

JOB DESCRIPTION

JOB DETAILS	
Job Title	Specialist Podiatrist
Reports to	Podiatry Professional Lead / Operational Manager
Band	Band 6 – subject to confirmation of matching
Department/Directorate	Podiatry Service, Community Care Group

JOB PURPOSE
<p>As a Specialist Podiatrist you will provide specialist footcare to groups of patients with a wide variety of clinical needs. This includes patients with high risk feet, acute and chronic foot wounds, MSK conditions and those requiring minor surgery. This may include rotations in to specialist areas, including in to the acute diabetic foot clinic.</p> <p>The post holder is responsible for planning and managing their own caseload, working as an autonomous practitioner and being legally accountable for all aspects of their clinical work. This includes being clinically responsible for assessment, diagnosis and the implementation of individualised care plans, working autonomously, as well as part of multidisciplinary teams.</p> <p>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. They will also take part in virtual/telephone clinics and triaging.</p> <p>The post holder will be required to supervise staff at lower grades, volunteers, podiatry apprentices and podiatry/medical students. They will act as a mentor for podiatry students/apprenticeships and new qualified podiatrists.</p> <p>As well as being responsible for their own continued professional development, the post holder will take a role in projects to help further the development of the service, as well as support senior podiatry management with tasks as required.</p> <p>Caseloads will be flexible and at times may involve the provision of service to other areas of the Trust, if required.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>The member of staff will move between work areas, as requested, determined by demand in the locations, covering for annual leave and absenteeism. They will be required to attend other areas for training and other work-related reasons.</p> <p>Demonstrate a sound understanding of clinical governance, to include risk management and recommendations for change</p> <ul style="list-style-type: none"> • Be professionally and legally responsible and accountable for all aspects of own work managing patients within the specialism, recognising own professional boundaries and seeking advice as appropriate • Assess and reassess patients in line with department criteria and guidelines, selecting an appropriate treatment plan or discharge • Evaluate progress, interpret findings and alter treatment plans as required • Manage nail surgery clinics, specialist wound clinics and/or MSK clinics, within competencies • Assess the need for, prescribe and fit specialist chair side and laboratory made orthoses

- Act as a link podiatrist, to provide advice, education and support to primary care, residential and nursing homes and other Health Care Professionals.
- Provide advice and empowerment to patients and families/carers
- Identify when patients require the intervention of, or escalation to other professionals by following agreed referral pathways e.g. Diabetes foot pathway
- Triaging, caseload management and validation of work queues on EPIC computer system
- Prioritize own work, balancing patient related and professional demands, using appropriate resources.
- Be flexible and provide cover for other podiatrists at short notice or during periods of absence and to rearrange their caseload if acute emergency referrals arise

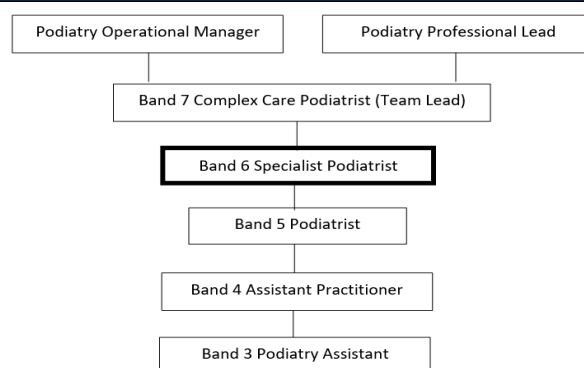
KEY WORKING RELATIONSHIPS

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
<ul style="list-style-type: none"> • Podiatry Professional Lead • 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 	<ul style="list-style-type: none"> • 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



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 a band 7 complex care podiatrist
- Will use appropriate escalation processes, including escalation to other healthcare professionals and senior managers.

COMMUNICATION/RELATIONSHIP SKILLS

- Frequent communication with a range of people and 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.
- Communicates and builds therapeutic relationships with patients, relatives, carers and colleagues to ensure patient care is focused and managed effectively.
- Works effectively in maintaining good, co-ordinated communication with multi-disciplinary teams
- Provides and receive complex, sensitive information, using a range of communication methods including verbal, electronic/email, EPIC messaging system
- Requires persuasive, motivational and reassurance skills
- Provides group education sessions
- 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.
- Effective communication using empathy and compassion with people when breaking bad news
- To deal with verbal complaints, verbally aggressive or distressed patients, with the ability to diffuse the problem and avoiding escalation
- Empower and facilitate health enhancing behaviour through effective communication

ANALYTICAL/JUDGEMENTAL SKILLS

- Complex facts or situations requiring analysis, interpretation and comparison of a range of options
- Use clinical judgement and reasoning in the assessment, diagnosis and formulation of treatment plans for patients with a variety of foot problems, to include onward referral to appropriate departments
- Assess the range of wound care dressings and modes of action and appropriate indications of use.
- Assess the need for, request and interpret investigations, such as microbiology, x-ray and vascular testing
- Completion of audits and analysis of statistical data, conducting risk assessments, logging incidents and reviewing of treatment plans.

