

JOB DESCRIPTION

JOB TITLE:	Specialist Podiatrist
GRADE:	5/6
HOURS:	24
SERVICE:	Podiatry
LOCATION:	Parkside
ACCOUNTABLE TO:	Podiatry Clinical Manager
LIAISON WITH:	Podiatry Staff, Primary Care Staff, Relevant Secondary Care Staff and Stakeholder Agencies

JOB SUMMARY

The postholder will be part of a highly motivated team working autonomously but with support from a senior clinician, in a community setting providing a high standard of quality clinical care.

The clinician will have had clinical experience for at least one year and completed a programme of competences.

.He/she will assess, diagnose, develop and implement individualised care programmes for patients with a wide variety of clinical needs. The post holder will also be expected to plan and manage their own caseload, which will include providing specialist care for patients with diabetes, rheumatological and wounds.

He/she may be responsible for administrative duties including the ordering of stock for a satellite clinic.

To be accountable in own area of clinical responsibility, ensuring the delivery of evidence based clinical interventions and practice for Provide Podiatry services.

MAIN DUTIES & RESPONSIBILITIES

Operational or Strategic Responsibilities

To be responsible for the assessment diagnosis, planning implementation and evaluation of Podiatric care to a variety of patients with a wide range of clinical needs including:

- High and medium risk Diabetes
- Chronic Neuropathy
- Chronic disease e.g. Rheumatoid Arthritis
- Vascular disease
- Wound management/tissue viability
- Biomechanical pathology

- Neurological disorders
 - Nail Surgery
- 2 Care will be provided in a range of primary and intermediate care settings, some of which may be in isolation:
 - Community Health Clinics
 - GP Practice Clinics
 - Residential Homes for the Elderly
 - Patients Homes
 - Acute sector
 - 3 To be responsible for the assessment of new patients with subsequent production of individual care packages and provision of the appropriate foot care education advice.
 - 4 To have the ability to use the decision making process to identify when patients require the intervention of other professional and/or departmental specialist areas by following agreed departmental referral pathways e.g. acute wound care/biomechanics.
 - 5 To be responsible for the production of temporary Orthoses/appliances and writing prescriptions for manufactured insoles.
 - 6 To participate in nail surgery.
 - 7 To perform diabetic assessment review clinics where duties will include:
 - Diabetic Foot assessment using the appropriate equipment
 - i.e. monofilaments, Neurothesiometer, Doppler
 - To conduct risk assessments and place patients into the appropriate risk banding.
 - To refer to specialist services as required.
 - 8 To be actively involved in the provision of Foot Health Education advice to patients, relatives and carers and to participate in foot health training where appropriate for Primary Care and Social Services Staff.
 - 9 To be actively involved in the development and implementation of Departmental policies and procedures.
 - 10 To be responsible for the maintenance and security of stock.
 - 11 To follow departmental Policies Procedures and Guidelines but have the discretion to interpret and make own clinical diagnosis and decisions within professional boundaries.
 - 12 To be responsible for the discharge of patients who no longer comply with the service access criteria.
 - 13 To be flexible and provide cover for other Podiatrists at short notice or during periods of absence.

To assess, diagnose and collaboratively agree management plans, inclusive of prescription of appropriate orthotic devices, for children presenting with biomechanical podiatric conditions.

To assess, diagnose and develop programmes of care for new and existing paediatric patients with acute or chronic foot and lower limb pathologies.

Communication and Relationship Skills

To work effectively as a member of the multi professional team.

- 2 To ensure effective communication of complex and changing disease process/foot health issues with patients, relatives and carers where there may be barriers to understanding.
- 3 To liaise with General Practitioners concerning patient care to ensure best outcomes.
- 4 To maintain accurate records of all patient consultations and related work carried out at each clinical session, including computerised data collection.
- 5 To attend and actively contribute to departmental meetings.
- 6 To ensure that all information relating to clients and staff gained through employment with the Trust is kept confidential. Disclosure to any unauthorised person is a serious disciplinary offence.
- 7 To ensure effective communication with other professionals in the necessary delivery of all aspects of patient care.

