimulate and maintain audit activity to evaluate and support service development.
- Manage and undertake research into specific areas of clinical practice and service delivery using a range of research methodologies as part of the departmental and

multidisciplinary research initiatives. This will include making recommendations for change as appropriate.

- The post holder will be expected to attend and participate fully in High-Risk team and staff meetings.
- **Financial Responsibility**
- To contribute to the delivery of the high-risk service within resource constraints and in accordance with service standards
- To be responsible for the effective use of allotted clinic time, prioritising patients according to clinical need.
- To be responsible for equipment used in carrying out duties, and to adhere to departmental policy, including competence to use equipment and to ensure the safe use of equipment by others through teaching, training and supervision of practice.
- To report any accidents, defects in equipment, near misses and untoward incidents, following the Trust policy.

Responsibilities for Research and Development

- To undertake research in relation to podiatry practice and to support others in completing research projects e.g. junior members of staff or research associated masters programmes
- To develop research protocols and studies in partnership with others or as part of independent research practice
- To evaluate and audit the practices of self and others, selecting and applying a broad range of valid and reliable tools and methods, which are appropriate to needs and context.
- To critically appraise and synthesise the outcomes of relevant research, evaluations and audits and work with team members in implementing research findings into everyday work.
- To research best practice for this client group and promote evidence-based practice.
- To participate in clinical governance activities and development of outcomes, standards, guidelines, policies and protocols.
- To contribute to research projects, advising specialists in this field of practice on the application of research, dissemination, and publication of research findings.
- **Planning and Organisational Skills**
- To plan and organise own work/caseload.
- To accept clinical responsibility for a designated caseload of patients, and to organise this efficiently and effectively with regard to clinical priorities and use of time.
- To decide priorities for own work area, balancing other patient related and professional demands, and ensure that these remain in accordance with those of the service as a whole.

- To demonstrate a sound understanding of Clinical Governance and Risk Management and apply to work situation.
- To contribute to the development of relevant policies and clinical protocols within the podiatry service.
- To maintain comprehensive and accurate assessment and treatment records in line with legal and departmental requirements and communicate assessment and treatment results to the appropriate disciplines in the form of letters and reports.

- **Leadership and Management**

- To provide clinical leadership to podiatrists in the field of high-risk podiatric care

- **Strategy**

To support the Manager in strategically developing the podiatry service to meet the needs of the population of Bury.

Freedom to Act

- To work as an autonomous practitioner in line with the code of conduct and standards of practice issued by the Health and Care Professions Council and own professional body, with support from the Podiatry Operational Lead and Assistant Director of AHP's when required.
- To understand and interpret a range of health service policies, national service frameworks and guidelines in order to contribute to local and regional standards and targets.

Physical Skills

- Frequent requirement for moderate physical effort for several short periods a day, moving patients limbs and working in restricted positions
- To have highly developed dexterity, co-ordination and palpatory senses for clinical assessment and physical treatment of patients
- The post holder must be able to travel between locations to maintain service delivery.

Partnership Working

- To work closely with community colleagues and the wider multidisciplinary team in primary, secondary and social care to ensure safe, good quality patient care.
- To work alongside medical nursing and AHP colleagues to ensure where possible that appropriate services are coordinated and combined
The post holder will be expected to communicate and work effectively with a range of professionals and key stakeholders in order to achieve the service and Trust strategic objectives and goals.

General Staff

You have a personal responsibility to support your department/ward/clinic in reducing hospital acquired infection. You must comply with the Trust's policies on infection, prevention and control and maintain your competency to effectively discharge your responsibilities. You must bring deficiencies to the attention of your manager.

Electronic Patient Record

Bury Podiatry service uses an Electronic Patient Record (EPR). All Clinicians must use EPR as the primary patient record. It supports delivery of Safe, Clean and Personal patient care. Paper is used only for clinical record components that do not at present have an EPR replacement.

The majority of clinical documentation is entered directly on the EPR including health issues, case histories and continuation notes, condition specific structured records and risk assessments. EPR also provides systems for prescribing, requesting most tests and some services, and for viewing results, a local integrated record and correspondence.

