

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Lead Complex Care Podiatrist (Team Lead) |
| **Reports to** | Podiatry Manager |
| **Band** | Band 7 |
| **Department/Directorate** | Podiatry |

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| **JOB PURPOSE** |
| **K**  As the Lead Complex Care Podiatrist Care you will provide specialist footcare for patients with complex high-risk foot problems. This includes patients with acute and chronic foot wounds, patients with neuropathic and vascular complications, patients with foot complications who are immunosuppressed and patients who have poor tissue viability. This may also include patients with complex MSK conditions, or those requiring minor surgery.  The post holder will be clinically responsible for treatment of the complex caseload working autonomously as well as working as part of multidisciplinary teams.  The post holder will lead on education and up-skilling of clinical staff working with patients with diabetes and other complex foot problems.  The postholder will deputise in the absence of the professional or operational lead and attend senior management meetings as required.  As part of the Podiatry service, the post will be based in a variety of settings including acute and community hospitals/clinics and home visits. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * To work as a Lead Complex Care Podiatrist and team Lead within the Podiatry service * To assess, manage and treat complex caseload consisting of patients with acute and chronic foot conditions. * To use advanced clinical reasoning and skill in the assessment, diagnosis and formulation of treatment plans for patients with a variety of complex foot problems, to include onward referral to appropriate departments * To have highly developed physical skills, precision hand/ eye co-ordination which involves highly skilled debridement techniques * To have advanced knowledge of wound care dressings and modes of action and appropriate indications of use. * To recognise the need, request and understand investigations such as microbiology, x-ray and scans and respond/ interpret at an advanced practice level * To work as a member of the multidisciplinary team responsible for leading and promoting compliance of the Diabetes and other footcare pathways for the podiatry service. * To provide cover for specialist clinics as required e.g. acute diabetes, nail surgery and MSK * To support the clinical and professional lead in delivering a high-quality Podiatry service * To actively manage and triage referrals coming into the service and have an over-view of all case load and waiting list activity * To line manage and supervise a team of clinical staff, overseeing and signing off clinical competencies and appraisals * To supervise apprentices and undergraduate students, signing off clinical competencies * To maintain a close working relationship with, and train and support colleagues in Primary and Secondary Health Care Teams, Third Sector organisations and private care providers. * Assist in developing the service in relation to relevant benchmarking documents e.g. NICE guidance, ensuring the use of best practice, evidence-based care, clinical audit and evaluation of services * Be a strong patient advocate, ensuring that the care reflects best clinical standards and treat service users with dignity and respect * To work in accordance with the Health and care Professions Council, Code of Professional Conduct including scope of professional practice |
| **KEY WORKING RELATIONSHIPS** |
| The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.  In addition, the post holder will deal with the wider healthcare community, external organisations and the public.  This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Podiatry Professional Leads * Podiatry Operational Manager * Acute Diabetic Foot Lead * Lead Podiatrists * Podiatrists and Podiatry assistants * Consultants * Diabetes specialist teams * Members of the MDT * Admin/ clerical staff * Ward staff * District Nurses/ Auxiliaries/ support staff * Specialist Nurses * Ambulance liaison * Neighbouring Trust staff * GP practice staff * Public Health workers/ school nurses * Computer/ information services staff | * Patients/ carers/ relatives Ambulance liaison * Neighbouring Trust staff * GP practice staff * Public Health workers/ school nurses NHS Supplies * Other statutory Agency staff * Nursing/ Residential homes * Other Allied Health Professionals * Voluntary agencies | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| * Work is managed and completed autonomously. * Work within codes of practice and professional guidelines. * Works within organisational Policies, Procedures and Standard Operational Procedures (SOP). * Will be responsible to take decisions alone and will deputise in the absence of the Podiatry Professional Lead. * Will represent the Podiatry service in the absence of the Podiatry Professional Lead. * Will use appropriate escalation process and escalate to other healthcare professionals. