

JOB DESCRIPTION

JOB DETAILS	
Job Title	Podiatrist
Reports to	Podiatry Service Manager
Band	Band 5
Department/Directorate	Community Care Group

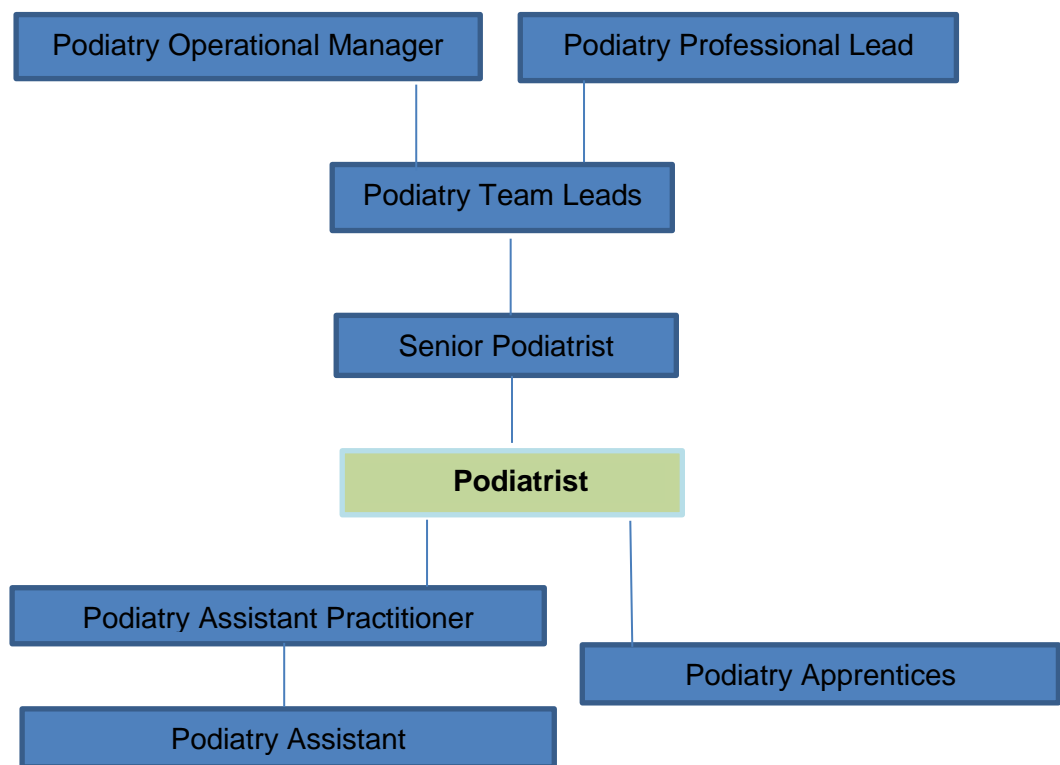
JOB PURPOSE
<ul style="list-style-type: none"> • Work as part of the podiatry team, providing high quality podiatry care to patients, many of whom are high risk. • Be responsible for the comprehensive assessment, treatment planning, delivery evaluation and discharge of evidence-based podiatry intervention, in line with local department guidelines. • Assess and treat a caseload within patients' homes and other outpatient and inpatient settings, as an autonomous practitioner, in line with experience and ability, with appropriate supervision • Be responsible for the assessment and production of individual care packages, referring on for specialists' opinions as required • Be responsible for the provision of appropriate foot care education advice patients and other health professional staff • Be professionally and legally accountable for all aspects of their work including the management of patients in their care. <p>This role covers community and acute outpatient clinics, inpatients and domiciliary visits. There may also be virtual clinics, using the phone or video conferencing.</p> <p>The post holder may be involved in rotational schemes including minor surgery, wound care and MSK.</p> <p>Caseloads will be flexible and at times will involve the provision of service to other areas of the Trust. The post holder will be required to supervise and train staff of lower grades. For example, podiatry assistants.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> • The post holder may be requested to move between work areas, determined by demand in the locations, covering for annual leave and absenteeism. • They may be required to attend other areas for training and other work-related reasons. Virtual working may be required at times. • In certain speciality areas the post may involve supervision of volunteers, staff, podiatry students, apprentices and non-registered staff.

