

# Job Description



**South Tees Hospitals**  
NHS Foundation Trust

Role Details	
Job Title	Senior Podiatrist
Band	6
Department/Service	Community Podiatry

Organisational Relationships:	
Responsible to:	Podiatry Team Leader
Accountable to:	Podiatry Team Leader
Professionally Accountable to:	Head of Podiatry
Responsible for:	Podiatrists and podiatry technicians

Organisational Chart:	
<div style="text-align: center;"><div>Head of Service</div><div>↓</div><div>Team Leader</div><div>↓</div><div><b>Senior Podiatrist</b></div><div>↓</div><div>Podiatrists</div><div>↓</div><div>Technicians / students</div></div>	

Job Summary/ Role:
<b>Job Summary / Role</b> <ul style="list-style-type: none"><li>To be part of a highly motivated team, providing specialist clinical podiatry care.</li></ul>

- To be responsible for the assessment, diagnosis, planning, implementation and evaluation of Podiatric care to a variety of patients with a wide range of clinical needs within the clinical governance framework

### **Key Relationships:**

- To work effectively with other staff and members of the community (e.g. District Nurses, care staff, carers and relatives) in order to implement patient care plans as determined by podiatrist. To ensure good communications are maintained at all times to achieve the desired outcomes.
- To liaise with clerical staff around appointments and communication with patients and professionals.
- To establish and maintain positive interpersonal relationships with other staff which are characterised by open communication, trust and respect.
- To ensure effective communication of sensitive and confidential information to patients, relatives and carer's where there may be barriers to understanding, which requires interpersonal and negotiating skills.
- To demonstrate empathy with clients, carers, families and colleagues ensuring that effective communication is achieved, particularly when barriers to understanding exist.
- To deal with patient expectations and needs sensitively and persuasively.
- To maintain accurate records of all patient consultations and related work carried out at each clinical session, including computerised data collection.
- To ensure that all information relating to clients and staff gained through employment with the Trust is kept confidential.

### **Core Functions:**

- To be part of a highly motivated team, providing specialist clinical podiatry care
- To be responsible for the assessment, diagnosis, planning, implementation and evaluation of Podiatric care to a variety of patients with a wide range of clinical needs within the clinical governance framework

### **Administrative Responsibilities**

- To be responsible for the organisation and efficient utilisation of work time, balancing patient, and service-related demands.
- To exercise efficient time-management, punctuality, and consistent, reliable attendance and to adhere to departmental policies.
- To be responsible for equipment used in carrying out duties, and to adhere to trust policy, including competence to use

	<p>equipment and to ensure the safe use of equipment by others through, teaching, training, and supervision of practice.</p> <ul style="list-style-type: none"> <li>• To maintain accurate, comprehensive, and up-to-date documentation, in line with legal, trust and national requirements, and communicate assessment and treatment results to the appropriate disciplines in the form of reports and letters.</li> <li>• To be aware of Health and Safety aspects of your work and implement any policies, which may be required to improve the safety of your work area and ensuring that equipment use is safe.</li> <li>• To comply with the organisational and departmental policies and procedures and to be involved in the reviewing and updating as appropriate. Investigate and implement lessons learned regarding all complaints / incidents within the service, ensuring that those are shared as appropriate.</li> <li>• Responsible for the performance monitoring and delivery of outcomes determined by commissioners.</li> <li>• Ensure that appropriate mechanisms are in place to deal with issues and complaints raised by the patients or the public or staff. This will involve the assimilation of complex and often conflicting information.</li> <li>• To maintain accurate records of all patient consultations and related work carried out at each clinical session, including computerised data collection.</li> </ul>
<b>Clinical Responsibilities</b>	<ul style="list-style-type: none"> <li>• Contributing to the planning, co-ordinating, delivering and evaluating the core podiatry service.</li> <li>• Responsible for the assessment, diagnosis, accurate prognosis, planning, implementation, and evaluation of care as an autonomous and lone working practitioner to clients with complex cases where clinical reasoning, evidence-based practice and expertise are essential to develop effective individual therapy plans.</li> <li>• To be a source of knowledge for the team, wider health care community and multi-agency partners providing specialised advice and clinical practice.</li> <li>• Continue to develop new and innovative ways of working based on available evidence.</li> <li>• To have highly developed effective communication skills, both verbal and non-verbal including barriers to communication.</li> <li>• To communicate information that may be sensitive or distressing appropriately.</li> <li>• To be aware of own scope of practice and the scope of other professionals and refer appropriately to provide holistic care.</li> </ul>

