

JOB DESCRIPTION

JOB DETAILS:

Job Title:	Podiatry Team Lead
Band:	Band 7
Directorate:	Clinical Support and Cancer Services (CSCS)
Department:	Community Podiatry
Base:	TBC
Responsible for:	Podiatry and Administrative Team within Locality
Responsible to:	Podiatry Professional Lead & Head of Service and Operational Manager, Podiatry Services
JD updated:	January 2024

Department Core Purpose

We are foot specialists who focus on the protection and treatment of the high-risk foot, providing intermediate care for patients with complex foot needs. We work across community and acute teams with a multi and inter-disciplinary team approach to prevent limb-threatening complications. We empower patient self-management through signposting and providing patient education to improve the quality of life of our patients.

Job Purpose:

- To have an overall responsibility for the day-to-day management of the Podiatry Services for the locality assigned to.
- To provide leadership for the Podiatry locality service including organisational, estates and individual line management of team members.
- To take an active role in the development of Podiatry services within the Trust.
- To provide cover to other localities as required.
- To link proactively with colleagues to ensure the smooth running of the service.
- To maintain a clinical caseload of at least 20%.
- To provide Podiatry specific advice, teaching, and training.

- To provide a high standard of Podiatry services to patients referred by Consultants, GP's, A & E and other Health and Social Care Professionals.
- To take an active role in the supervision, teaching and appraisal of junior podiatry staff, students and departmental administrative and clerical (A & C) staff.



Duties and Responsibilities

Communication and Key Working Relationships

- To help maintain good communication, liaison and working arrangements within the service and with Trust directorates, other NHS trusts, and agencies.
- Communicate sensitive and contentious information in a way that takes into account an individual's level of understanding and barriers.
- Develop and maintain key working relationships at a multi-disciplinary level with multiple teams across the Trust.
- Communicate complex, sensitive information with a range of staff internally and externally across the organisation / organisations; liaises with external organisations.
- Communicate complex and highly sensitive information which may relate to staff, patients and relatives or commercial undertakings, within and outside the organisation.
- The post involves communication with a wide range of people in person, face to face, telephone and through written and electronic means.
- To have excellent interpersonal and communication skills with patients to provide complex or challenging information about their condition or treatment options/ care packages or set goals related to care.

Key Working Relationships

- Podiatry Head of Service
- Professional Lead for Podiatry
- Podiatry Operational Manager
- GPs, consultants and other health and social care professionals referring into the service.
- Other individuals and departments within the Trust and wider health care teams or community and acute hospital teams.
- Patients and other service users.
- Members of Podiatry teams within the Trust.
- Corporate services within the Trust.

Planning and Organisation

- Manage the planning and organisation of own and team's workload, which involves prioritising a demanding workload and providing direction.
- Responsible for the day-to-day planning of clinical workload, monitoring waiting lists and clinically prioritising patients and triaging new referrals.



- Responsible for leading and delivering the performance management of the service areas on a day-to-day basis. This will include contributing to trust wide performance review meetings and having performance monitoring arrangements within the services that are consistent with the Trust wide approach.
- Considers a variety of issues and proposes solutions when dealing with complex enquires by taking appropriate action as necessary or liaising with others/redirecting queries as appropriate.
- Contribute to the setting of Key Performance Indicators (KPIs) and managing performance to achieve these.
- Responsible for interpretation and presentation of data to clinical teams.
- Responsible for owning the processes associated with the teams managed by the post holder. This means defining, implementing, and monitoring processes to ensure an effective and high-quality service.
- Use a variety of IT packages including Microsoft Word, Excel, Access and PowerPoint to complete tasks.
- Develop and maintain spreadsheets and databases/computerised appointment system/information systems and internal forms for use across the service.
- Maintain filing systems for documentation in accordance with Departmental and Trust procedures.
- Record and monitor accurate data and information relating to the service which will be utilised in the provision of care and the development of the service.
- Contribute to relevant projects in relation to the development of the Trust's Corporate Service Plan and organisational objectives as required/appropriate.
- Be responsive to change in a rapidly altering environment and encourage team members to embrace necessary change.
- Have a positive attitude to challenges and devise ways to make them happen.

