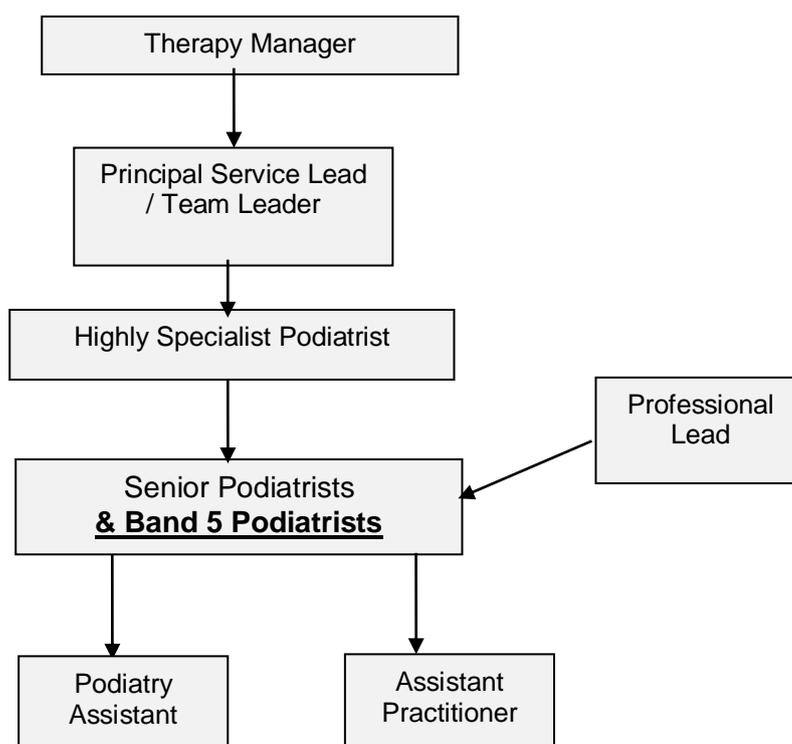


JOB DESCRIPTION

JOB TITLE: Podiatrist
GRADE: Band 5
Hours of Work: up to 37.5
Division: ICSD
Base: Community
Managerially Accountable to: Principal Service Lead/ Therapy Manager
Report to: Team Leader / Highly Specialist Therapist
Professionally Accountable to: AHP Professional Lead

ORGANISATION CHART:



JOB PURPOSE:

- To work as an autonomous practitioner, supported by a Team Leader, Specialist and Senior Podiatrists.
- To undertake routine podiatric assessments of patients with diverse presentations of physical

- and psychological conditions, to provide a diagnosis and develop and deliver individualised treatment programmes.
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 - To manage a defined caseload, using evidence based/ client centred principles to assess, plan, implement and evaluate interventions (including clinic-based and domiciliary caseload).
 - To provide leadership for Assistant Practitioners and Podiatry/ Therapy Assistants as delegated by senior staff.
 - To contribute to departmental research and audit activities.
 - To participate in flexible working including weekends and evenings as required by the service.
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Our Values

- *Vision*

We have a plan that will deliver excellent health and care for future generations, working with partners to ensure our services are sustainable.

We make decisions that are best for long term health and social care outcomes for our communities

- *Openness*

We communicate clearly to our patients, families and our staff with transparency and honesty

We encourage feedback from everyone to help drive innovation and Improvements

- *Integrity*

We demonstrate fairness, respect and empathy in our interactions with people

We take responsibility for our actions, speaking out and learning from our mistakes

- *Compassion*

We take a person-centred approach in all our interactions with patients, families and our staff

We provide compassionate care and demonstrate understanding to everyone

- *Excellence*

We put quality and safety at the heart of all our services and processes

We continuously improve our standards of healthcare with the patient in mind

DUTIES AND RESPONSIBILITIES:

