

A4C Banding No: P3576

Job Description

TITLE:	Podiatry Lab Workshop technician.
DEPARTMENT:	Community Podiatry
LOCATION:	Lansdowne Health Centre
PROFESSIONALLY ACCOUNTABLE TO:	Clinical Lead MSK Podiatry
CLINICALLY ACCOUNTABLE TO:	Podiatry Lab Workshop Team Leader
BAND:	4
HOURS:	37.5

Job Purpose

The podiatry workshop supports rehabilitation of orthopaedic pathology and offloading of the high risk foot by producing bespoke innovative inshoe devices and external shoe additions for a community podiatry service.

Responsible for

Although the post does not have direct management responsibility for others, the postholder will be expected to be responsible for the training of mechanical skills to peers and under/ post graduate trainees / apprentices.

Main Duties

1. Workshop Activities.

- The technician will be required to work independently in a well-equipped workshop using hand and machine tools and standard workshop machinery (grinder millining machine, grinder finisher) to fabricate, construct and modify in shoe devices and footwear additions.
- The technician will produce bespoke orthotics and simple insoles, and attend face to face client based clinics for external footwear additions and bespoke appliance fittings.

- The technician will be required to manufacture bespoke casted devices via CAD CAM or heat moulding materials with intrinsic and extrinsic additions before machine finishing. Manufacture bespoke non casted simple insoles using a variety of synthetic, polypropylene and foam based materials cut to fit and machine finished. Modify prefab orthotic bases to produce orthotic appliances and modify existing orthotic appliances where required or directed by the podiatrist.
- Provide orthotic material and appliance manufacture information to podiatry clinicians where required.
- The technician will be required to complete administrative duties, booking in/out of appliances, maintenance of stock and daily safe running of the appliance lab via COSHH checks and compliance with The Provision and Use of Work Equipment Regulations 1998 (**PUWER**)
- Contribute to research and development of appliance manufacture and material development/ procurement.
- Complete mandatory training and attend BCHC therapy support workforce network events.
- Work to the specified production deadlines, and individually plan the work undertaken and work in progress, which is likely to be more than one job simultaneously. Identifying and communicating when deadlines cannot be met, with the use of tact and diplomacy when dealing with clients and colleagues.
- Participate and assist in the training of new lab workshop technicians, under graduate and post graduate podiatry training whilst working in the podiatry lab.
- The post holder will be expected to work as part of a team and may be involved in assessments, production, monitoring and follow-up of in shoe appliances and external shoe additions for individual clients.
- Monitor for appropriate use of orthotic materials and correct completion of prescription forms, and highlight concerns to the line manager.
- Attend MSK team meetings and BCHC community podiatry team meetings, contributing turn around times for orthotic manufacture and material updates where required.
- Attend CPD events to maintain up to date knowledge and skills for optimal appliance outcomes.

- Contribute to research and development of orthotic manufacture and material development/ procurement.
- Liaise with local neighbouring trusts and material suppliers for material research and manufacturing peer review.
- Up hold the BCHC Trust values

2. Health & Safety.

- Apply all relevant health and safety standards, practices and control measures required to maintain health and safety compliance in the operation of the workshop.
- Participate in all relevant induction and annual mandatory training and apply this in the workplace.
- Be familiar with health and safety legislation, The Provision and Use of Work Equipment Regulations 1998 and monthly COSHH checks to ensure that working practices are in line with trust regulations.
- Pro-actively develop working methods that support a safe working environment, clean machines daily, store materials and COSHH substances appropriately and empty dust bags and bins.
- Contribute to protocols and standard operating procedures where required.
- Move and handle loads relating to deliveries, stock and batches of orthotics safely utilising trust mandatory training.

3. Professional Practice.

- Operate within the Quality Management System (internal policies, procedures and controls) and actively promote the continual improvement of the quality system and the services provided.
- Comply with and implement the requirements of the Medical Devices Directive, and other applicable International standards, throughout the design to supply process.
- Have a good understanding of incident reporting DATIX, to ensure effective investigating and reporting on accidents and defects, and advising on safety and suitability of equipment. Ensure that incidents and Medical Devices incidents are reported in line with trust policy.