Autonomy

1. To assess, diagnose, develop and implement individualised podiatry care programmes for patients with a wide variety of clinical needs
2. To undertake assessment of patients with a wide variety of presentations and conditions: using clinical reasoning skills and assessment techniques to formulate individualised treatment plans and programmes
3. To provide a comprehensive patient focused Podiatry service to patients living Provide area.
4. To continually reassess patient progress, adapting treatment plans accordingly and developing discharge plans.
5. To refer patients appropriately to other health and statutory and voluntary services according to protocol providing timely and detailed information to ensure good continuity of care.
6. To undertake, record, continually review and work within individual patient
7. To assess, prescribe and fit patients for standard and bespoke orthoses and appliances, and teach patients and carers in their safe application and use.

The post holder will also be expected to plan and manage their own caseload.

OTHER

There may be a requirement to undertake other duties as reasonably required to support the organisation, which may include work at other organisations managed locations. This may also include work outside of the postholder's normal sphere of activities, including functions not detailed within this job description or working within another location, environment or NHS Trust. However, the postholder will not be required to undertake any function for which he or she is not trained or qualified to perform. Normal health & safety procedures would continue to apply and accountability remains with Provide.

This job description is not intended to be exhaustive but indicates the main functions of the post as presently constituted. Periodic reviews should be carried out to ensure that the job description reflects the job being performed and to incorporate any changes. It is hoped that agreement can be reached with regards to any reasonable changes. If this is not possible, the organisation reserves the right to make changes to the job description after consultation with the postholder.

The postholder must familiarise his or her self with, and adhere to, all Provide policies and procedures, including (but not exhaustively):

- Equality and Diversity,
- Health and Safety,
- Risk Management,
- No Smoking policy
- Information Governance including Data Protection
- Business Continuity/Civil Emergencies

Copies of these documents/policies can be found on the staff intranet under both the Workforce and Provide Policies sections.

Infection Prevention & Control

The post holder is accountable and responsible for the prevention and control of healthcare associated infections and must comply with the standards set by the Health Act 2006: Code of Practice for the prevention and control of healthcare associated infections (revised January 2008).

Safeguarding Children, Young People & Vulnerable Adults

Safeguarding is a key priority of the organisation. Staff must always be alert to the possibility of harm to children, young people and vulnerable adults through abuse and neglect. This includes being aware of the adults who may find parenting difficult. All staff should be able to recognise the indicators of abuse and know how to act on them, including the correct processes and decisions to be undertaken when sharing information. The depth of knowledge you work from must be commensurate with your role and responsibilities. All staff must follow the Safeguarding policies and guidelines, know how to seek specialist advice and must make themselves available for training and supervision as required.

Core Competency Framework

Band 6

Practitioners and staff at Band 6 require a critical understanding of detailed theoretical and practical knowledge, are specialist and have some leadership and management responsibilities.

They demonstrate initiative and are creative in finding solutions to problems.

They have some responsibility for team performance and service development.
They consistently undertake self-development.

Provide aims to deliver high quality, professional and customer focused services. To ensure that this objective is met, it is expected that all employees carry out their roles in a courteous, compassionate and responsive manner and by the standard of their own appearance and behaviour act as an ambassador for the organisation within their interactions with all our customers.

Assessment

- Able to gather appropriate information.
- Able to select and use appropriate assessment techniques.
- Able to undertake or arrange investigations as appropriate.
- Able to analyse and critically evaluate the information collected.
- Formulation and delivery of treatment and / or action plans and strategies
- Able to use research, reasoning and problem-solving skills to determine appropriate actions.
- Able to draw on appropriate knowledge and skills in order to make professional judgements.
- Able to formulate specific and appropriate management plans including the setting of timescales.

- Able to conduct appropriate diagnostic or monitoring procedures, treatment, therapy or other actions safely and skilfully.
- Able to maintain records appropriately.

Critical evaluation of the impact of, or response to, the treatment and / or action plan/intervention

- Able to monitor and review the on-going effectiveness of planned intervention becoming increasingly self-aware of when/how to modify a technique and less dependent on feedback from others.
- Able to make reasoned decisions to initiate, continue, modify or cease treatment / action or the use of techniques or procedures, and record the decisions and reasoning appropriately.
- Able to audit, reflect on and review own and other's performance/practice.

