

***“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust Values”***

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| **JOB DETAILS** | |
| **Job Title** | Podiatry Apprentice |
| **Reports to** | Podiatry Service Manager / Practice Educator |
| **Band** | Band 5 Annexe 21  Band 5 on successful completion of 3 years training  Year 1 Apprentice 65% band 5  Year 2 Apprentice 70% band 5  Year 3 Apprentice 75% band 5 |
| **Department/Directorate** | Community Services Division |

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| **JOB PURPOSE** |
| This is a development role via the Podiatry Apprenticeship standard. You will work towards successful completion of a BSc (Hons) degree in podiatry and recognition by the Health Professions Council (HCPC) as an Allied Health Professional AHP podiatrist.  You will develop and maintain knowledge, skills and competencies related to the role of a podiatrists through your apprenticeship within the service, as well as through completion of the Apprenticeship training programme This includes working in clinic and community care settings, and delivery of direct person-centred care. Whilst undertaking this training you will work within the service as a Podiatry Assistant / Apprentice where your role will reflect your learning.  The Podiatry Apprenticeship Programme combines and integrates academic and work-based learning through close collaboration between employers and education providers. For the BSc you can expect to spend 20% of your time working in practice under the direct supervision of a clinical mentor, 40% working independently as a podiatry assistant and a further 40% accessing university lectures and self-study. As a Podiatry Apprentice you will be based as an employee within working in a variety of clinical settings. This will enable you to gain a wide appreciation of many health and care contexts, which will enable you to fulfil all the requirements of the BSc (Hons) Podiatry programme.  On successful completion of the programme you will be equipped with the appropriate knowledge, skills, attitudes and behaviours to ensure competence at the point of qualification. You will have the capability to continue to meet Health and Care Professions Council regulatory standards and the College of Podiatry professional standards throughout your professional career.  The academic part of the online training will be provided by the University of Plymouth where you will undertake modules as detailed below:  Introduction to podiatric practice  Human anatomy and physiology  Person centred care  Systemic disorders of the lower limb  Musculoskeletal conditional and applied biomechanics in the foot and lower limb |
| **KEY WORKING RELATIONSHIPS (This list is not exhaustive)** |
| * Clinical Services Managers (CSM) * Divisional Management team and Heads of Departments/Services * All members of the multi-professional clinical teams * Clinical Educator * Health & Social Care Teams * Consultants and other members of the medical teams * Patients, service users and their relatives/carers * GPs and Primary Care staff * Central Support Team * RDE Estates Team * Third Party Community Groups * Plymouth University Teaching staff and mentors |
| **ORGANISATIONAL CHART** |
| Podiatry Service Manager  Podiatry Team Leader  Practice Educator  (Band 6 Podiatrist)    Podiatry Apprentice |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| The Podiatry Apprentice will be based in Exeter and East Devon and will be required to attend Plymouth University online and clinical placements as set in the degree programme.  To attend Plymouth University online and clinical placements as set out in the degree programme  To complete and pass academic modules and clinical placements to the required standard in order to progress through the programme  To ensure timely achievement of assignments and assessments in accordance with the academic programme requirements.  To gain experience during the period of the Apprenticeship in a wide range of clinical areas.  To participate in tripartite reviews, with the University and the employer. These are a requirement of the apprenticeship.  To complete and pass the End Point Assessment.  To organise and manage a clinical caseload, which will include gaining knowledge and experience of providing podiatric care for patients with a variety of conditions including diabetic, rheumatological and biomechanical problems  To gain knowledge and skills assess, diagnose, develop and implement individualised treatment programmes for patients with a wide variety of clinical needs including acute or chronic neuropathies, chronic diseases, vascular problems and wound management.  To provide appropriate education to patients with diverse foot pathology, utilising analytical and reasoning skills in this process in order to empower the patient and others to participate in the patient’s self-care.  To gain experience during the period of apprenticeship in a wide range of clinical areas including diabetes, rheumatology, biomechanics, tissue viability, nail surgery and wound management.   |  | | --- | | **PATIENT AND CLINICAL CARE** |   To provide foot care to patients within agreed competencies and training as delegated by the Podiatrist  To carry out treatments using equipment for which adequate training has been given  To be actively involved in the provision of Foot health education advice to patients, relatives and carers  To assist in minor surgery sessions within the scope of instructions laid down by the Podiatrist.  To understand the implications of medication and medical conditions on care and treatment planning and relate this to the patient, family or carer as appropriate  To monitor the changing needs of the patient and where necessary refer the patient back to the Podiatrist if their podiatric or medical condition needs to be reviewed.  