

JOB DESCRIPTION

JOB DETAILS	
Job Title	Lead Complex Care Podiatrist (Team Lead)
Reports to	Podiatry Operations Manager
Band	Band 7 (subject to formal matching)
Department/Directorate	Podiatry Service

JOB PURPOSE

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 line manage a small clinical team and 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 assess, manage and treat complex caseload consisting of patients with acute and chronic foot conditions.
- 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.

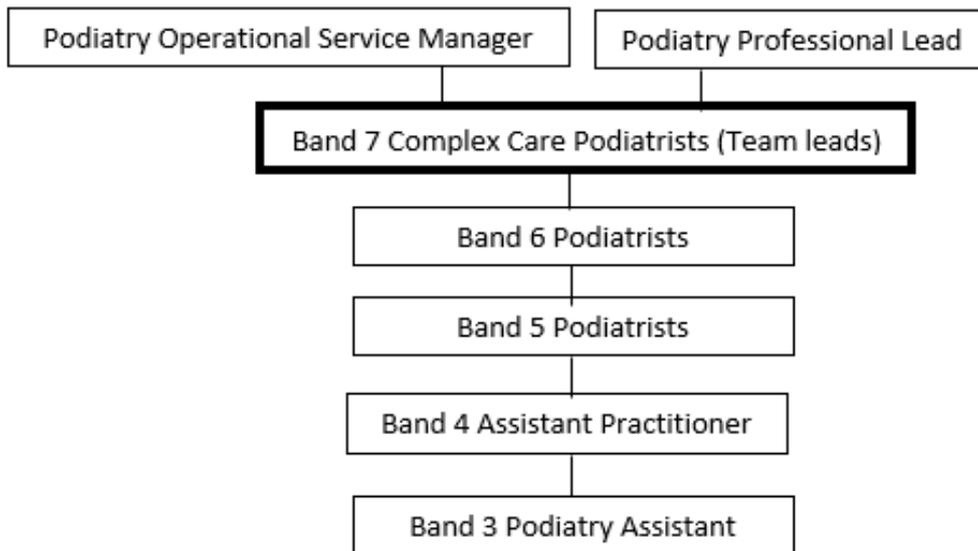
In addition, the post holder will deal with the wider healthcare community, external organisations and the public.

This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • 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 	<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 completed autonomously within broad occupational policies
- Work within codes of practice and professional guidelines.
- Works within organisational Policies, Procedures and Standard Operational Procedures (SOP).
- Will work as the clinical lead and team lead as referenced in job purpose
- 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 processes, including escalation to other healthcare professionals and senior managers.

COMMUNICATION/RELATIONSHIP SKILLS

- Communication with a range of people daily on a range of 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.
- Provides and receives complex and sensitive information using a range of communication methods including verbal, electronic/email, EPIC messaging system
- Communicates and builds therapeutic relationships with patients, relatives, carers and professional partners to ensure patient care is focused and managed effectively.
- Establish excellent communication with multi-disciplinary teams
- Requires 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
- 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 who may be distressed or angry
- Empower and facilitate health enhancing behaviour through effective communication
- Engages service users and families in the development and delivery of services
- Motivates team members in decision making and service planning

ANALYTICAL/JUDGEMENTAL SKILLS

- Complex facts or situations requiring analysis, interpretation and comparison of a range of options
- Make judgements on a range of complex clinical and non-clinical issues
- Uses advanced clinical reasoning and skill in the assessment, diagnosis and formulation of treatment plans for patients with a variety of complex foot problems
- 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
- 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

- Formulate plans and adjust as required, including organising complex activities or strategies which impact across other departments and services and organising clinical and non clinical work e.g. staff meetings, rotas, prioritising and delegating work accordingly.
- Makes efficient use of time and travel, including home visit schedules, clinics and meetings
- Participates in the setting of team and 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.
- To co-ordinate early intervention for podiatry conditions, to promote the best outcome possible and prevent admission to hospital
- To actively participate in an advisory capacity on all aspects relevant to the promotion of foot health in adults and children
- Develop specialist packages of care for specialist podiatric care in, for example, diabetes, rheumatology or MSK
- To instigate foot health education and training programmes for all health care staff, patients and carers, nursing agencies, social services and Third Sector
- Provide clinical mentorship for 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 clinical events to ensure safe and effective care
- To keep up to date with evidence based practice within the specialty of podiatry and with trust clinical governance guidance
- 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

- Proposes policy or service changes, which may impact beyond own area
- Proposes, develops and implements policy/service changes, with impact on other disciplines working in area
- 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

- 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

- 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

- 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
- 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 drives 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 frequent interruptions from telephone calls or in clinic situations whilst concentrating on completing patient notes.
- Frequently 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.

PERSON SPECIFICATION

Job Title	Lead Complex Care Podiatrist (Team Lead)
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
Possess a recognised Bachelor 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	
Podiatric Postgraduate diploma or equivalent experience	E	
Substantial experience in specialist podiatry area of work	E	D
Independent prescribing qualification		
KNOWLEDGE/SKILLS & EXPERIENCE		
Demonstrate leadership skills e.g.vision, motivation, organisational, delegation, political awareness	E	
Evidence of highly developed postgraduate experience and training in specialist fields	E	
Knowledge of national priorities e.g. NICE guidance	E	
Excellent interpersonal skills including observation, listening and empathy	E	
Previous experience in managing complex specialist case load, including implementing and evaluate care plans	E	
Previous experience of managing change	E	
Ability to communicate effectively	E	
Ability to work as an autonomous professional	E	
Experience of multi-professional and cross organisation working	E	
Experience of supervision of staff	E	
To act as a role model and lead by example maintaining an excellent rapport with colleagues and staff at all levels	E	
To have evidence of working successfully as part of a multidisciplinary team	E	

Car driver with full driving licence.	E	
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	
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	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		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)	Y		Y		
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y		Y		
Animals	N				
Cytotoxic drugs	N				
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		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		