Responsibility for Patient / Client Care, Treatment & Therapy

- Be professionally and legally responsible and accountable for all aspects of your own work including the management of patients under your care.
- Ensure a high standard of clinical care for the patients under your management and to support junior staff to do likewise.



- Undertake a comprehensive assessment of patients (including those with diverse or complex conditions), utilising specialist clinical reasoning skills and manual assessment techniques to provide an accurate diagnosis of their condition.
- High degree of precision, co-ordination and sensory skills for use of fine tools, scalpels e.g. nail surgery.
- Formulate and deliver individualised care plans based on clinical knowledge and evidence-based practice, to ensure the patient is at the centre of all that you do.
- Clarify and explain the patient's condition to them to support shared decision-making and the formulation of realistic agreed treatment goals and plans. This may sometimes involve the breaking of unwelcome news to the patient and/or their carers.
- Be responsible for maintaining accurate, comprehensive, and contemporaneous patient care records in line with Somerset FT guidelines and codes of practice for the Royal College of Podiatry and the Health and Care Professions Council (HCPC).
- Ensure that all codes of practice and standards are followed and contribute to maintaining this within the Podiatry Service.
- Undertake appraisals, 1:1's and clinical supervision to staff members. This may include sickness monitoring and performance management.
- Work with the Podiatry Professional Lead, Head of Service and Operational Manager in the development of Podiatry Services.
- Ensure that your own actions, and those of the staff that you supervise, support equality diversity and rights of our colleagues, patients and their families in line with Trust values.
- Maintain accurate records of patients' attendance and treatments using the appropriate computer systems.
- Ensure, as a Team Lead, that designated staff implement policy, guidelines and service development changes.
- Link with the Podiatry Professional lead, Head of Service or Operational Manager for Podiatry to seek clinical support or advice for podiatrists when required.

Policy, Service, Research & Development Responsibility

- Work with the Podiatry Professional Lead, Head of Service and Operational Manager to ensure a high standard of clinical care in line with national and local standards, as well as the HCPC and Royal College of Podiatry Code of Professional Conduct.



- Take an active role on the development of the service, in liaison with the Podiatry Professional Lead, Head of Service and Operational Manager.
- Take an active role in the development and implementation of service specific protocols and guidelines as part of the Podiatry Management team.
- Develop new policies/guidelines/SOP's relevant to the services in liaison with Podiatry Professional Lead, Head of Service and Operational Manager.
- Responsible for the implementation of service changes and developments as directed by the management team.
- Ensure that Health and Safety guidelines are in place and implemented by staff including prompt recording and reporting of incidents to the Head of Service and Operational Manager.
- Comply with the Trust and departmental policies and procedures and ensure implementation by staff.
- Comply with the Trust's Manual Handling Policy and Local Therapeutic Handling Guidelines.
- Maintain personal continuing professional development (CPD), by keeping abreast of any new research and developments, and incorporating as appropriate into the workplace.
- Have an overview of the standards of podiatry intervention within the locality.
- Work collaboratively with the Podiatry Professional Lead, Head of Service and Operational Manager to promote CPD, research and enhancing clinical practice.
- Keep up to date with all relevant guidance and NHS targets and ensure the effective dissemination of relevant information as directed.
- Undertake the measurement and evaluation of work and current practices using research, evidence-based practice, and audit processes within Podiatry service to enhance care provision.
- Demonstrate understanding of and promote all aspects of clinical governance and risk management applied to the work situation.
- Take an active role in the completion and review of both core and local risk assessments.

Responsibility for Finance, Equipment & Other Resources

- Responsible and accountable for managing and monitoring the budget for designated areas of the Podiatry Service as agreed with the Podiatry Head of Service.



