

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Podiatrist |
| **Reports to** | Podiatry Professional Lead |
| **Band** | Band 5 |
| **Department/Directorate** | Podiatry Service |

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| **JOB PURPOSE** |
| As a Podiatrist you will be part of a highly motivated team providing a high standard of clinical podiatry care performing comprehensive podiatry treatments as an autonomous clinician.  The post holder will be expected to assess, diagnose, develop and implement individualised care programmes to all groups of patients with a wide variety of clinical needs, including acute or chronic neuropathies, chronic disease management e.g. diabetes, rheumatology, vascular insufficiency and wound management.  The post holder will work under the supervision/guidance of the specialist and lead podiatrists.  The post holder will work within a variety of locations within primary and secondary care, health centres, GP practices, community hospitals outpatient departments, hospital wards, occasionally patients’ homes and residential or nursing homes.  The podiatry service in North Devon serves a population covering an area of 800 square miles. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| There will be a requirement to work at other locations across North Devon to meet the needs of the whole serviceTo follow departmental clinical guidelines but have the discretion to investigate, interpret and make own clinical diagnosis and decisions within professional boundaries after assessing all optionsTo demonstrate a sound understanding of clinical governance to include risk managementTo be professionally and legally responsible and accountable for all aspects of own work under the supervision of more senior staffTo be responsible for the assessment of new patients using a variety of diagnostics tools e.g. Doppler, monofilamentsTo obtain, interpret and analyse clinical and non-clinical data and by using sound high levels of clinical reasoning accurately diagnose treat and deliver comprehensive and effective care plans with the support of more senior staffTo evaluate progress, interpret findings of reassessment and alter treatment plans if required following agreed service pathwaysTo decide priorities for own work, balancing patient related and professional demands and to be responsible for ensuring the effective selection and use of resourcesTo identify and implement when patients require the intervention of other professionals by following agreed referral pathwaysTo perform nail surgery and administer local anaestheticTo fit chair side and laboratory made orthoses and appliances complying with Health and Safety standards and effectively communicating function and use to the patient under the supervision of the specialist and lead musculoskeletal PodiatristTo comply with record keeping protocols and to maintain accurate records on Epic of all patient consultations and related work carried out at each clinical session. This includes the out-coming of patient appointment activityTo ensure accurate data for statistical collection is provided and collated for analysis and therefore must demonstrate and use competent IT skills |

