



## JOB DESCRIPTION

### 1. General information

JOB TITLE: Bank Specialist Podiatrist

GRADE: Band 6

DIRECTORATE: Adult Community Services

HOURS OF WORK: 9-5 Monday to Friday

RESPONSIBLE TO: Advanced Podiatrist (line manager)

ACCOUNTABLE TO: Professional Lead for Podiatry

BASE: Based in community and will involve regular travel throughout the borough to different clinic sites and to visit patients in their own homes and care/ nursing homes.

At Oxleas NHS Foundation Trust, we offer a wide range of NHS healthcare services to people living in South-East London and to people in prison across England. Our wide array of services includes community health care, such as district nursing and speech and language therapy, care for people with learning disabilities and mental health such as psychiatry, nursing and therapies.

Oxleas is a great place to work. It has been recognised as one of the Top 10 Best Places to Work 2023 by the Sunday Times amongst very big employers. Our staff survey results show that we are in the Top 5 in England and the highest in London for staff experience amongst similar trusts.

*"We are always delighted to welcome new colleagues to the Oxleas family. We care about making Oxleas a great place to work - it's a big priority in our strategy. Come and join us - it's a place where our values, teamwork, equity, and wellbeing matter and where you can really help to improve people's lives."*

A handwritten signature in black ink, appearing to read 'Ify Okocha'.

Ify Okocha  
Chief Executive

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care. Our values are very important to us. They help Oxleas to be a great place to work.

## **2. Overview of the Post**

To provide podiatry services to clients in the community, through the application of a curative Philosophy of Care. To work within primary, secondary and community care teams to provide a multi disciplinary approach to the improvement of foot pathology.

## **3. Key Task and Responsibilities**

To provide assessment and the full range of podiatry treatments to clients in community and outreach clinics, hospital, client's home, Health Centres, Care Homes and Day Centres. This will include wound dressings, scalpel debridement of nail & soft tissue pathology & care of foot problems resulting from neglect & lack of self-care.

To work as an autonomous practitioner, developing & agreeing treatment plans individually with clients. Support from senior staff is provided.

To be responsible for protection of health and wellbeing of all clients. Alert others to concerns where protection may be required for both children and vulnerable adults.

To appropriately refer clients to specialist teams within the department whenever needed (for nail surgery, biomechanical assessment etc.) and appropriately refer clients within primary care, Community or Acute for investigation, diagnosis or treatment.

Dealing sensitively and appropriately with a client caseload with complex health needs, assisting individuals to manage their health needs effectively.

To work within primary, secondary and community care teams to provide a multi-disciplinary approach to improvement of foot pathology.

Always aiming to achieve with each client maximum independence through self-care and effective client management.

## **Management responsibilities**

To maintain all areas of the work environment in a clean and tidy condition.

To undertake clerical duties as and when required which will include appointment making, ordering of drug, dressings, medical equipment, and stationary items. To maintain adequate levels of stock at clinics at all times.

To provide statistics as and when required, and participate in providing monthly returns on time, such as expenses and mileage claims.

To establish and maintain up to date clinical records to a high standard.

The post holder will not have any budgetary responsibilities however may be responsible for the ordering of equipment.

To have responsibility for the Health and Safety and welfare of self and others in the working environment. To follow safe practices and to comply at all times with the Trusts' Health and Safety policies and procedure.

## **Leadership**

To comply with all applicable policies of the Trust and department.

To keep up to date with developments in the Podiatry profession and meet all the standards of the Society of Chiropodists and Podiatrists and the Health Care Professions Council (HCPC).

To participate in multi-professional clinical supervision in line with the Trust's Clinical Supervision Policy.

To participate in individual performance review and be committed to your own professional and personal development.

To participate in the mentoring and supervision of students.

To line manage and support the band 5 podiatrists, Band 4 apprentice and Foot care assistant under the direction of the band 7 leads and Operational manager.

## **Clinical**

To develop treatment plans and discharge plans through an agreed contract with each client, and to follow through the treatment plan with an end result of improved foot pathology & discharge where appropriate.

To assess all clients at every visit and refer to specialist services as appropriate.

To prescribe, and manufacture, orthoses/insoles/appliances/and shoe adaptations when required using the laboratory equipment.

To prescribe, manufacture and fit chair side biomechanical and functional devices when clinically indicated.

To participate in the work of specialist teams when and where required, undertaking a high-risk patient caseload. To rotate through the three Podiatric Specialist teams (wound care, musculoskeletal & surgical) to constantly update clinical skills & knowledge to a high standard.

To work within patient homes, and other environments of poor conditions, with exposure to bodily fluids.

To provide assessment and the full range of podiatry treatments to clients in community and outreach clinics, hospital, client's home, Health Centres, Care Homes and Day Centres. This will include wound dressings, scalpel debridement of nail & soft tissue pathology & care of foot problems resulting from neglect & lack of self-care.

### **Research**

To participate in clinical audit and research projects within the Trust as required by the Head of Podiatry.

To undertake other duties within the grade under the direction of the Advanced Podiatrist.