- Authorised signatory for travel expenses or overtime payments.
- Delegated responsibility for ensuring routine equipment maintenance is undertaken as required by the Head of service and operational Manager.
- Assists/ contributes to the Operational Manager for Podiatry in providing information on staffing level changes and changes in skill-mix, highlighting implications on income revenue.
- Work in collaboration with all staff in own area to ensure that the business plans are fulfilled and that there is adherence to the budget.

Responsibility for Supervision, Leadership & Management

- Responsible for the day to-day operational management of Podiatry services in the locality
- Junior and student podiatrists, Assistant Practitioners (APs), Clinical Support Workers (CSW) and A & C staff in the booking offices.
- Submit service and departmental reports as necessary.
- Ensure appraisal and personal development plans for Podiatry staff are carried out in line with Trust policy.
- Responsible for the identification of the training needs of podiatry staff within the locality and ensure that these are reported to the Operational Manager.
- Involved in Recruitment and Selection of new team members as needed.
- Participate in the staff appraisal scheme as an appraisee, complying with an agreed personal development programme and meeting set knowledge and skill competencies.
- Participate in the staff appraisal scheme as an appraiser and to formulate personal development programmes with the appraisees.
- Take an active role in the delivery of the podiatry in-service training programme and have active involvement in clinical supervision.
- Undertake any necessary skills training, professional updates, and mandatory training as appropriate to the post.
- Contribute to the induction and training of students and staff.
- Ensure that your own practice and that of staff under your supervision meet the required professional standards of podiatry practice.



WORKING CONDITIONS

- Act with sensitivity and empathy with patients, relatives or carers who have high levels of anxiety and depression as part of their complex presentation. This may include contact with unpleasant smells, bodily fluids, soiled dressings, and wounds.
- Use of computer networks which will entail sitting in a restricted position for long period to observe Trust guidelines on the use of VDUs and keyboards.
- The job may involve working in confined or restricted spaces or movement requiring moderate and repetitive effort, including bending, kneeling, and crouching on a regular basis.
- The job may include occasional exposure to verbal and physical aggression.

NOTE: This post will require travel throughout the Trust



Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

General Information

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

Confidentiality

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and the personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the General Data Protection Act (2018), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

Equality & Diversity

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

Safeguarding

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

Risk Management / Health and Safety

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974, ensure that agreed safety procedures are carried out and maintain a safe environment for employees, patients and visitors.



Records Management

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

Clinical Governance

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.

Prevention and Control of Healthcare Associated Infection

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

Smoking

The Trust operates a 'non-smoking' policy. Employees are not permitted to smoke anywhere within the premises of the Trust or when outside on official business.

Policies & Procedures

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

Sustainability Clause

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.



Person Specification

Requirement	Essential / Desirable	How Assessed
<u>PROFESSIONAL REGISTRATION</u>		
<ul style="list-style-type: none"> Health and Care Professions Council Registered Podiatrist. 	E	Application form
<u>QUALIFICATIONS & TRAINING</u>		
<ul style="list-style-type: none"> Degree/Diploma in Podiatry. Postgraduate specialist training and experience. Evidence of professional development in the management of staff. Mentorship/ Leadership qualification or equivalent. 	E E E E	Application / interview
<u>KNOWLEDGE</u>		
<ul style="list-style-type: none"> Detailed and up to date knowledge of Podiatric pathologies. Knowledge of adult health and social care agenda. 	E E	Application / interview
<u>EXPERIENCE</u>		
<ul style="list-style-type: none"> Substantial experience working clinically in Podiatry at a senior level. Experience of supporting staff & developing staff members. Experience of change management. Experience of managing a team of staff. Experience of monitoring data & information on performance and highlighting variances. 	E E E E E	Application / interview
<u>SKILLS & ABILITIES</u>		
<ul style="list-style-type: none"> Able to demonstrate the advanced decision making/clinical reasoning skill with podiatric conditions through the analysis and interpretation of the clinical examination. Able to deliver to targets and deadlines. Aptitude and confidence for working with a rapidly changing environment. Able to foster an open and learning culture. Able to provide robust leadership by empowering staff and supporting staff. Excellent report writing skills. 	E E E E E E E	Application / interview