KEY WORKING RELATIONSHIPS
<p>The post holder is required to deal effectively with staff of all levels throughout the Trust as and when needed on a day to day basis.</p> <p>In addition, the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic communication.</p> <p>Of particular importance are working relationships with:</p>

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • Podiatry Service Manager / team leads • Podiatry Admin team • Community Podiatry Team • Acute Diabetic foot MDT • Secondary care clinical teams • Divisional management team • Central support team • Community nursing teams 	<ul style="list-style-type: none"> • Patient, service users and their relatives' carers • All members of multi-professional clinical teams • GPs and practice staff • Social care and voluntary agencies

ORGANISATIONAL CHART



FREEDOM TO ACT

- Clearly defined occupational policies, work is managed, rather than supervised.
- Works within codes of practice and professional guidelines.

COMMUNICATION/RELATIONSHIP SKILLS

- Communication with a range of people daily on a range of matters in a manner which is consistent with their level of understanding and consistent with relevant legislation, policies and procedures.
- Recognises and reflects on barriers to effective communication and modifies communication in response. May have to communicate with persons who demonstrate communication

differences such as patients with learning problems, people from ethnic minorities, young children, deaf people and the elderly.

- May have to communicate issues of differential circumstances, some issues may be of difficult or sensitive issues.
- To ensure effective and appropriate communication with all personnel at all times either verbal, electronic, written etc. Needs to manage Trust email system responding appropriately in timely fashion.
- The post holder will be required to maintain and build upon internal/external relationships, to communicate effectively with key stakeholders. This includes taking responsibility for handling complex, sensitive queries and information, in a tactful, diplomatic and empathic manner and adhering to the Trust's standards of customer care.
- The post holder will be expected to behave in accordance with the Trust's values of demonstrating compassion, striving for excellence, respecting diversity, acting with integrity and to listen and support others.

ANALYTICAL/JUDGEMENTAL SKILLS

- The degree of analysis and judgement required is straightforward job-related facts and judgements on a range of facts that require analysis, such as the compilation of audits and analysis of statistical data, conducting risk assessments and reviewing of treatment plans.

PLANNING/ORGANISATIONAL SKILLS

- The role requires good organisational skills, good time management and planning of straightforward tasks to comply with departmental protocols, policies and procedures.
- Needs to effectively prioritise their caseloads and discharge patients when treatment goals are met, or where patients do not meet the access criteria for the service.

PATIENT/CLIENT CARE

- Post holder needs to act in a professional manner at all times demonstrating a good empathetic helpful attitude when the need arises, presenting a smart professional image adhering to dress code and all policies and procedures.
- A high percentage of the post holder's time is involved with patient care, diagnosis, assessment, treatment, planning, monitoring, referral to other disciplines and discharge of appropriate patients.
- Episodic hands-on treatment and advice, during direct contact, or via other communicative methods, such as telephone or email.
- Post holder must have the ability to identify when patients need onward referral to other members of the health care team for other interventions and has a responsibility for maintaining accurate and comprehensive patient treatment records. They are required to collect and process data and information if called upon.

POLICY/SERVICE DEVELOPMENT

- The post holder will work to defined policies and procedures and will be required to change practice when policy changes.
- The post holder may be asked for their views during service reviews and the re-defining of departmental protocols thus required to contribute to service improvements by regular attendance and participation at staff meetings, training events etc.

FINANCIAL/PHYSICAL RESOURCES

- The post holder will be responsible for ordering supplies through departmental procedures which will need approval and will need to take professional responsibility to order sensibly and avoid unnecessary wastage.
- Post holder has the personal responsibility for the safe storage and security of all such items.

HUMAN RESOURCES

- The post holder is required to provide indirect and direct supervision of staff of lower grades.
- Post holder needs to take personal responsibility to remain updated and comply with the Health Professions Council's Standards of Practice and maintain own competency to practice to legally use the title Podiatrist.
- Also, to maintain and develop current knowledge of evidence-based practice, developing specialist knowledge and maintaining a portfolio of up to date accurate evidence.