- To seek advice from highly specialist therapists for complex cases
- To observe and maintain Royal College of Podiatry minimum standards of clinical practice and HCPC code of conduct.
- Maintain professional body registration, where applicable.
- To constantly evaluate own knowledge and practice through the utilisation and appraisal of a wide variety of evidence.
- To work to professional standards and national guidance.
- Receive and provide routine information to staff, public, and patients using a variety of methods such as electronic media, letters, and telephone.
- Work in line with the trust Code of Conduct.
- Adhere to national and local documentation standards for patient records.
- Collect relevant data and information.
- Report any risks and complaints to designated manager, reporting incidents on Datix, if required.
- Maintains health and safety in the workplace ensuring safe practice for self and others.
- Ensure own actions support equality, diversity and individuals' rights.
- Assist in the development of knowledge, ideas and work practice within the service and work area.
- Attend mandatory training as required.
- Identify personal training and development needs and achieve annual personal and departmental objectives through SDR process and provide evidence.
- Participate in and log all CPD activities, maintaining a comprehensive portfolio of CPD.
- Follow the Trust's hospital infection prevention and control (HIC) policies and procedures to protect patients, staff and visitors from healthcare- associated infections.
- Performs the correct hand hygiene when entering and leaving clinical areas.
- It is imperative that the post holder is a team player but will also be expected to work under their own initiative.
- To be actively involved in the clinical supervision process.
- To have specialist theoretical knowledge and applied clinical practice in the specialist area.
- To work in a coordinated, multidisciplinary manner
- To be involved in health promotion initiatives
- To monitor the health and wellbeing of people with complex and changing needs across the service, assisting in protecting individuals and groups whose health and wellbeing may be at risk.

	<ul style="list-style-type: none"> <li>• To clinically mentor junior staff as part of their professional development</li> <li>• To actively embed any recommendations following serious case reviews or SUI ensuring all learning is acted upon.</li> </ul>
<b>Management and Leadership Responsibilities</b>	<p>Champion the Trust improvement and leadership strategy, through attendance at New and Aspiring Leaders and Foundation Quality Improvement training</p> <ul style="list-style-type: none"> <li>• To be involved in the induction of new employees/students</li> <li>• To be involved in the appraisals of junior staff involved in pathway delivery.</li> <li>• Supervise more junior staff in clinical practice.</li> <li>• To contribute to achieving performance targets for the service and to be responsible for achieving targets within their clinical area</li> <li>• To liaise with higher education establishments for planning and provision of student placements</li> </ul> <p>To measure competence of junior staff, students and volunteers through a standardised framework of clinical governance</p>
<b>Policy and Service Development</b>	<p>Champion and lead quality improvement initiatives across your immediate team and within your service, contributing to the Trust Quality Improvement programme.</p> <ul style="list-style-type: none"> <li>• To contribute to the shaping of services in line with policy change</li> <li>• Work in a professional manner, adhering to local policies and procedures</li> <li>• Propose and contribute to the development of clinical and non-clinical policies</li> <li>• Work within the legislation, policies, and procedures relevant to your service</li> <li>• To participate in local and regional special interest groups</li> </ul>
<b>Research and Audit Responsibilities</b>	<ul style="list-style-type: none"> <li>• To be involved in clinical audit and outcome measures to interpret and analyse clinical and non-clinical facts to modify treatments accordingly</li> <li>• To contribute to service development in light of research, audit and outcome measures</li> </ul>
<b>Managing Resources Responsibilities</b>	<ul style="list-style-type: none"> <li>• Participates in aspects of resource management as directed by the department manager</li> <li>• To be responsible for the monitoring of expenditure for departmental consumables under the direction of the budget holder</li> <li>• To contribute towards the service's financial initiatives through income generation and cost saving activities</li> </ul>

## Education and Training

- To oversee supervision and training of more junior staff and students
- To contribute to service and people development
- There is a requirement to organise a rolling programme of CPD and training relevant to the speciality
- To provide specialised training and education programmes to the health, education and social care community

*The job description and duties may be subject to future review as the needs of the service change.*

KNOWLEDGE & SKILLS		
Essential	Desirable	Assessment Method
<ul style="list-style-type: none"> <li>• Knowledge &amp; experience of a wide range of approaches to the management of patient with podiatric needs.</li> <li>• Ability to work effectively in a Multidisciplinary team.</li> <li>• Remains updated with professional practice and new research</li> <li>• Understand the legal responsibilities of the profession               <ul style="list-style-type: none"> <li>• Able to present information, written and orally, in a clear and logical manner</li> </ul> </li> <li>• Good organizational skills</li> <li>• Willingness to participate in staff training and education</li> <li>• Ability to work with multi/interdisciplinary team</li> <li>• Competent IT skills</li> <li>• Understanding of Clinical Governance and the implications for orthotic services</li> <li>• Ability to comprehend and work within the Trust's policies of data protection, equal opportunities and Health and Safety to meet the differing needs of the patients               <ul style="list-style-type: none"> <li>• Ability to keep accurate notes in English in the patient's electronic record</li> </ul> </li> <li>• Show evidence of being self-motivated</li> </ul>		Application form and interview
QUALIFICATIONS & TRAINING		
Essential	Desirable	Assessment Method