<ul style="list-style-type: none"> • First class organisational skills. • Data analysis skills. • Practical with highly effective transactional business process skills. • Intermediate to advanced IT skills including use of Internet, e-mail, Word packages. 	E E E E	
<p><u>COMMUNICATION SKILLS</u></p> <ul style="list-style-type: none"> • Able to demonstrate a good standard of English language. • Able to develop a rapport with staff and patients. • Clarity in explaining ideas. • Excellent interpersonal skills – influencing, negotiating, coaching and communication (written and verbal) skills, across all levels both inside and outside the organisation. • Develop & maintain good working relationships both within the team & the organisation. 	E E E E E	Application / interview
<p><u>PLANNING & ORGANISING SKILLS</u></p> <ul style="list-style-type: none"> • Work under pressure, dealing with a complex range of competing priorities and agendas. • Make immediate and significant decisions. • Complete work whilst being subjected to frequent unpredictable interruptions. • Understand and adhere to the requirement for confidentiality. • Committed to team development. • Ability to work independently without supervision. • Demonstrates tenacity in dealing with issues. • Industrious and versatile. • Responsible for own learning. • Excellent timekeeping and flexibility. 	E E E E E E E E E E	Application / interview
<p><u>OTHER</u></p> <ul style="list-style-type: none"> • Access to vehicle for travelling within and outside Trust boundaries. • Concentrate for long periods on a daily basis. • Willingness to use technology to improve standards of care and support to our patients. 	E E E	Application / interview



SUPPORTING BEHAVIOURS

To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values.

- Kindness
- Respect
- Teamwork

SUPPLEMENTARY INFORMATION

Physical Effort	Yes	No	If yes – Specify details here - including duration and frequency
Working in uncomfortable / unpleasant physical conditions	✓		In the delivery care whilst debriding and dressing wounds. Often
Working in physically cramped conditions	✓		Occasionally, in delivering care on domiciliary visits
Lifting weights, equipment or patients with mechanical aids	✓		Rarely, assisting patients with reduced mobility
Lifting or weights / equipment without mechanical aids	✓		Rarely, assisting patients with reduced mobility
Moving patients without mechanical aids	✓		Occasionally, assisting patients with reduced mobility
Making repetitive movements	✓		Frequently, when delivering Podiatric care – nipper and scalpel work
Climbing or crawling		✓	
Manipulating objects	✓		Frequently, as required in delivery of Podiatric care
Manual digging		✓	
Running		✓	
Standing / sitting with limited scope for movements for long periods of time	✓		Frequently, in delivery of Podiatric care
Kneeling, crouching, twisting, bending or stretching	✓		Frequently, in delivery of Podiatric care
Standing / walking for substantial periods of time	✓		Frequently, in delivery of Podiatric care
Heavy duty cleaning	✓		Frequently, in delivery of Podiatric care and preparation of clinic/facilities