- Have an understanding of Information Technology systems applicable to the role such as email and systems applicable to the control of production and Quality Management.
- Be familiar with governance initiatives and how they affect the products / services provided.
- Ensure completion of CPD as indicated in annual PDR.
- Work within the financial constraints of the service.
- Minimise the Trust's environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases

Performance Management

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying their own training and development needs.

Health & Safety at Work

Attention is drawn to the responsibility of all employees to take reasonable care for the health & safety of themselves and other people who may be affected by their actions at work.

Equal Opportunities

Birmingham Community Healthcare NHS Foundation Trust is committed to being an equal opportunities employer and welcomes applicants from people irrespective of age, gender, race and disability.

Safeguarding

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

Smoking

The Trust operates a No Smoking policy.

Mobility

Whilst the postholder will be based at WMRC this is a Trust wide appointment and travel around the Trust may be required.

Confidentiality

Your attention is drawn to the confidential nature of information collected within the National Health Service. The unauthorised use or disclosures of patient or other personal information is regarded as gross misconduct and will be subject to the Trust's Disciplinary Procedure and, in the case of both computerised and paper-based information, could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998.

Sustainability

The Trust attaches great importance to sustainability and Corporate Social Responsibility. It is therefore the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities

Dignity in Care

Birmingham Community Healthcare NHS Foundation Trust (BCHC) is committed to providing dignity in care for all our patients and service users across the Trust.

All staff, workers, volunteers, students and individuals undertaking work experience/shadowing, irrespective of the role they specifically undertake, are required to adhere to BCHC's vision, values and professional standards. This also involves working with and alongside colleagues and partners, demonstrating a duty of candour (i.e. honesty and straightforwardness), openness and accountability in order to achieve high quality and the best possible care outcomes for our patients, service users and the local community.

Infection Prevention and Control

The Trust is committed to minimising any risks of healthcare associated infection to patients, visitors and staff. All employees must attend Infection Prevention and Control training as required for their post. Employees must be familiar with and comply with Infection Prevention and Control policies available on the Intranet.

Job Description

This job description will be subject to discussion and reviewed on an annual basis within the appraisal process.

POST HOLDER'S SIGNATURE: _____

DATE: _____

A4C Banding No: P3424

PERSON SPECIFICATION

Title	Mechanical Workshop Technician	Band	4
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Example key areas	Job requirements	W	How identified	Candidate score	Comments
Qualifications/ training					
Level of education;	HNC or equivalent qualification or training in a relevant Engineering subject	E	AF		
Professional qualifications;					
Vocational training;	Level 3 Health and Safety qualification	E	AF,I		
Post basic qualifications;					
Training and learning programmes/courses.	Mechanical Engineering Apprenticeship or equivalent	D	AF, I		

Example key areas	Job requirements	W	How identified	Candidate score	Comments
Experience Length and type of experience Level at which experience gained	Experience of working in a mechanical workshop environment and of mechanical fabrication	E	AF		
	Competent in using standard workshop machinery and tools	D	AF, I		
	Relevant experience in a responsible position in health service or industry	D	AF,I		
Skills/knowledge Range and level of skills Depth and extent of knowledge	Good communication skills, e.g. the ability to hold clear clinical discussions with clinicians and service users around appliance manufacture and materials	E	I		
	Experience of peer support/ providing mentorship	D	AF,I		
	The ability to work on their own initiative	E	I		
	The ability to work to	E	I		

Example key areas	Job requirements	W	How identified	Candidate score	Comments
	engineering specifications and drawings				
	Knowledge of the requirements of quality management systems	D	I		
	Knowledge of health and safety legislation	E	I		
	IT skills including ability to undertake online learning modules, use MS outlook, Word and Excel	E	I		
Personal qualities	Self motivated and flexible approach to working, able to work independently or as part of a team	E	I		
	Able to work with minimal supervision, with the ability to plan time and workload	E	I		
	Able to work to tight timescales and deadlines	E	I		
	Able to meet the physical requirements of the role	E	I		

Example key areas	Job requirements	W	How identified	Candidate score	Comments
Other job requirements	Independently Mobile to travel across the Trust area	D	AF, I		
Overall Candidate score					

W (Weighting) - **E** = Essential **D**= Desirable

How identified = Application = AF; Interview = I; Test = T; Presentation = P.