

JOB DESCRIPTION

|  |  |
| --- | --- |
| **JOB DETAILS** | |
| **Job Title** | Assistant Practitioner (Podiatry) |
| **Reports to** | Podiatry Operational Manager |
| **Band** | 4 |
| **Department/Directorate** | Podiatry |

|  |
| --- |
| **JOB PURPOSE** |
| * To provide treatment and health education for people with foot care problems in a variety of RDUH clinical and/or domiciliary setting, following assessment by a podiatrist. * To work under the indirect supervision of a registered practitioner, to develop and undertake a range of delegated tasks independently. This may include support, care, treatment and advice to individuals, within guidelines and protocols identified for the role. * To take responsibility for planned/defined tasks as required. * To plan and undertake clinical tasks guided by standard operating procedures and protocols. * To take responsibility for the training of others and may be required to deliver training |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * To provide nail and skin care and education of patients as indicated in treatment plans formulated by a podiatrist * To provide clinical and administrative support * To assist in health promotion talks and events * To work closely with undergraduate students and apprentices where required * To practice the principles of individualised person-centred patient care in accordance with trust policy, procedures and regulatory body’s guidelines * Deliver treatment/care, including scalpel work within podiatry, under the indirect guidance of a podiatrist * To undertake diabetic foot screening, vascular and neurological foot checks * To undertake clinical tests (e.g. ABPI and TBPI) as directed by a podiatrist * To issue offloading devices and insoles under the treatment plan of a podiatrist * To provide re-dressings, under the treatment plan of a podiatrist * To work as part of the multi-disciplinary team and assist in dual podiatry clinics. |
| **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 Manager * Podiatry Team lead * Podiatrists, Podiatry assistants/apprentices * Podiatry/medical students * Admin/ clerical staff * Ward staff * Multi-disciplinary Teams * District Nurses/ Auxiliaries/ support staff * Specialist Nurses * The multi-disciplinary team * Computer/ information services staff | * Patients/ carers/ relatives Ambulance liaison * Neighbouring Trust staff * GP practice staff * Students * Public Health workers/ school nurses * NHS Supplies * Other statutory Agency staff * Nursing/ Residential homes * Other Allied Health Professionals * Voluntary agencies | |  |  | |  |  | |  |  | |
| **ORGANISATIONAL CHART** |
| Podiatry Professional Lead  Podiatry Operational Service Manager    Band 7 Team Lead Podiatrists  Band 6 Podiatrists  Band 5 Podiatrists  Band 4 Assistant Practitioner Podiatrists  Band 3 Podiatry Assistant |
|  |
| **FREEDOM TO ACT** |
| * Work is not directly supervised, but under treatment plans implemented by a podiatrist. * 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 registered clinician, team lead or manager. * Can identify through clinical risk assessment when to escalate a situation to other healthcare professionals. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * To ensure effective communication with patients, relatives and carers concerning assessment outcomes, treatment options and prognosis where there may be barriers to understanding due to learning difficulties, illness and high anxiety * To reassure patients that are anxious about the treatment * Ensure effective communications are maintained and developed with other health and social services professionals and podiatrists in order to promote the podiatry service * To participate and actively contribute to departmental and team meetings * When exposed to verbal and physical aggression use conflict resolution skills to ensure the patient/family member’s dignity is maintained * To undertake and promote effective multidisciplinary working with other health professionals to ensure optimum foot health for people with podiatric problems, using technical podiatric information when necessary * Maintain accurate clinical records of all patient consultations and related work carried out at each clinical session in accordance with Professional Standards and Trust policy * Accurately complete and input computer information on a daily basis and complete essential administrative and statistical forms * To participate as an active member of the Podiatry department encouraging a positive and proactive team approach. * Use various modes of communication as required (e.g. email, EPIC messaging, verbal, and written) to ensure effective care is clearly communicated. * Have the ability to change communication style to convey complex, challenging and emotive information. * To deal sensitively with patients whom have high levels of pain, anxiety and aggression caused by pain/ limited mobility/or lack of understanding as only children * When exposed to unpleasant working conditions e.g. bodily fluids including blood, pus, urine ensure patients are still treated with respect * To be flexible and provide cover for other staff members at short notice or during periods of absence * Understand the implications of the Mental Capacity Act and acts to assess capacity as appropriate. * Understand the safeguarding adult’s issues and act within the guidance of the policy to keep adults within their care safe. |
| **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. * Analyse requirements for podiatric appliances |
| **PLANNING/ORGANISATIONAL SKILLS** |
| The post holder will be expected to:   * Prioritise own workload. * Implement and evaluate programmes of care for individual patients, following treatment plans by the podiatrist. * Co-ordinate with other providers when appropriate regarding care provision. * Able to manage the day to day organisation of their caseload in partnership with registered podiatrists, podiatry team leads and manager   . |
| **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 foot 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 by reviewing policies in own area. * 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 |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * To attend all mandatory training sessions as required by the Trust * To ensure clinics are maintained to the highest levels and are suitable environments for treating patients * To ensure as an employee that Health and Safety legislation is complied with at all times including COSHH, Workplace risk assessment and Control of Infection * To report any accidents, defects in equipment, Near Misses and untoward incidents following Trust procedure and carry out local action as appropriate * To practice safely and effectively * To ensure that stock levels are adequate, order stock and ensure securely stored * To ensure equipment is stored securely and kept in good working order and that faults are promptly reported |
| **HUMAN RESOURCES** |
| * Ensure adherence to lone working policy. * Act responsibly in respect of the health, safety and welfare following safety at work practices,   whilst working in compliance with Trust 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 Team and other registered professionals with Health and wellbeing activities. * 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** |
| * Assists in audit and developing research projects within the department. Contribute to making recommendations for support and change within the service. |
| **PHYSICAL SKILLS** |
| * Develop a range of clinical skills that have been obtained through practice, these might include the use of fine tools/machinery, including 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. |
| **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** |
| * Occasional distressing or emotional circumstances including 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 issues, neurodiversity, 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. * Take responsibility for your own 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. |

PERSON SPECIFICATION

|  |  |
| --- | --- |
| **Job Title** | Assistant Practitioner (Podiatry) |

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**   * Foundation degree in health Science or Final Year Student Podiatry BSc Degree awaiting graduation * Evidence of continual personal development | E  E  E |  |
| **KNOWLEDGE/SKILLS**   * Ability to manage and prioritise own workload * Good IT skills * Knowledge of EPIC computer system * Good understanding of clinical governance * Good communication skills * Ability to understand and work within defined scope of practice | E  E  E  E | D  D |
| **EXPERIENCE**   * Sound experience of NHS systems * Previous experience in healthcare * Previous experience in foot care * Relevant experience in treating the foot, ankle and lower limb debridement of corns callus, neurological and vascular foot assessment | E | D  D  E |
| **PERSONAL ATTRIBUTES**   * To have a responsible and caring attitude * Conflict resolution and mediation skills * Ability to work independently and as part of a team * Good time management skills * Ability to cope with busy and varied workload * Ability to remain calm in emotional/difficult situations * Ability to work as part of a team * Ability to contribute to the training of other staff/students | E    E  E  E  E  E  E | D |
| **OTHER REQUIREMENTS**   * Car driver with full driving license * Ability to travel to other locations within the RDUH area, as required. | E  E |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
|  | | | | | |
| **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 |  |  |  |  |
|  | | | | | |
| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
|  | | | | | |
| 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 |  |  |  |  |
|  | |  |  |  |  |
| **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 |  |  |  |  |
|  | | | | | |
| **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 |  |  |  |  |