

## Specialist Podiatrist JOB DESCRIPTION

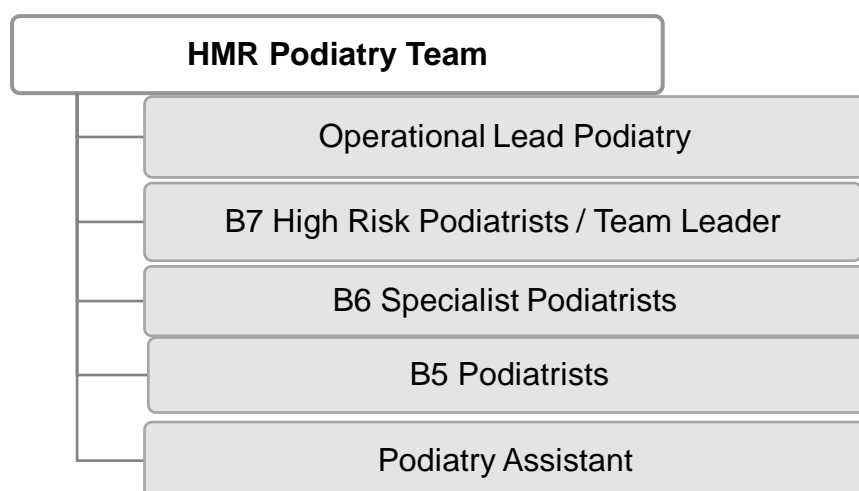
<b>Job Title:</b>	Specialist Podiatrist
<b>AfC Band:</b>	Band 6
<b>Directorate/Service:</b>	Heywood, Middleton and Rochdale (HMR) Integrated Podiatry Service
<b>Accountable To:</b>	Operational Lead Heywood, Middleton and Rochdale (HMR) Podiatry Services
<b>Responsible To:</b>	Team Lead Heywood, Middleton and Rochdale (HMR) Podiatry Services
<b>Base Location:</b>	Podiatry Service, TBC (within the Rochdale locality)
<b>On-Call Requirement:</b>	No

### Values

Three values are at the heart of our organisation: **Care, Appreciate** and **Inspire**.

Our values and behaviours define what's important to us as we work alongside each other and with our patients and service users. They also shape what it feels like to work at the NCA and will be central to your development and performance conversations. Together, we will create a culture where care, appreciation and inspiration thrive.

### Structure Chart



## Job Summary

The post holder will be responsible for providing a high standard of Podiatric care to patients who are at risk due to conditions such as diabetes, PAD, peripheral neuropathy, and rheumatology. This will be delivered through assessment and subsequent management of the caseload of patients to maintain mobility, independence and to relieve pain. The care will be provided in a variety of settings to ensure the provision of seamless care between community and hospital settings.

## Key Role and Responsibilities

### Professional Duties

- The post holder will be responsible for providing a high standard of Podiatric care to patients who are at risk due to conditions such as rheumatological diseases, diabetes, PAD, peripheral neuropathy. This will be delivered through assessment and subsequent management of the caseload of patients to maintain mobility, independence and to relieve pain
- To produce individual treatment plans and podiatry interventions for patients with complex needs, who may require in depth diagnosis
- To carry out clinical duties in high risk clinics, which include treatment of foot ulceration and monitoring the patient's vascular and neurological status
- Ensuring that the patients with diabetes receive appropriate care, with the ability to refer on where necessary
- To provide general foot care for high risk clients ensuring that individual treatment plans are produced and recorded following assessment and analysis and interpreting results which require onward referral
- To use knowledge of bio-mechanical and pathomechanical conditions and referring on to a specialist if necessary
- To maintain a domiciliary caseload of patients, which will include the treatment and the recognition of social problems and appropriate referrals to other agencies
- To comply with professional standards and requirements within the Royal College of Podiatrists and HCPC standards
- As an autonomous practitioner be professionally and legally responsible and accountable for all aspects of care.

### **Communications and Relationships**

- To communicate effectively with patients to obtain diagnostic information, and to motivate patients many of whom have difficulty understanding because of barriers such as age, infirmity, hearing loss, pain, fear and language or learning difficulties
- To provide health education, advice and leaflets as appropriate
- To undertake group training sessions to other agencies such as carers in Residential Homes, Nursing Services and Health Visitors
- To maintain comprehensive and accurate assessment and treatment records in line with legal and departmental requirements
- To liaise with all member so of the multidisciplinary team including District Nursing, GP's and Care Homes as appropriate
- To assess capacity, gain valid consent and have the ability to work within a legal framework with patients who lack capacity to consent to treatment.

### **Analytical and Judgmental Skills**

- To use relevant IT systems to accurately record activity/data as appropriate for job role within an agreed time frame.  
Contacts must be entered on the electronic patient record (or other record keeping system) within 24 hours of seeing the patient, or if this is not possible by the end of the working week Understand and gain valid consent prior to action or providing care, and records this appropriately.
- Understand the role boundaries and the importance of supervision and carrying out appropriately delegated tasks.
- Understand and follow procedures, protocols and plans.
- Collect patient related data and statistics as directed by lead.