INFORMATION RESOURCES

- Post holder will be required to maintain computer-based records using the EPIC system, as well as replying to EPIC messages and emails in a timely manner.
- The post holder will also need to complete mandatory E learning modules. They may also have to handle statistical information, inputting, storing and providing information and analysing information in a timely fashion.

RESEARCH AND DEVELOPMENT

- Comply with Trust's requirements and undertake surveys as necessary to own work.
- Promote, encourage and participate in research, development and audit to enhance service quality
- The post holder may be given the task of auditing an area of work or participation in research activities. All subject matter will be discussed with the employee.

PHYSICAL SKILLS

- Physical skills are needed with good control and dexterity to use fine hand tools such as podiatry instruments, nail drill, monofilament, Doppler and computer key board.
- Speed and accuracy are particularly important especially when using equipment on patients, as physical damage can occur.
- The post holder will be required to work in a variety of different settings such as patients' own homes or inpatient setting, where the standard of the environment cannot always be guaranteed and at times, limited space can mean working in cramped conditions.

PHYSICAL EFFORT

- The post holder will be required to sit for long periods but has the freedom to walk around.
- Moderate physical effort will be required in lifting equipment, manoeuvring patients who may be over weight and resistant due to their physical condition and health complaint.
- The post holder may have to use mechanical aids such as wheelchairs, trolleys etc.

MENTAL EFFORT

- Individual periods of thirty minutes concentration or more will be required to undertake patient related tasks examining, carrying out tests, assessing, treating patients and documentation.
- Work pattern predictable.

EMOTIONAL EFFORT

- The postholder will frequently work with frail and vulnerable adults and children, some of whom will require significant attention. They will be exposed to emotional or distressing situations, including interactions with patients who may have emotional and/or behavioural difficulties
- Some individuals may display challenging behaviour in various ways. The post holder will be dealing frequently with frail and vulnerable adults and children some who will require a lot of attention.

WORKING CONDITIONS

- The post holder will be required to work in a variety of different settings such as patients' own homes, or inpatient settings, where the standard of the environment cannot always be guaranteed.

- Post holder may spend long periods of time working alone in isolation and is supported by Lone Working policies and procedures which the post holder must work to.
- The post holder will be treating a variety of patients, some may have behavioural problems and prove challenging in many respects. Frequent exposure to highly unpleasant working conditions – such as odours, infections and foot wounds.

OTHER RESPONSIBILITIES

- Take part in regular performance appraisal.
- Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling
- Contribute to and work within a safe working environment
- You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection
- As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

PERSON SPECIFICATION

Job Title	Podiatrist
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Requirements	Essential	Desirable
Qualifications / special training		
Degree in Podiatric Medicine (Diploma in Podiatric Medicine acceptable where combined with substantial experience)	E	
Certificate of Competency in the Use of Local Analgesia	E	
HCPC registration	E	
Knowledge /skills		
Evidence of Continuing Professional Development		D
Excellent written and verbal communication skills	E	
Excellent interpersonal skills	E	
Negotiation / influencing skills	E	
Excellent organisational skills	E	
Experience		
Broad experience needed in podiatric care and physical therapies	E	
Knowledge of the high-risk foot and its treatment	E	
Able to work single handed and as a team member	E	
Possess experience in supervision at an elementary level		D
Personal attributes		
Demonstrates a positive attitude to motivating others and towards development and training of others	E	
Clinical Audit – holds an understanding of clinical audit and an interest in evaluating personal work and the work of others		D
Other requirements		
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust	E	
Holder of a current UK driving licence	E	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y	Y			
Contact with patients	Y				Y
Exposure Prone Procedures	Y			Y	
Blood/body fluids	Y			Y	
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	Y		Y		
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y		Y		
Animals	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	Y			Y	
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	Y			Y	
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				Y
Heavy manual handling (>10kg)	Y		Y		
Driving	Y				Y
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y		Y		
Mental Effort	Y			Y	
Emotional Effort	Y			Y	
Working in isolation	Y				Y
Challenging behaviour	Y		Y		