

JOB DESCRIPTION

Oxford Health NHS FT

Job Title: Community Podiatry Service Clinical Lead / Hospital Team Leader

Band: 8a

Responsible to: Service Manager, Intensive Community Care Pathway

Responsible for: Clinical Development Leads or Specialist Podiatry Band 7s

Accountable to: Associate Director, Intensive Community Care Pathway

Place of work: Oxfordshire

Hours: Full time 37.5 hours

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JOB PURPOSE

As part of Oxfordshire NHS Community Podiatry Service, to act as a qualified podiatrist with HCPC registration to provide senior leadership, reflective assessment, diagnosis and treatment for conditions of the foot, ankle and related structures to improve mobility, reduce pain and maintain tissue viability of patients eligible for NHS podiatry in Oxfordshire. This combined role also provides integrated leadership between Community Podiatry Services and high-risk foot care delivered within an acute hospital clinic setting. The postholder will lead and line manage an experienced team of clinicians.

DUTIES AND RESPONSIBILITIES

BROAD OUTLINE OF ACCOUNTABILITY:

- Clinical expert and professional manager leading a team of specialist podiatrists, each of whom act as a clinical lead for their work area within community teams and hospital setting.
- To ensure integrated working of specialist podiatrists across primary and secondary care to deliver new models of care.
- To lead and co-ordinate clinical skills development and clinical audit for the whole service.
- To report on and deliver services as determined by Service Level Agreements and contracts.
- To work with the OUHT/Acute Hospital Podiatry leadership team to ensure co-ordinated service delivery to patients in the Oxfordshire Foot Care Pathway. There is a strong focus on diabetic footcare but not solely this.
- To provide clinical leadership and direction for all employees of OHFT Podiatry Service
- To deputise for the Podiatry Operational/Professional Lead as required.

MAIN AREAS OF ACCOUNTABILITY:

Key Task – Service Strategy:

- To work with community-based team leaders to ensure an effective primary/secondary care interface for podiatry services. To be the countywide lead for the delivery of hospital podiatry outpatient services as determined by current service agreements or contracts.
- Strategic development of departmental policy and service delivery, as part of the podiatry management team, to identify the need for podiatry services, evaluate priorities, service analysis, and implement provision accordingly, within contractual agreements.
- To be able to communicate with staff at all levels, other health care professionals, peers and management/trust staff at higher levels, sometimes conveying difficult or challenging news and information.
- To work in accordance with, have awareness of and ensure implementation of all current Human Resource, Occupational Health, Health & Safety and Trust policies.

Key Task – Operational Management:

- To line manage a team of highly specialist podiatrists, facilitate and manage change within the clinical service, acting as a resource for all staff.
- To recognise and address situations where performance is poor or clinical standards are not being met, working within appropriate policies.
- To plan and undertake regular Staff Supervision and Personal Appraisals for team members and ensure each member has a Personal Development Review
- To work in accordance with, have awareness of and ensure implementation of all current Human Resource, Occupational health, Health & Safety and Trust policies.
- To take part in Duty Operational Manager Rota which involves extended hours working, including weekends and bank holidays.

Key Tasks – Clinical Role:

- To act as a clinical expert, offering high standards of care in any setting, liaising with appropriate health care professionals regarding patient care. Ensure service delivery is consistent with best current practice. There is a strong focus on providing diabetic footcare in the OUH outpatient clinic, however service is not solely caring for diabetics.
- To oversee the management of high-risk patient caseloads countywide.

- Ensure all patient assessment/treatment details are full, accurate and meet legal requirements, through clinical audit.
- To work to the standards and guidelines set by the Podiatry department, with specific reference to:
 - (i) The full and proper use of patient records to demonstrate active progress with treatment plans.
 - (ii) The active management of waiting lists

Key Tasks – Quality:

- To lead and facilitate in contributing to Clinical Development within the service, including audits.
- To ensure activity is evidence based and to facilitate and participate in departmental quality initiatives.
- To handle all complaints in accordance with department policy.
- To investigate and recommend on patient/service incidents with a culture of learning and improving
- To ensure a patient-centred approach to all activity, by all staff; based on understanding and participation in the delivery of a flexible, specialised quality service.
- To comply and maintain awareness of nationally set expectations and standards and ensure the team have relevant information filtered through.
- To participate as well as facilitate in audit/clinical effectiveness work.

Key Tasks – Training:

- To lead on and contribute to the planning of an In-Service training programme for all staff; leading on specific projects as required.
- To oversee and ensure a current programme of induction is available for all new, locum and visiting staff/apprentices and students.
- Proactively contribute to clinical development of all staff at all Bands, including Students and Apprentices.