Assessing the condition and risk status of the feet of an individual with diabetes and discussing the results of the examination with the individual and/or carer and explain any specific problems(s), which may require further tests or treatment and implement these referrals  Recognise signs of infection in wounds and post operatively, understand the implications, advise accordingly and use appropriate dressings.  To prioritise clinical time to best manage clinical caseload, ensuring clinics are appropriately booked in order to maximise delivery of appropriate and effective care, liaising closely with clinical and support staff to achieve this  To plan own workload around such activities as domiciliary visits.  To be responsible for the assessment and diagnosis of new and existing patients in line with departmental protocols using judgements involving complex facts requiring the comparison of a range of options.  To provide appropriate and effective care plans based on analysis of information gained from assessments  To deliver care based on selection of appropriate treatments and clinical aids available  Demonstrate the ability to use vascular and sensory diagnostic equipment.   * Have the ability to travel to fulfil the job requirements.  |  | | --- | | **PROFESSIONAL** |   Maintain accurate electronic records of activity and contribute input into trust information systems as directed  To maintain accurate electronic records of all patient consultations and related work carried out at each clinical session including computerised data collection  To ensure that all information relating to clients and staff gained through employment with the Trust is kept confidential. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| **ORGANISATIONAL CHART** |
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| The degree of analysis and judgement required is straightforward job-related facts and judgements on facts that require analysis, such as the compilation of audits and analysis of statistical data, conducting risk assessments, logging incidents and reviewing of treatment plans. |
| **PHYSICAL SKILLS** |
| Long periods of intense concentration are required regularly throughout the shift  Occasional exposure to body fluids  Disposal of clinical waste  Use of computer and VDU equipment  Long periods of time working alone in isolation and is supported by Lone Working policies and procedures which the post holder must work to |
| **MOST CHALLENGING PART OF THE JOB** |
| * Managing the expectations of service users. * Engaging with patients and carers who maybe frustrated, angry or upset. * Dealing with multiple tasks at the same time. * Having challenging discussions with service users regarding access to the Podiatry service and then implementing treatment plans. |
| **POLICY/SERVICE DEVELOPMENT** |
| The post holder will work to defined policies and procedures and will be require 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 holderhas the personal responsibility for the safe storage and security of all such items. |
| **INFORMATION RESOURCES** |
| Post holder will be required to handle statistical information, recording information, entering data using computer software My care, dealing with and timely response to emails. Post holder may be required for inputting, storing and providing information, also modifying, maintaining, 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 |
| **FREEDOM TO ACT** |
| The post holder works without direct supervision, although supervision and advice is readily available close by through the channels illustrated in the organisational framework. The post holder is guided by standard operating procedures, policies and protocols. Work is managed through the knowledge gained through undergraduate training and post graduate education supported by clearly defined policies and procedures. Post holder is required to clinically decide how results and clinical outcomes are best achieved and has the freedom to do this if working within agreed protocols. |
| **OTHER RESPONSIBILITIES** |
| 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.  High level of independence and autonomy required to deliver specific area of work. The post holder will operate within Trust policies and procedures, using own initiative and seeking advice from line or senior management as required.   * To take part in regular performance appraisal * To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling * To contribute to and work within a safe working environment * The post holder is 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. * The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection. * The post holder will be expected to carry out any other duties as required, commensurate with their pay band. * The post holder will understand the limitations of the role and how to access support * Any other specific requirements to support Community Services in achieving its quality and financial performance targets, as directed by the Head of Service or the Divisional Director. * Long periods of concentration and use of computer * Making and sustaining relationships at all levels |
| **THE TRUST- VISION AND VALUES** |
| Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:  Honesty, Openness & Integrity  Fairness,  Inclusion & Collaboration  Respect & Dignity  We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.  We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.  We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards. |
| **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.  The RDU is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462. |

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| **POST** | **Podiatry Apprentice / Assistant** |
| **BAND** | 5 Apprentice |