Knowledge and Skills

- Uses detailed theoretical and practical knowledge of a work area involving a critical understanding of theories and principles.
- Demonstrates mastery and innovation in methods and tools used in a complex and specialised work area.
- Evaluates own practice and identifies development needs within a complex environment.
- Complies with current legislation, policy and guidance.
- Understands the 'social model', concepts of empowerment and person centred approaches to assessment, care planning, delivery, monitoring and review of practice and services.
- Applies the principles of respect, dignity, choice and independence in own work area.
- Understands the nature extent and boundaries of their role and its relationship to others within and outside the organisation.

Leadership and Management

- Works independently, leads work activities of others.
- Takes responsibility for a work area.
- Manages appraisals of junior staff, contributes to Learning and Development plan for the team.
- Exercises leadership and initiative to bring about change, introduce new thinking in complex and unpredictable contexts.

Innovation and Decision Making

- Devises and sustains arguments to solve problems.
- Makes judgements involving a range of facts/options/analysis and interpretation.
- Implements policy and is able to propose changes to working practices or procedures.
- Takes responsibility for the purchasing and maintenance of assets/equipment and/or resources. This may include holding a delegated budget.
- Takes responsibility for teaching/training inside or outside work area.
- Undertakes research projects or clinical trials where appropriate.
- Critically analyses information to aid service performance/review.

Communication

- Listens to and appreciates the complexity of a range of views.
 - Adopts effective questioning techniques.
 - Responds appropriately to queries and complaints.
 - Speaks assertively and presents a positive self-image.
 - Adopts a sensitive manner and uses language appropriate to the situation.
 - Persuades and influences others effectively.
 - Writes effectively for a range of situations and contexts.
 - Presents and explains results clearly and accurately.
 - Ensures that clients are at the centre of the care planning process, and that they contribute as much as possible to their care.
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- Ensures that the boundaries of confidentiality are clearly understood.

Team Working

- Works with others to achieve shared goals.
- Respects and is open to the thoughts and contributions of others.
- Recognises and respects individual differences.
- Learns from their mistakes and accepts and gives feedback in a constructive, considerate manner.
- Contributes to and management of a team by sharing information and expertise.
- Ensures that the teams purpose and objectives are clear.
- Leads and supports when appropriate, motivating and developing others to achieve high performance.
- Assesses and manages risk and identifies the root cause of complex problems.
- Offers recommendations in relation to the service based on a thorough evaluation of the facts.

Personal Attributes

- Acts as an ambassador for Provide and demonstrates excellent customer care at all times.
- Deals with people, problems and situations with honesty and integrity.
- Recognises and reflects on their own and others good efforts.
- Takes care of their personal health, including hygiene and appearance.

- Meets timekeeping and attendance requirements.
- Leads on personal and team health and safety practices and procedures and acts in accordance with these.
- Understands their rights and responsibilities in the workplace, and those of others.
- Undertakes and respects confidentiality.
- Manages the balance of their work and personal life.
- Assesses and manages risk, is accountable for their own actions, and those of their team.
- Is adaptable and able to carry out multiple tasks or projects.
- Is open and responds constructively to change and copes with uncertainty.
- Supports other colleagues and co-workers and promotes positive relationships within team and beyond.
- Learns continuously, reflects on their practice and encourages others to reflect on their practice.
- Identifies personal learning goals and plans for the achievements of these.

PERSON SPECIFICATION

JOB TITLE: **Specialist Podiatrist**

FACTOR	ESSENTIAL	DESIRABLE
QUALIFICATIONS & EDUCATION	Registered with the HCPC Degree/Diploma in Podiatric Medicine Local Analgesia Administration Certificate Evidence of CPD Portfolio	
WORK RELATED KNOWLEDGE & EXPERIENCE	At Least 12 months experience of NHS working and have completed or about to complete band 5 perceptorship Able to demonstrate good clinical skills Able to work in a team and show initiative	
SKILLS & APTITUDES	Candidate must possess good verbal and written skills, as they will be dealing with predominately elderly patients and also other health care professionals. Candidates must have good organisational skills, as they will be managing their own caseload. To demonstrate ability to use vascular and sensory diagnostic equipment. Candidates must be able to produce, document and evaluate care plans. Computer skills.	
PERSONAL ATTRIBUTES	Candidates should have a caring and responsible attitude. Should be able to work independently and should be flexible as changes in timetable can be made at short notice. Candidates must be able to work under pressure.	
CIRCUMSTANCES	Candidates must hold a current driving licence and be a car owner, as they will be working in more than one location.	