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| To ensure all information relating to patients and staff gained through employment with Royal Devon University Healthcare NHS Foundation Trust is kept confidential. Breaches in confidentiality may lead to disciplinary actionTo be flexible and provide cover for other podiatrists and clinics at short notice or during periods of absence and to rearrange their caseload if acute emergency referrals ariseTo undertake any other duties as required by the Podiatry Professional Lead |
| **KEY WORKING RELATIONSHIPS** |
| To encourage productive relationships with all podiatry staff, Trust staff and outside agencies  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Podiatry Professional Lead * Lead Podiatrists * Podiatrists and Podiatry assistants * Podiatry Operational Service Manager * 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 | |
| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| Work is managed rather than directly supervised.  Work within codes of practice and professional guidelines.  Works within organisational Policies, Procedures and Standard Operational Procedures (SOP).  May be responsible to take decisions alone and decide when necessary to refer to a Specialist Podiatrist, Lead Podiatrist or Podiatry Professionbal Lead.  Can identify through risk assessment when to escalate to: Specialist Podiatrist, Lead Podiatrist or Podiatry Professionbal Lead and if required the use of the Vascular on-call escalation process and 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 sensitive information concerning patient’s medical condition, requiring tact, persuasion and reassurance skills, overcoming barriers to understanding through negotiation.  Act at all times in a manner which illustrates compassion, respect for privacy, dignity and confidentiality.  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.  Able to keep accurate contemporaneous documentation and care plans using and supporting the organisation documentation.  This role requires excellent communication skills, verbal, written and use of IT. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Analyse and act appropriately in complex situations and escalate.  Make judgements on a range of facts that require analysis and comparison of options and determine the actions. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| The post holder will be expected to:  Prioritise own workload.  Assess, plan, implement and evaluate programmes of care for individual patients.  Co-ordination with other providers when appropriate regarding care provision.  Ability to manage the day to day organisation of their caseload in partnership with the Specialist Podiatrist, Lead Podiatrist or Podiatry Professionbal Lead and if appropriate manage this in their absence. |
| **PATIENT/CLIENT CARE** |
| Always work within the standards set out in the HCPC standards of practice.  Demonstrate clinical competence developed through continual professional development, reflective practice and maintenance of CPD.  Undertake training to develop a range of knowledge and skills in order to deliver high quality evidenced based nursing care.  Recognise and appropriately address risk factors to patients and carers within their healthcare setting and escalate the risk.  Promote health and wellbeing.  Prevention of adverse effects on health and wellbeing.  To report any untoward incidents, complaints and clinical emergencies to the appropriate professional within the appropriate timescale including safeguarding.  Ensure appropriate delegation and use of resources.  Contribute to quality care delivery through audits, reports and organisational performance data. |
| **POLICY/SERVICE DEVELOPMENT** |
| To work within the Trust’s Policies, Procedures and Standard Operating Procedures (SOP).  To maintain the Trust’s Standards of Clinical Governance.  Support the Podiatry Professional Lead with service development within the Podiatry service  to facilitate proactive timely, patient centred care. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| Ensure the efficient use of resources i.e. appropriate wound dressing choice that is evidence-based.  Exercise personal duty of care in the safe use and storage of equipment.  Be environmentally aware and prudent in the use of resources and energy. Ensure safe keeping of patient property, in line with Trust  policy.  Ensure that adequate stock levels are maintained through standard ordering procedure, non-stock  requisition and sourcing individualised resources through procurement.  Assessing and ordering equipment needs to support patients. |
| **HUMAN RESOURCES** |
| Ensure adherence to lone working policy.  Deputises and takes charge of caseload management if appropriate in the absence of the Specialist Podiatrist, Lead Podiatrist or Podiatry Professional Lead.  Act responsibly in respect of colleague’s health, safety and welfare following safety at work practices,  whilst working in compliance with local health and safety policy and guidance.  Recognises and respects equality and diversity, demonstrating an inclusive approach in all environments.  Understands the importance of role modelling and participates in the training and supervision of staff as  appropriate to the postholders’ competency.  Participate in supervision and annual appraisal with a Specialist or Lead Podiatrist to support professional development.  Individual responsibility to complete mandatory training in line with electronic staff record.  Supports the Podiatry Professional Lead and other registered professionals with Health and Wellbeing  activities in the team.  To support other teams/areas where clinical risk has been identified. |
| **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** |
| Works with senior colleagues to develop further expertise in developing own and team evidence based podiatric practice, including research and involvement in the audit process. Make recommendations for and support change within the service. |
| **PHYSICAL SKILLS** |
| Develop a range of clinical skills that have been obtained through practice, these might include  scalpel work and wound care but this is not an exhaustive list.  Developed physical skills through hand eye coordination when undertaking clinical tasks  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** |
| Driving, including flexibility of moving between environments.  Manual handling of patients working within the confines of the clinic location.  Manual dexterity to perform clinical tasks including documenting on IT systems. |
| **MENTAL EFFORT** |
| Mental effort is required for more than half your individual shifts. This could be around:   * Understanding of a range of procedures which are evidence based * Frequent concentration to interpret guidance into practice * Ability to be able resilient to the predictable and unpredictability of workload |
| **EMOTIONAL EFFORT** |
| 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** |
| 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  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.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | 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  Health Care Professions Council – Licence to Practice  Working towards a recognised Podiatric Postgraduate Certificate in one of the following specialist areas: Diabetes, Biomechanics, Tissue Viability, PVD, Rheumatology, Nail Surgery, Wound Management, Infection Control  Registered member of the Society of Chiropodists and Podiatrists | E  E  E | D  D |
| **KNOWLEDGE/SKILLS**  Post holder must be able to produce, document, implement and evaluate care plans  Professionally able to work in a wide and unpredictable range of settings with frequent interruptions  To demonstrate the ability the use a wide variety of diagnostic and treatment equipment e.g. Doppler’s, monofilaments, biomechanical apparatus minor surgery instruments, cryotherapy units, ultrasound therapy, orthotic manufacturing equipment, grinders, drills scalpels etc  Demonstrates ability to be good team player  Understanding of roles of others professionals working in the multidisciplinary team  Demonstrate flexibility  Essential that postholder is able to communicate effectively and is able to evidence this.  Car driver with full driving licence.  Some NHS knowledge | E  E  E  E  E  E  E  E | D |
| **EXPERIENCE**  Ability to work as an autonomous professional  Flexible as changes to timetables and locations can be made at short notice.  Evidence of knowledge and experience in IT skills  Previous recent NHS working of 6 mths +.  Experience of multi-professional and cross organisation working  6 months continuous post graduate working in podiatry. | E  E  E | D  D |
| **PERSONAL ATTRIBUTES**  To have a responsible and caring attitude.  To have developed skills to directly deal with patients in distress  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  At each consultation to have the ability to react to the unpredictable nature of the work  To maintain sound judgement when working under pressure prioritising and managing own caseload | E  E  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 North Devon as required. | E  E |  |

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