### **Planning and Organisational Skills**

- To undertake relief duties to meet the needs of the service, deputising for senior staff when required
- Inform manager of any absence, in accordance with relevant policies and procedures
- To demonstrate an understanding of and implement clinical governance and risk management within the team
- Effectively manage and plan a domiciliary caseload of high risk patients

### **Physical Skills**

- Frequent requirement for moderate physical effort for several short periods a day, moving patients limbs and working in restricted positions
- To have highly developed dexterity, co-ordination and palpatory senses for clinical assessment and physical treatment of patients
- The post holder must be able to travel between locations to maintain service delivery.
- To be responsible for equipment used in carrying out own duties, and to adhere to departmental policy, including competence to use equipment and to ensure the safe use of equipment by others through teaching, training and supervision of practice

### **Responsibility for Patient Care**

- To be responsible for the assessment and subsequent management of all categories of patients referred to the Podiatry Service
- To have sole responsibility for all aspects of the patients care, i.e. assessment, diagnosis, treatment or discharge with appropriate advice. This will involve developing specialist programs of care and empowering patients to comply with those judgements, around clinically effective podiatry interventions, which are underpinned by evidence-based knowledge
- To produce individual treatment plans and podiatry interventions for patients with complex needs, who may require in depth diagnosis
- To carry out clinical duties in high-risk clinics, which include treatment of foot ulceration and monitoring the patient's vascular and neurological status. This may include working with hospital inpatients at Rochdale Infirmary or the Floyd Unit.
- Ensuring that the patients with diabetes receive appropriate care, with the ability to refer on where necessary.
- To provide general foot care for high-risk clients ensuring that individual treatment plans are produced and recorded following assessment and analysis and interpreting results which require onward referral.
- To undertake nail surgery clinics with an assistant
- To be responsible for providing biomechanical/MSK assessments, manufacture

chair side orthoses in clinic as necessary. Independently prescribe orthoses for correction of biomechanical gait problems and provision of pressure relief in wound care

- To maintain a domiciliary caseload of patients, this will include the treatment and the recognition of social problems and appropriate referrals to other agencies. This will include carrying a caseload of patients with high-risk wounds.
- To maintain a high standard of record keeping in line with professional standards of practice and Trust policies
- To provide podiatric care for patients within the Rochdale Care Organisation, this may include working at various locations including Rochdale Infirmary and the Floyd Unit, Petrus or Buckley Hall.
- Staff who have completed appropriate training will prescribe (subject to HCPC annotation) in line with current legislation, NCA Non-Medical Prescribing Policy and within scope of practice.

#### **Responsibility for Policy/Service Development**

- To contribute to service and policy changes, which may impact across the Trust
- Contribute to the delivery of the National Service Framework Targets in conjunction/ liaison with other service professionals which will impact across the Trust
- The post holder will be expected to attend and participate fully staff meetings

#### **Responsibilities for Financial and Physical Resources**

- To be responsible for equipment used in carrying out own duties, and to adhere to departmental policy, including competence to use equipment and to ensure the safe use of equipment by others through teaching, training and supervision of practice
- To report any accidents, defects in equipment, near misses and untoward incidents, following the Trust policy
- To ensure that health and safety legislation is complied with at all times including COSHH, risk assessment, control of infection, decontamination, use of new equipment
- To ensure efficient use of clinical resources
- Ordering pharmacy items according to Trust policy and procedure
- To be responsible for the use and security of a trust owned computer, laptop, mobile phone, Lone Working Device

### **Responsibilities for Human Resources**

- To supervise and act as mentors to podiatrists, podiatry assistants and students
- To participate in service training programmes
- To carry out MyTime appraisals and set agreed personal objectives for junior staff members and to regularly review agreed personal objectives with team members
- To actively participate in the Trust MyTime appraisal system on an annual basis, including a review of what aspects of your role are being done well, and the identification of any areas for development

### **Responsibility for Information Resources**

- To maintain patient records as required by Trust and departmental policy.
- To maintain accurate, and up-to-date documentation in line with legal, professional and departmental requirements.
- The post holder will utilise specialised electronic patient management systems to manage patient referrals and book/re-arrange appointments.
- The post holder will act on any findings from the annual record keeping audit to improve service compliance.