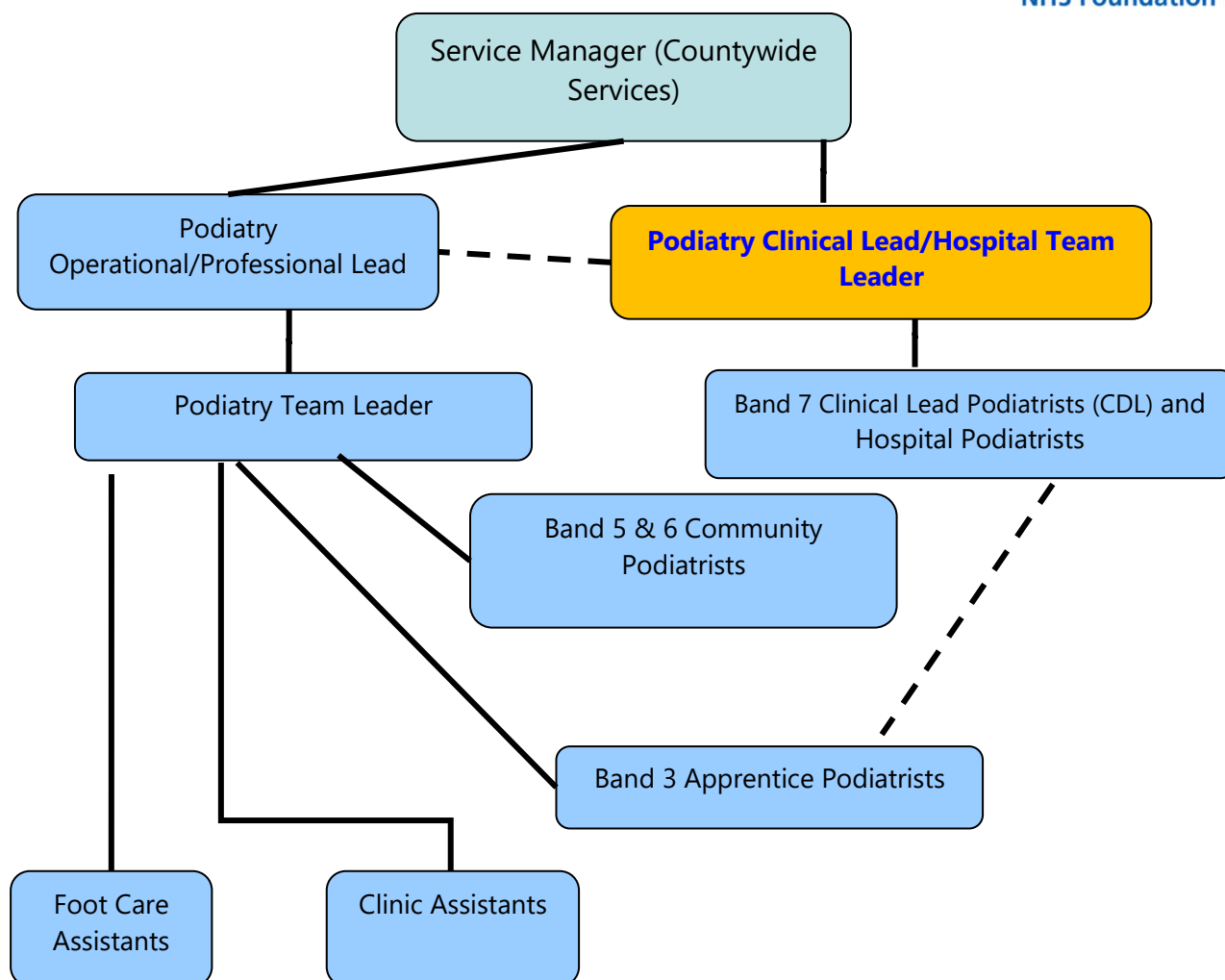
Key Tasks – Financial:

- Jointly oversee budget management with Operational Manager. To be responsible for the cost effective and appropriate use of staff and resources. To deliver the service specified within the resources/ income available.

Key Tasks – Health & Safety:

- To ensure a safe environment is maintained for staff and patients, reporting and follow up on any risk areas identified
- To attend mandatory training sessions and ensure the staff in the service comply with this.

STRUCTURE CHART



CODE OF CONDUCT

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

Personal Development

- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for their own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.

Code of Conduct

- To adhere to the Professional Code of Conduct relating to your profession (if applicable).
- To uphold the principles and values set out in the NHS Code of Conduct for Managers.
- To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
- To ensure that the health and wellbeing of patients is at the centre of all activities and that all staff engage and communicate with patients as appropriate.
- To always promote quality and safety of patients, visitors and staff thus enabling the Trust to meet its regulation requirements (Care Quality Commission Registration – Regulations and Outcomes) that relate most directly to patients and also strive for continuous quality improvement.

Equal Opportunities/Diversity

- To observe Oxford Health NHS Foundation Trust's Equal Opportunities Policy providing equality of treatment and opportunity to employees, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin or disability.