<ul style="list-style-type: none"> <li>• Diploma / Degree in Podiatry</li> <li>• Registration with Health Professions Council</li> <li>• Local Anaesthetics Certificate</li> <li>• Demonstrable knowledge and experience of work within several clinical specialties.</li> <li>• Completion of Structured band 5 portfolio for progression to band 6, or similar training / relevant experience</li> <li>• Evidence of comprehensive CPD.</li> </ul>	<p>Attendance at the leadership and development and improvement programme (4.5 days)</p> <p>Clinical educator qualification</p>	Application form and interview
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## EXPERIENCE

Essential	Desirable	Assessment Method
<ul style="list-style-type: none"> <li>• Significant Post Qualification clinical experience</li> <li>• Demonstrable evidence of continuing professional development / up to date Professional Profile</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of participation in evidence based practice.</li> <li>• Participation in / awareness of clinical audit and/or research</li> <li>• Evidence of participation in clinical supervision</li> </ul>	Application form and interview

## PERSONAL ATTRIBUTES

Essential	Desirable	Assessment Method
<ul style="list-style-type: none"> <li>• Able to carry out moderate to intense physical effort throughout the working day and carry out concurrent activities</li> <li>• Ability to cope with working in a stressful and unpredictable environment</li> <li>• Ability to travel across multiple hospital and community sites.</li> <li>• Professional demeanour</li> </ul>		



## **General Requirements:**

### **Communications and Working Relations**

The post-holder must treat colleagues in a manner that conveys respect for the abilities of each other and a willingness to work as a team.

### **2. Policies and Procedures**

All duties and responsibilities must be undertaken in compliance with the Trust's Policies and Procedures. The post-holder must familiarise the ways in which to raise a concern to the Trust e.g. Freedom to Speak Up – Raising Concerns (Whistleblowing) Policy in order that these can be brought to the Trust's attention immediately.

### **3. Health and Safety**

The post-holder must be aware of the responsibilities placed upon themselves under the Health & Safety at Work Act (1974), subsequent legislation and Trust Policies; to maintain safe working practice and safe working environments for themselves, colleagues and service users.

### **4. No Smoking**

All Health Service premises are considered as non-smoking zones; the post-holder must familiarise themselves with the Trust's Smokefree Policy (G35)

### **5. Confidentiality**

All personnel working for, on behalf of or within the NHS are bound by a legal duty of confidentiality (Common Law Duty of Confidentiality). The post-holder must not disclose either during or after the termination of their contract, any information of a confidential nature relating to the Trust, its staff, its patients or third party, which may have been obtained in the course of their employment.

### **6. Equal Opportunities**

The Trust believes that all staff have a responsibility to make every contact count. This is to ensure that we are able to reduce health inequalities to the people we deliver services to and to our employees in our goal to deliver seamless, high quality, safe healthcare for all, which is appropriate and responsive to meeting the diverse needs of individuals. In working towards achieving our goals, it is important that staff and users of our service are treated equitably, with dignity and respect, and are involved and considered in every aspect of practice and changes affecting their employment or health care within the Trust.

## **7. Infection Control**

The post-holder will ensure that (s)he follows the Trust's hospital infection prevention and control (HIC) policies and procedures to protect patients, staff and visitors from healthcare-associated infections. He or she will ensure that (s)he performs the correct hand hygiene procedures (as described in HIC 14), when carrying out clinical duties. He or she will use aseptic technique and personal protective equipment in accordance with Trust policies. All staff must challenge non-compliance with infection, prevention and control policies immediately and feedback through the appropriate line managers if required.

## **8. Safeguarding Children and Adults**

The Trust takes its statutory responsibilities to safeguard and promote the welfare of children and adults very seriously. The Board of Directors expects all staff will identify with their manager during the SDR process their own responsibilities appropriate to their role in line with statute and guidance. This will include accessing safeguarding training and may include seeking advice, support and supervision from the trust safeguarding children or safeguarding adult teams. Where individuals and managers are unclear of those responsibilities they are expected to seek advice from the safeguarding teams.