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * Communicating and building therapeutic relationships with patients, relatives, carers and professional partners to ensure patient care is focal and managed effectively. * Communicates complex service related information to senior managers, staff, patients, external agencies * Requires negotiating, persuasive, motivational and reassurance skills * Gives formal presentations and education sessions to large groups (20 people or more) as well as smaller, more informal sessions including 1:1 sessions * Able to communicate with and relate well to a wide variety of individuals and groups, including service users and their families, members of Primary and secondary care teams and other multi-agency teams, including staff from general practice, community nursing and private care providers, thus ensuring safe and consistent advice and care * Works effectively in maintaining good, co-ordinated communication with multi-disciplinary teams * Understand the implications of the Mental Capacity Act and acts to assess capacity as appropriate. * Understand the safeguarding children and adult’s issues and act within the guidance of the policy to keep children and adults within their care safe. * Engages service users and families in the development and delivery of services * Communicates effectively, empathetically and helpfully with people who may be distressed or angry * Able to communicate in such a way to empower and facilitate health enhancing behaviour * Communicates complex information * Motivate and include team members in decision making and service planning * This role requires excellent communication skills, verbal, written and use of IT |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * Monitor standards to ensure they meet local and national policy * Provides expert action and advice and recognise situations where referral to team members, and other statutory and voluntary agencies are needed * Identifies vulnerable adults or children. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * Able to plan strategies which impact across other departments and services * Plans and organises work within a caseload including clinic, groups and meetings, prioritising work accordingly. Ensures that work, which can be unpredictable, is prioritised, ordered and delegated in conjunction with colleagues and, where appropriate, with the multi-professional team * Makes efficient use of time and travel, including home visit schedules, clinics and meetings * Participates in the setting of team and individual objectives * Supervises, co-ordinates and delegates as appropriate to members of the public health team, including peers. |
| **PATIENT/CLIENT CARE** |
| * To co- ordinate early intervention for Podiatry conditions, to promote the best outcome possible and prevent admission to hospital/care home * To actively participate in an advisory capacity on all aspects relevant to the promotion of foot health in adults and children * To instigate foot health education and training programmes for all health care staff, patients and carers, nursing agencies, social services and Third Sector * Facilitate in the clinical development of Podiatry students and apprentices * To provide clinical expertise and advice on a range of Podiatric conditions to support patients, their families and other carers in decisions concerning their care * Assess and manage critical and clinical events to ensure safe and effective care * To keep abreast of advances and current developments within the field of foot conditions within Clinical Governance parameters |
| **POLICY/SERVICE DEVELOPMENT** |
| * Participates in working groups in own work area for service development, protocol and clinical policy development * Promote and participate in clinical supervision * Provides data to inform the local planning processes * Complies with North Devon Healthcare policies, protocols, guidelines and procedures, including policies on Health and Safety, Fire Regulations, Lone Worker and Vulnerable Adult, consent and procedures. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * Authorised signatory for financial payments; responsible for the purchase of some physical assets; monitors budget * Orders specialist equipment for patients * Operates within prescribed budgets, managing resources to provide an effective and efficient service informing line manager of any difficulties * Supports effective resource management and is responsible for monitoring cost effectiveness of treatment choices |
| **HUMAN RESOURCES** |
| * Responsible as a Line Manager, including recruitment, development and performance * Devises training packages and teaches other groups of staff * Provides leadership by facilitating the professional development of staff, apprentices and students through mentoring, preceptorship, supervision and teaching. This includes co-ordinating and delegating as appropriate * Participates in the development and teaching of staff and students, and in the orientation of new staff, for example provision of workplace experience for students of nursing and other appropriate personnel. Supports other members of the team in developing this role * Maintains and develops own professional expertise by arranging and attending meetings, study days and in-service training, including mandatory training as agreed with the manager and professional lead * Be familiar with Trust policies and follow the procedures as required with support from Service Operational Lead. |
| **INFORMATION RESOURCES** |
| * Recording, storing and providing information in relation to patient records following GDPR guidance * Accurately completing and maintaining effective patient’s records, both written and electronically * Completing electronic patient activity effectively to facilitate data collection * Recording and storing information on relevant IT systems * Follow all information governance guidance and policies, maintain confidentiality as outlined within Trust policies |
| **RESEARCH AND DEVELOPMENT** |
| * Engages in research and audit and development to support the service |
| **PHYSICAL SKILLS** |