PLANNING/ORGANISATIONAL SKILLS

- Plans and organises own caseload, prioritising and delegating work accordingly.
- Makes efficient use of time and travel, including organising home visit schedules, clinics and meetings
- Participates in the setting of individual objectives

PATIENT/CLIENT CARE

- Act in a professional manner at all times, demonstrating an empathetic and helpful attitude, presenting a smart professional image, adhering to policies and procedures, including dress code.
- Assess, diagnose and implement individualised care plans, working autonomously, as well as part of multidisciplinary teams, to promote the best outcome possible and prevent admission to hospital
- Develop packages of care for specialist podiatric conditions including diabetes, wound care, rheumatology, MSK and options for surgery

<ul style="list-style-type: none"> Assess and manage clinical emergencies To keep up to date with evidence based practice within the specialty of podiatry and with trust clinical governance guidance
POLICY/SERVICE DEVELOPMENT
<ul style="list-style-type: none"> Implements policies and propose changes to practices or procedures for own area Provides data for audit and other departmental work Complies with Trust policies, protocols, guidelines and procedures, including policies on Health and Safety, Fire Regulations, Lone Worker and Vulnerable Adult, consent and procedures.
FINANCIAL/PHYSICAL RESOURCES
<ul style="list-style-type: none"> To work within agreed budgetary boundaries, with the responsibility for requesting and using resources efficiently and effectively. Ordering supplies through departmental procedures
HUMAN RESOURCES
<ul style="list-style-type: none"> Provides mentorship, preceptorship, supervision and teaching to lower banded staff, including apprentices and students, signing off competencies as required Participates in the development and teaching of staff and students, and in the orientation of new staff, for example provision of workplace experience for nursing Deliver 1:1/supervision sessions to the wider team 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
INFORMATION RESOURCES
<ul style="list-style-type: none"> 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 Follow all information governance guidance and policies, maintain confidentiality as outlined within Trust policies
RESEARCH AND DEVELOPMENT
<ul style="list-style-type: none"> Engages in research and clinical audit and development to support the service
PHYSICAL SKILLS
<ul style="list-style-type: none"> Frequent sitting or standing in a restricted position Frequent light effort for several short periods or occasional moderate effort for several long periods e.g. moving equipment, manual handling and treatment of patients Highly developed physical skills, with high degree of precision, using dexterity, co-ordination and sensory skills for use of fine tools, scalpels and surgical techniques, often for prolonged periods
PHYSICAL EFFORT
<ul style="list-style-type: none"> Frequent requirement to exert moderate physical effort with manual handling of furniture, stock 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 drives to homes, clinical locations and rural bases across the locality
MENTAL EFFORT
<ul style="list-style-type: none"> 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 frequent interruptions from telephone calls or in clinic situations whilst concentrating on completing patient notes.
- Frequent need to react to changes in work plan in response to operational and patient need.
- Able to assess the risk and need to postpone or end treatment.

EMOTIONAL EFFORT

- Occasional/frequent exposure to distressing or emotional circumstances e.g. distressed patients relatives and carers, treating the terminally ill, breaking bad news
- Occasional indirect exposure to highly distressing issues in cases of safeguarding
- Frequent working with patients with mental health, learning disabilities and challenging behaviour

WORKING CONDITIONS

- Frequently acts as a lone worker
- Frequent need to share work space with other colleagues
- Occasional exposure to verbal aggression and may rarely be exposed to aggressive
- Frequent contact with body fluids and occasionally exposed to unpleasant conditions e.g. secondary smoke, poor hygiene standards/home visit conditions
- Frequent daily contact with:
 - Body fluids e.g. faeces, vomit
 - Smells
 - Infections
 - Dust
 - Noisy environment
 - 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 (DSE) 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	Specialist Podiatrist
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
Batchelor of Science Degree in Podiatric Medicine and/ or Diploma in Podiatric Medicine	E	
Possess a recognised Certificate in Local Anaesthesia	E	
Registered with the Health Care Professions Council	E	
Evidence of effective CPD in core competencies	E	
Working towards a recognised Podiatric Postgraduate qualification or equivalent demonstrable experience	E	
Independent Prescribing qualification		D
KNOWLEDGE/SKILLS & EXPERIENCE		
Must be able to produce, document, implement and evaluate care plans	E	
Must be able to demonstrate skills and knowledge in specialist conditions. e.g. ulceration, MSK, nail surgery	E	
To demonstrate skills in managing a caseload with a high proportion of high-risk patients.		D
Knowledge of clinical governance and national guidelines e.g. NICE guidance	E	
Ability to work as an autonomous professional	E	
Experience of multi-disciplinary working	E	
To act as a role model and lead by example maintaining an excellent rapport with colleagues and staff at all levels	E	
Car driver with full driving licence.	E	
Experience of supporting and mentoring students and apprentices		D
NHS experience		D
Knowledge of EPIC computer system		D

PERSONAL ATTRIBUTES		
To have a responsible and caring attitude.	E	
To be able to act appropriately on receiving and conveying information of a sensitive/distressing nature	E	
Able to work as a team member.	E	
To have the ability to competently obtain, complete and record accurate complex information	E	
To maintain sound judgement when working under pressure prioritising and managing own caseload	E	
Excellent interpersonal skills including observation, listening and empathy	E	
Ability to communicate effectively using a variety of different methods	E	
OTHER REQUIREMENTS		
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E	
Ability to travel to clinic locations across the trust area as required.	E	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		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)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y		Y		
Animals			Y		
Cytotoxic drugs	Y			Y	
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	Y			Y	
Noise (over 80dBA)	Y	Y			
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		