### **Responsibilities for Research and Development**

- To participate in the development of clinical policies, audit and evaluate clinical effectiveness
- To assist in the development of standards for clinical policies, practice and methods of evaluating those standards
- To maintain a portfolio which demonstrates continuing professional development

## PERSON SPECIFICATION

<b>Job Title:</b>	Specialist Podiatrist
<b>AfC Band:</b>	Band 6

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Degree or equivalent in qualification in Podiatric Medicine Local anaesthesia certificate	Masters level qualification or training / experience
<b>Professional Registration</b>	Registration with Health and Care Professions Council (HCPC)	
<b>Knowledge, Training &amp; Experience</b>	Broad knowledge of routine and high-risk patient care (assessment, diagnosis and treatment / management) e.g. diabetes, peripheral vascular disease, Nail Surgery and wound care Significant post registration NHS experience including experience of working across core clinical areas Evidence of wide clinical theoretical knowledge base Good knowledge of biomechanics	Evidence of supervising other staff and students
<b>Skills &amp; Abilities</b>	To have highly developed level of manual dexterity for the use of surgical instruments, including scalpels and needles. Ability to carry out and analyse and interpret results of various assessments within scope of practice To be able to work in restricted positions, particularly when carrying out domiciliary visits Ability to assess new patients and provide appropriate treatment based on individual need of patients and care planning Ability to manage designated caseloads	

	<p>Able to remain calm while under pressure</p> <p>Ability to manage own time, prioritise tasks, work independently and under own initiative and multi-task</p> <p>Good organisational and time management skills</p> <p>Evidence of supervising / mentoring other staff and students</p> <p>Work as a member of a team</p> <p>Communicate effectively with colleagues, other health care professional's carers and patients.</p> <p>Exercise individual responsibility and judgement.</p> <p>Able to adapt to change and resolve problems</p> <p>The ability to work at and travel to various sites throughout Heywood, Middleton and Rochdale</p>	
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## Physical & Mental Requirements

<p><b>Physical effort:</b></p> <p>Physical effort required which might include a combination of sitting, standing, walking and carrying equipment.</p> <p>Fine manual dexterity and good hand eye coordination</p> <p>Daily restricted working position particularly when domiciliary visiting, moving patients to appropriate position, lifting heavy lower limbs, carrying domiciliary bag</p>	<p><b>Emotional effort:</b></p> <p>The post holder will at times be exposed to distressing and occasional highly distressing and emotional circumstances, caring for patients with life limiting conditions</p> <p>The ability to manage patients who may be challenging, aggressive or distressed</p> <p>Exposure to distressing or emotional circumstances</p>
<p><b>Mental effort:</b></p> <p>Concentration during treatment which may be unpredictable due to unexpected situations e.g. emergencies</p>	<p><b>Working conditions:</b></p> <p>The post holder will at times be exposed to distressing and occasional highly distressing and emotional circumstances, caring for patients with life limiting conditions. Frequent requirement to use road transportation. Daily exposure to body fluids including blood, pus, urine and occasionally vomit . Some exposure to hazards e.g. Phenol (Carbolic Acid), nail dust</p>



## Living our Values

All colleagues are expected to demonstrate the NCA values and underpinning behaviours as you carry out your role.

Values	Behaviours (I will...)
<b>CARE</b>  We listen and treat each other with kindness.	Provide the highest standard of care, with compassion and kindness.
	Communicate clearly, actively listen and be person centred.
	Seek to understand and empathise.
	Collaborate to deliver services that are safe and give confidence in our care.
<b>APPRECIATE</b>  We value and respect each other's contribution.	Recognise and openly acknowledge how we all make a difference.
	Value and respect others and share in celebrating our successes.
	Treat people fairly, notice, champion and positively appreciate diversity.
	Provide constructive feedback to support growth and development.
<b>INSPIRE</b>  We speak up and find ways to be even better.	Have a voice and act with integrity and honesty.
	Make time to learn, share and find new ways of working.
	Be positive, be open to change and empower others.
	Work with my team and other teams to agree and deliver best outcomes.

## Appendix

The below details all the standard Trust requirements which must be incorporated within the role.

<b>Infection Prevention</b>
Employees will adhere to all Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.
<b>Safeguarding</b>
The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.
<b>Health and Safety</b>
Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.
<b>Confidentiality and Data Protection</b>
Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.
<b>Equality and Diversity</b>
<p>All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people's rights in accordance with legislation, policies, frameworks, procedures, and good practice.</p> <p>Colleagues must recognise and report any behaviour that undermines equality under Trust policy and further EDI activity by:</p>

- eliminating discrimination, harassment and victimisation
- advancing equality of opportunity between people who share a protected characteristic and those who don't
- fostering good relations between people who share a relevant protected characteristic and those who don't
- understanding the impact of policies, services and practice on people with different protected characteristics

### **Code of Conduct**

Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

### **Leadership and Development**

We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to live the NCA values: Care, Appreciate and Inspire through your daily habits, to improve outcomes for patients, customers and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.

As you join us, you are required to attend our Corporate Induction, complete the Trust's mandatory training and participate in the NCA Accelerated Leader Development Programme if you are in a leadership or management role. Your annual My Time appraisal conversation helps to continually review your contribution and ongoing priorities through your Personal Development Plan, informed through a wide choice of development available to you.

### **Flexibility**

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This job description is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.