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| **Requirements** | **Essential** | **Desirable** |
| Minimum of 5 qualifications to include GCSE grade A-C/4-9 or equivalent in Maths, English and Science subject | E |  |
| 104 UCAS points (equivalent to A Levels at BCC including a biological subject | E |  |
| Excellent planning & organisational skills |  | D |
| Ability to prioritise workload to respond to changing demand | E |  |
| Ability to liaise and communicate with staff at all levels | E |  |
| Excellent interpersonal & communication skills including demonstrating empathy & sensitivity to patients and relatives | E |  |
| Ability to promote good working liaisons (staff, patients, relatives) | E |  |
| Extracting information / Listening skills | E |  |
| Experience working within a clinical environment / healthcare setting |  | D |
| Ability to deal with challenging behaviour | E |  |
| Ability to provide excellent customer care | E |  |
| Knowledge of IT databases and computer systems |  | D |
| Analytical skills & ability to problem solve |  | D |
| Knowledge of Trust procedures |  | D |
| Enthusiastic highly motivated & committed to delivering a service | E |  |
| Understand team work and working within a team | E |  |
| Able to plan and organise workload | E |  |
| Able to prioritise own workload and meet deadlines | E |  |
| Ability to work un-supervised |  | D |
| Can remain calm and professional in a busy environment | E |  |
| Empathetic, but able to understand professional boundaries | E |  |
| Smart appearance, adhering to the uniform policy | E |  |
| Welcoming, friendly and approachable manner | E |  |
| An adaptable approach to work and flexible approach to working hours | E |  |
| Commitment to continual development to include relevant new systems, policies and procedures | E |  |
| Adheres to relevant Trust policies & procedures | E |  |
| Adheres to confidentiality & data protection requirements | E |  |
| Ability to travel between clinics and patients’ homes to deliver care and carry portable equipment to clinical and domiciliary settings |  | D |
| The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by Royal Devon & Exeter Healthcare NHS Trust | E |  |
| Car driver with access to own vehicle and full driving licence |  | D |

Complete the table below as appropriate

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
|  | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| 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 | YYYY |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **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/N |  |  |  |  |
| Driving | Y |  |  |  | Y |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | Y/N |  |  |  |  |
| Physical Effort | Y |  | Y |  |  |
| Mental Effort | Y |  |  | Y |  |
| Emotional Effort | Y |  | Y |  |  |
| Working in isolation | Y |  |  |  | Y |
| Challenging behaviour | Y |  | Y |  |  |

**COMPETENCY REQUIREMENTS**

To be completed for all new positions

Please tick which of these essential learning s is applicable to this role

(**NB** those that are mandatory for all staff with no variation on frequency are pre-populated with a tick)

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| Safeguarding Children | Group 1 | |  | Blood Transfusion | BDS18 collection | |  | Consent Training |  |
|  | Group 2 | |  |  | BDS 19 & 20  Preparing & Administering | |  | VTE Training |  |
|  | Group 3 | |  |  | BDS 17 Receipting | |  | Record management and the nhs code of practice |  |
|  | Group 4 | |  |  | Obtaining a blood sample for transfusion | |  | The importance of good clinical record keeping |  |
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|  | Group 5 | |  |  | Annual Update | |  | Antimicrobial Prudent Prescribing |  |
|  | Group 6 | |  |  |  | |  | Control & Restraint Annual |  |
| Not mapped this one |  | |  | Safeguarding Adults Awareness | Clinical Staff | |  | Mental Capacity/DOL’s |  |
|  | Group 8 | |  | Non Clinical Staff | |  |  |  |
| Manual Handling – Two Year | | |  | Falls, slips, trips & falls | Patients | |  |  |  |
| Equality & Diversity – One-Off requirement | | |  |  | Staff/Others | |  |  |  |
| Fire | | Annual |  | Investigations of incidents, complaints and claims | | |  |  |  |
|  | | Two Yearly |  | Conflict Resolution – 3 yearly | | |  |  |  |
| Infection Control/Hand Hygiene | | Annual requirement |  | Waterlow | | |  |  |  |
|  | | One-Off requirement |  | PUCLAS | | |  |  |  |
| Information Governance | | |  | Clinical Waste Management | | Application principles for clinical staff |  |  |
| Harassment & Bullying (Self Declaration – One off requirement) | | |  | Application principles for housekeeping |  |  |  |
|  | | |  | Application principles for portering and waste |  |  |  |

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