Pushing / pulling trolleys or similar	✓		Frequently, in delivery of Podiatric care and preparation of clinic/facilities
Working at heights		✓	
Restraint ie: jobs requiring training / certification in physical interventions	✓		Rarely, in line with Prevention and Management of Violence and Aggression (PMVA) Training & Trust Policy
Mental Effort	Yes	No	If yes - Specify details here - including duration and frequency
Interruptions and the requirement to change from one task to another (give examples)	✓		Frequently, in delivery of Podiatric care around discussion of patient care/planning
Carry out formal student / trainee assessments	✓		Frequently, in delivery of Podiatric care
Carry out clinical / social care interventions	✓		Frequently, in delivery of Podiatric care
Analyse statistics	✓		Occasionally, in delivery of Podiatric care
Operate equipment / machinery	✓		Occasionally, in delivery of Podiatric care
Give evidence in a court / tribunal / formal hearings	✓		Rarely, in delivery of Podiatric duties
Attend meetings (describe role)	✓		Rarely, in delivery of Podiatric duties
Carry out screening tests / microscope work	✓		Occasionally, in delivery of Podiatric duties
Prepare detailed reports	✓		Regularly, documenting patient care planning, treatment and advice
Check documents	✓		Frequently, documenting patient care planning, treatment and advice
Drive a vehicle	✓		Frequently, documenting patient care planning, treatment and advice
Carry out calculations	✓		Occasionally, in line with Podiatric care in delivery of local anaesthesia
Carry out clinical diagnosis	✓		Frequently, in delivery of Podiatric care around discussion of patient care/planning
Carry out non-clinical fault finding	✓		Occasionally, in line with Podiatric care and procedures
Emotional Effort	Yes	No	If yes - Specify details here - including duration and frequency
Processing (eg: typing / transmitting) news of highly distressing events	✓		Frequently in line with Podiatric care and planning



Giving unwelcome news to patients / clients / carers / staff	✓		Frequently in line with Podiatric care and planning
Caring for the terminally ill	✓		Occasionally, in line with Podiatric care and planning
Dealing with difficult situations / circumstances	✓		Occasionally, in line with Podiatric care and planning
Designated to provide emotional support to front line staff	✓		Occasionally, in line with Podiatric care and planning
Communicating life changing events	✓		Occasionally, in line with Podiatric care and planning
Dealing with people with challenging behaviour	✓		Frequently/Occasionally, in line with Podiatric care and planning
Arriving at the scene of a serious incident	✓		Rarely, in the delivery of Podiatric clinics/ domiciliary visits.
Working conditions – does this post involve working in any of the following:	Yes	No	If yes - Specify details here - including duration and frequency
Inclement weather	✓		Sometimes, with need to travel as part of role.
Excessive temperatures	✓		Rarely, during heatwave
Unpleasant smells or odours	✓		Frequently, in line with Podiatric care and planning
Noxious fumes	✓		Rarely, in line with Podiatric care and planning
Excessive noise &/or vibration	✓		Rarely, in line with Podiatric care and planning
Use of VDU more or less continuously	✓		Frequently, in line with Podiatric care and planning
Unpleasant substances / non household waste	✓		Rarely, in the delivery of Podiatric clinics/ domiciliary visits.
Infectious Material / Foul linen	✓		Rarely, in the delivery of Podiatric clinics/ domiciliary visits.
Body fluids, faeces, vomit	✓		Rarely, in the delivery of Podiatric clinics/ domiciliary visits.
Dust / Dirt	✓		Rarely, in the delivery of Podiatric clinics/ domiciliary visits.
Humidity	✓		Rarely, in the delivery of Podiatric clinics/ domiciliary visits.
Contaminated equipment or work areas	✓		Rarely, in the delivery of Podiatric clinics/ domiciliary visits.



Driving / being driven in Normal situations	✓		Frequently, in the delivery of Podiatric clinics/ domiciliary visits
Driving / being driven in Emergency situations		✓	
Fleas or Lice	✓		Rarely, in the delivery of Podiatric clinics/ domiciliary visits.
Exposure to dangerous chemicals / substances in / not in containers	✓		Rarely, in the delivery of Podiatric clinics/ domiciliary visits.
Exposure to Aggressive Verbal behaviour	✓		Occasionally, in the delivery of Podiatric clinics/ domiciliary visits
Exposure to Aggressive Physical behaviour	✓		Occasionally, in the delivery of Podiatric clinics/ domiciliary visits

The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

Job Profile Agreement

Agreed and Signed:	(Manager)	Date:	
Agreed and Signed:	(Post Holder)	Date:	
Date Role Description is Effective From:			