Health & Safety

- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To promote the Trust's Health and Safety Policy and ensure matters are managed in accordance with it.
- To co-operate with the Trust to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

Infection Control

- To comply with Trust policies for infection control and hand hygiene such as hand hygiene, decontamination Policy, uniform and workwear code and standard precautions Policy to reduce the spread of healthcare-associated infections (HCAIs).
- Employees with clinical responsibilities must incorporate into their clinical activities up to date evidence that supports safe infection control practices and procedures, such as the use of aseptic techniques and the safe disposal of sharps.

Confidentiality and Data Security

- To comply fully with the duties and responsibilities outlined in the Trust's Information Governance Policy.
- To comply with the Data Protection Act 2018 and General Data Protection Regulations (GDPR), National Data Security Standards and any professional code of practice on Confidentiality and Data Protection as accepted by the Trust. Departmental codes of practice and procedures for confidentiality are available from the head of department.
- To ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Trust Policy.
- To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the Trust business. This obligation shall continue in perpetuity.
- To raise any matters of concern with your Manager/Director

Safeguarding

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

Other

- To be aware of and work in line with all Trust policies and procedures.
- To carry out any other tasks as reasonably directed.

PERSON SPECIFICATION

Band: 8a Community Podiatry Service Clinical Lead / Hospital Team Leader		
Criteria for Selection	Essential Requirements	Desirable Requirements
Knowledge Requirements and Experience	<ul style="list-style-type: none"> • Post-graduate NHS work experience including experience treating high risk patients • Management/leadership experience • Work experience within a hospital podiatry service • Working in a multidisciplinary team and liaison with other health care professionals • Comprehensive working knowledge of NHS podiatry service provision • Staff supervision/management experience • Information technology literate • Accurate assessment, testing and diagnosis of complex foot pathologies within the specialist eligibility criteria of the service and field of practice • Evidence of highly specialised treatment planning/patient management, based on the above • Demonstration of evidence based practice and awareness of latest clinical developments/research • Effective communication and partnership working with patients/the general public, especially in respect of foot health education • Commitment to CPD 	<ul style="list-style-type: none"> • Research and/or publications • Experience of organising Study Days/Events • Mentorship/teaching ability to support the development of others • Knowledge of wider community/primary care service operations • Understanding of legal responsibilities of the profession
Qualifications – Academic/Skills/Professional	<ul style="list-style-type: none"> • MA/MSc or equivalent level of academic ability/experience (or working towards) 	<ul style="list-style-type: none"> • MPhil/PhD • Relevant postgraduate certificates or postgraduate diploma

	<ul style="list-style-type: none"> • BSc Podiatry (or diploma in Podiatric Medicine with equivalent experience) • HCPC registration • Evidence of continuing professional development 	<p>(or to be achieved within agreed timescale)</p> <ul style="list-style-type: none"> • C&G teaching certificate • ECDL • PRINCE 2 Project Management
Further Training or Job Related Aptitude and Skills	<ul style="list-style-type: none"> • Leadership and management of staff • Clinical leadership and expertise in given field • Presentation Skills • Ability to interpret X-ray films • Expertise in the specialist foot care of patients with mental health problems • Progressive / advanced clinical practice – effective analysis and decision making in wound management, offloading, biomechanical gait analysis and nail surgery • Teaching/training of colleagues/students/health care professionals/patients/public 	<ul style="list-style-type: none"> • Awareness of budget management • Prescriber status or evidence of understanding of relevant common prescription medicines
Personal Qualities	<ul style="list-style-type: none"> • Flexibility and commitment to job • Good interpersonal skills – effective listening/speaking skills appropriate to the needs of the recipient; communicating complex information • Approachable – demonstrating a friendly and open manner that facilitates communication • Enthusiastic positive attitude – flexible approach to changing requirements to meet service needs • Empathetic approach to the personal circumstances of staff and patients • Mental capacity to work 	

	<p>under the pressures of demanding and competing priorities</p> <ul style="list-style-type: none"> • Calmness, and professionalism • Initiative – always challenging practices and working procedures to improve service delivery • Ability to change and develop new ways of working • Self-motivated – seeking to improve service delivery, reading research papers, up to date with broad clinical and political professional developments • Good team worker – co-operative, considerate, supportive, flexible 	
Contractual Requirements or other requirements	<ul style="list-style-type: none"> • Ability to travel between sites and to regional meetings • Car Driver – able to travel around a wide geographical area • Legally able to work in the UK • Able to operate clinic equipment safely • Able to lift and handle reasonable loads • Able to work in domiciliary settings • Visual acuity and eye-hand co-ordination • Able to work safely within the constraints of clinic rooms • Maintain an awareness of and act in accordance with all Trust policies and guidelines • Awareness and acceptance of the rights and needs of service users and staff • Commitment to 	

	safeguarding and promoting the welfare of children, young people and vulnerable adults.	
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