| * To have highly developed physical skills, precision hand/ eye co-ordination which involves highly skilled debridement techniques, often for prolonged periods * Daily work includes frequent driving, sitting/standing and walking, moving equipment, frequent use of IT equipment, frequent manual handling and treatment of patients in restricted positions. The postholder will need to demonstrate keyboard skills to support their own learning and entering information into the patient record system. |
| **PHYSICAL EFFORT** |
| * Frequent requirement to exert moderate physical effort with manual handling of furniture, stores and equipment, e.g.: setting up venues for clinics or meetings, for example boxes weighing up to 15kgs * Daily requirement to carry equipment and notes to clinics and homes and set it up * Frequently drivers to homes, health locations and rural bases across locality |
| **MENTAL EFFORT** |
| * Frequent requirement for concentration is required when assessing, planning and delivering care, for example listening to patients and family members, entering results, undertaking specific tasks, and attending meetings * Able to adapt to unfavourable and unpredictable situations and settings e.g.: making accurate assessments and recording data in chaotic environments or in difficult and distressing situations, for example following vulnerable adult/safeguarding circumstances and domestic abuse, or where there is mental illness affecting a client’s ability to engage in health care. Attending case conferences and care meetings re: vulnerable adults and care home safeguarding when required * Able to adapt to frequent interruptions from telephone calls or in clinic situations whilst concentrating on writing records or recording health data. * Must be highly adaptable as will frequently have to change work plan in response to changeable and immediate client need. Able to assess risk and decide if a visit needs to be postponed or ended |
| **EMOTIONAL EFFORT** |
| * Occasional exposure to distressing or emotional circumstances, dealing with distressed patients relatives and carers * Occasional indirect exposure to highly distressing issues in cases of safeguarding * Treating the terminally ill, chronically sick and their families, carers and friends. This includes having to break bad news or give distressing news to patients/relatives/carers and dealing with emotional circumstances * Working with patients with mental health, learning disabilities and challenging behaviour |
| **WORKING CONDITIONS** |
| * Frequently acts as a lone worker * Occasionally exposed to verbal aggression and may rarely be exposed to aggressive * Frequently has contact with body fluids and occasionally exposed to unpleasant conditions e.g.: secondary smoke, poor hygiene standards * Occasionally required to do a home visit in an unpleasant environment * Frequent daily contact with: * Body fluids e.g. faeces, vomit * Smells * Infections * Dust * Frequent contact with adverse weather conditions whilst out in the community * Working with patients who make unwise choices or who present with challenging behaviour |
| **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 * 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. |
| **APPLICABLE TO MANAGERS ONLY** |
| Leading the team effectively and supporting their wellbeing by:   * Championing health and wellbeing. * Encouraging staff in career development and agreeing realistic aims and objectives * Encouraging and support staff engagement in delivery of the service.. * Ensuring regular 1:1’s / supervision and ‘check ins’ |
| **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.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Lead Complex Care Podiatrist |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Possess a recognised Batchelor of Science Degree in Podiatric Medicine and/ or Diploma in Podiatric Medicine  Possess a recognised Certificate in Local Anaesthesia  Registered with the Health Care Professions Council  Evidence of a Masters or equivalent experience  A minimum of 2 years’ experience in specialist podiatry area of work | E  E  E  E  E |  |
| **KNOWLEDGE/SKILLS & EXPERIENCE**  Demonstrate leadership skills e.g.vision, motivation, organisational, delegation, political awareness  Evidence of highly developed postgraduate experience and training in specialist fields  Knowledge of national priorities e.g. NICE guidance  Excellent interpersonal skills including observation, listening and empathy  Previous experience in managing complex specialist case load, including implementing and evaluate care plans  Previous experience of managing change  Ability to communicate effectively  Ability to work as an autonomous professional  Experience of multi-professional and cross organisation working  Experience of supervision of staff  To act as a role model and lead by example maintaining an excellent rapport with colleagues and staff at all levels  To have evidence of working successfully as part of a multidisciplinary team  Car driver with full driving licence.  NHS experience  Knowledge of EPIC computer system | E  E  E  E  E  E  E  E  E  E  E  E  E | D  D |
| **PERSONAL ATTRIBUTES**  To have a responsible and caring attitude.  To be able to act appropriately on receiving and conveying information of a sensitive/distressing nature  Able to work as a team member.  To have the ability to competently obtain, complete and record accurate complex information  To maintain sound judgement when working under pressure prioritising and managing own caseload | E  E  E  E  E |  |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to clinic locations across the trust area as required. | E  E |  |