Access to this comprehensive EPR is via a unique login and password. All Clinicians working must receive EPR training.

General

The post holder will undertake any other reasonable duty, which is appropriate to the band, when requested by senior staff. The post holder will be aware of and work towards the Trusts strategic goals. The Trust is a rapidly developing organisation. The Provider division will be subject to regular review to ensure it accurately reflects the rapidly changing requirements of the organisation.

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PERSON SPECIFICATION

Job Title:	Highly Specialist Podiatrist (High Risk)
AfC Band:	Band 7

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Diploma or Degree qualification in Podiatry • Certificate in local anaesthesia • Masters level degree or equivalent training/experience 	<ul style="list-style-type: none"> • Leadership qualification • Non-medical prescriber • Prescription footwear course
Professional Registration	<ul style="list-style-type: none"> • Health and Care Professions Council (HCPC) 	
Knowledge, Training & Experience	<ul style="list-style-type: none"> • Significant and varied post registration experience • Previous NHS experience in the field of high-risk care • Highly specialist knowledge of 'at risk' patient care at the highest level, including knowledge of biomechanical and pathomechanical conditions and experience in the provision and production of offloading devices • Expert communication skills • Evidence of relevant CPD • Appreciation of national standards in the management of at-risk patients • Ability to demonstrate an awareness and understanding of equality and diversity • Ability to work collaboratively and communicate effectively with other health professionals, carers and patients • Able to remain calm while under pressure 	<ul style="list-style-type: none"> • Leadership skills • Experience in research, audit and evaluation • Experience of developing standards, guidelines, policies and protocols

	<ul style="list-style-type: none"> • Ability to manage own time, prioritise tasks, work independently and under own initiative and multi-task • Experience of supervising other staff and students • Excellent organisational and time management skills • Work autonomously and as a member of a team • Exercise individual responsibility and judgement • Able to adapt to change and resolve problems • The ability to work at and travel to various sites throughout Bury • Understanding and knowledge of the health and social care landscape in Greater Manchester • Willingness to acquire new skills and knowledge and to undertake further training in line with service provision 	
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Living our Values

All colleagues are expected to demonstrate the NCA values and underpinning behaviours as you carry out your role.

Values	Behaviours (I will...)
CARE We listen and treat each other with kindness.	Provide the highest standard of care, with compassion and kindness.
	Communicate clearly, actively listen and be person centred.
	Seek to understand and empathise.
	Collaborate to deliver services that are safe and give confidence in our care.

APPRECIATE We value and respect each other's contribution.	Recognise and openly acknowledge how we all make a difference.
	Value and respect others and share in celebrating our successes.
	Treat people fairly, notice, champion and positively appreciate diversity.
	Provide constructive feedback to support growth and development.
INSPIRE We speak up and find ways to be even better.	Have a voice and act with integrity and honesty.
	Make time to learn, share and find new ways of working.
	Be positive, be open to change and empower others.
	Work with my team and other teams to agree and deliver best outcomes.

Appendix

The below details all the standard Trust requirements which must be incorporated within the role.

Infection Prevention
Employees will adhere to all Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.
Safeguarding
The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.
Health and Safety
Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.
Confidentiality and Data Protection
Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.
Equality and Diversity
<p>All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people's rights in accordance with legislation, policies, frameworks, procedures, and good practice.</p> <p>Colleagues must recognise and report any behaviour that undermines equality under Trust policy and further EDI activity by:</p> <ul style="list-style-type: none"> eliminating discrimination, harassment and victimisation

- advancing equality of opportunity between people who share a protected characteristic and those who don't
- fostering good relations between people who share a relevant protected characteristic and those who don't
- understanding the impact of policies, services and practice on people with different protected characteristics

Code of Conduct

Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

Leadership and Development

We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to live the NCA values: Care, Appreciate and Inspire through your daily habits, to improve outcomes for patients, customers and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.

As you join us, you are required to attend our Corporate Induction, complete the Trust's mandatory training and participate in the NCA Accelerated Leader Development Programme if you are in a leadership or management role. Your annual My Time appraisal conversation helps to continually review your contribution and ongoing priorities through your Personal Development Plan, informed through a wide choice of development available to you.

Flexibility

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This job description is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.