### **Communication**

To liaise with support staff and other professionals within the Trust and statutory bodies/allied agencies in order to promote effective, patient-centred inter-agency working.

To regularly provide written reports & feedback on patient progress to other health professionals.

To attend and participate in staff meetings & Clinical Team Reviews.

To promote health education with individuals and groups wherever necessary and assist in the development of department literature.

To promote the positive Philosophy of Care of the service at all times; explaining this to clients, carers, relatives, and other Health Professionals.

To work with clients with learning disabilities, as well as clients with challenging & difficult behaviour.

To present yourself in a professional manner to clients and the public and other work colleagues at all times.

### **On Call/Unsocial Hours**

This post does not require on call or unsocial hours of work.

***The following statements are mandatory for all job descriptions:***

### **Terms and Conditions**

The post holder is subject to the terms and conditions of OXLEAS NHS FOUNDATION TRUST. This Job description gives an outline of the post and is subject to review in consultation with the post holder.

### **Confidentiality**

The Post holder must maintain the confidentiality of information about patients, staff, and other health service business in accordance with Trust Policy.

### **Risk Management**

The Post holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

### **Infection Control**

All staff are required to be familiar with the Trusts infection control policies, and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

### **Equality, Diversity and Human Rights**

Oxleas is an organisation which values difference and promotes equality, diversity, and inclusion. Our Equality and Human Rights Policy and Strategy are designed to ensure that all our staff (including agency, bank, students, volunteers, and contractors) as well our service users, carers and members of the public are treated with dignity and respect. The Trust policies, procedures and practices are reviewed regularly to ensure that everyone who falls under the list of Equality Act 2010 protected characteristics does not suffer discrimination, either directly or indirectly. The current list of protected characteristics includes Age; Disability; Gender Re-Assignment; Marriage and Civil Partnership; Pregnancy & Maternity; Race; Religion and Belief; Sex and Sexual Orientation.

### **Health & Safety**

All staff must be aware of the responsibility placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients, and visitors.

### **Professional and NHS Codes of Conduct**

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the 'Code of Conduct for NHS Managers' and 'Standards of Business Conduct for NHS Staff'.

**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.

**Financial Management and Control of Resources**

All staff are responsible for the security and the property of the Trust, avoiding loss or damage and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust's Policy relating to the Financial Management and Control of Resources'.

**Customer Care**

It is the aim of the Trust to provide patients and clients with the best possible care. All staff are required to put the patient/client first and do their utmost to meet requests and needs courteously and efficiently.

**Personal/Professional Development Planning/Mandatory Training**

All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities. All staff are required to attend mandatory training as designated by the Trust.

**Sustainability**

Demonstrate social and environmental responsibility and help establish Oxleas NHS Foundation Trust as a sustainability leader. Collaborate to contribute to or lead change management towards Oxleas NHS Foundation Trust goal of reaching Net Zero by 2040 as stated in the Green Plan.

**No Smoking**

Oxleas NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises.

### 3. Our Values

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care.

Our values are very important to us. They help Oxleas to be a great place to work. We want everyone who works at Oxleas to live our values and we will expect this of all our new joiners.

Our Values and Behaviours framework describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust Website: [Our values - Oxleas NHS Foundation Trust](#)



Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name

**Note:**

**Please attach an organisational chart alongside, a person specification, and Job Description.**



## PERSON SPECIFICATION

JOB TITLE: Specialist Podiatrist

DEPARTMENT: Community Podiatry

GRADE: Band 6

Education/Qualifications	How measured
HCPC Registered Podiatrist with LA Certificate  BSc (Hons) podiatry or equivalent  Prescription Only Medicine Certificate	Application
Experience	
Worked as a Band 5 Podiatrist for as minimum of 12 months.  Professional and clinical knowledge acquired through degree or equivalent supplemented by post graduate specialist podiatric training or equivalent experience of specialist podiatric conditions.  Effective clinical placement experience.  Domiciliary and nursing home experience.  Minor surgery experience.  Recent evidence of Continuing Professional Development.	Application / interview
Skills/Abilities/Knowledge	
Computer literacy  An understanding of sound biomechanical principals.	



<p>Ability to participate in research and audit.</p> <p>Personal commitment to developing and structing own professional development.</p> <p>Good interpersonal skills</p> <p>Enthusiasm and self motivation.</p> <p>Self initiative.</p> <p>Flexibility/ Adaptability/ reliability.</p> <p>Effective communication skills – verbal and written.</p> <p>Demonstrates a curative philosophy of care through effective treatment planning and evidence-based practice.</p>	
<p><b>Effort and Environment</b></p> <p>This position will be to work within a physically demanding environment in a clinical setting plus in patients homes and / or care homes.</p>	
<p><b>Other Requirements</b></p> <p>Ability to travel through the borough in a timely and efficient manner as the position requires - access to a car is essential.</p> <p>Full driving licence valid for use in the UK</p>	

*NB These are not definitive lists if there are any others specific to a post, please add to the form which should then be signed by the line manager and post holder alongside the Job description.*

Signed by Line Manager

Signed by post holder

Date

Date

AFC Reference Number	3140.21
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Print Name

Print Name