Clinical

- To be professionally and legally accountable for all aspects of own work, including the management of patients in your care, ensuring that own practice meets the required HCPC professional standards and Code of Ethics, as well as local/national policies and procedures.
- To use a range of verbal and non-verbal communication tools to communicate condition and treatment related information effectively with patients, carers, colleagues, team members and other agencies to progress treatment programmes. This will include patients who may have difficulties in understanding or communicating. For example, patients may have speech difficulties, be depressed, hard of hearing, visually impaired, or they may be unable to accept the diagnosis.
- To represent the podiatry service and/or individual patients at team meetings, to ensure the delivery of a co-ordinated service and integrate podiatry treatment into the treatment programme. This will include discussion of patient care, patient progress and involvement in discharge planning.
- To undertake a comprehensive assessment of patients; use clinical reasoning and problem solving skills and assessment techniques to provide an accurate diagnosis of their condition.
- To act as a first point of contact for GP referred patients who have no formal diagnosis and have often undergone no specific investigations and be able to screen for possible serious pathology and refer onto appropriate clinical pathways.
- To formulate and deliver individual podiatry treatment programmes based on a sound knowledge of evidence based practice and treatment options using clinical assessment, reasoning skills and knowledge of treatment skills e.g., podiatry techniques, patient education, and other alternative options.
- To evaluate the effectiveness of treatments and modify accordingly in discussion, if appropriate, with senior podiatry clinicians
- To assess patients' understanding of treatment proposals, gain valid informed consent and have the capacity to work within a legal framework with patients who lack capacity to consent to treatment.
- To work with patients and carers to identify podiatry goals as part of the treatment plans.
- To respect the individuality, values, cultural and religious diversity of patients and contribute to the provision of a service sensitive to those needs.
- To prepare and submit timely and accurate reports to referring to clinicians and/or other relevant parties either verbally or in writing.

Professional

- To be responsible for maintaining accurate and comprehensive patient treatment records in line with the HCPC / RCOP and Trust standards of practice. To ensure information is accurate and up to date for future reference and complies with the Data Protection Act.
- To identify areas of risk and incorporate trust and departmental risk management procedures as appropriate, using correct reporting mechanisms dependant on area of rotation.
- To report any accidents, complaints, defects in equipment, near misses and untoward incidents, following Trust procedure

- To be responsible for organising and planning own caseload to meet service and patient priorities - re-adjusting plans as situations change/arise.
- To comply with and contribute to the development of protocols, procedures and guidelines both clinical and departmental.
- To participate in professional forums and team meetings.
- To deputise for more senior physiotherapists in their absence.

Education, training and development

- To be responsible for maintaining own competency to practise through CPD activities, and for maintaining a portfolio which reflects personal development, experiential learning, reflective practice and any relevant training or experience.
- To maintain and develop current knowledge of evidence based practice, developing specialist knowledge of particular conditions and patient types.
- To be an active member of the in-service training programme by attendance at and delivery of in-service training programmes
- To participate in the staff appraisal scheme as an appraisee and be responsible for complying with your agreed personal development programmes to meet set knowledge and skills competencies.
- To undertake as directed the collection of data for use in service audit and research projects.
- To exercise good personal time management, punctuality and consistent reliable attendance.

Responsibility for resources

Financial and Physical Resources:

- To understand and implement procedures in relation to security of your working environment, with consideration of 'Lone Workers' policy and weekend working protocols.
- To contribute to efficient use of resources by following stock control systems and other relevant departmental policies and guidelines regarding stationery, dressings, aids and other equipment etc.
- To be responsible for the safe and competent use of relevant equipment, patient appliances and aids by patients and therapy assistants.

Human Resources:

- To supervise assistants on a daily basis to ensure that patients receive appropriate, timely podiatry intervention.
- To supervise work experience students.
- To participate in the induction and orientation programmes for newly appointed staff

LEGAL & PROFESSIONAL RESPONSIBILITIES

- Adhere to Trust and departmental policies and procedures.
- Maintain a safe environment for yourself and others, taking reasonable care to avoid injury. Co-operate with the Trust to meet statutory requirements.

- Sustain and improve own professional development by **NHS Foundation Trust** personal study, work based learning activities, and by using opportunities provided by the Trust.
- Keep up-to-date with legal matters that may arise during the course of duty.

Health, Safety and Security:

- All employees have a duty to report any accidents, complaints, defects in equipment, near misses and untoward incidents, following Trust procedure.
- To ensure that Health and Safety legislation is complied with at all times, including COSHH, Workplace Risk Assessment and Control of Infection.

Confidentiality:

- Working within the trust you may gain knowledge of confidential matters which may include personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Data Quality

- All employees are reminded about the importance of Data Quality and staff should make themselves aware of both departmental and corporate objectives for Data Quality.
- Data Quality forms part of the appraisal and objective setting process for staff responsible for data entry and data production; staff should ensure that they adhere to policies and procedures at all times. Failure to do so may result in disciplinary action being taken.

Codes of Conduct and Accountability:

- You are expected to comply with relevant Bolton NHS Foundation Trust codes of conduct and accountability.

Infection Prevention and Control:

- You must comply with all relevant policies, procedures and training on infection prevention and control.

Safeguarding Children and Vulnerable Adults:

- You must comply with all relevant policies, procedures and training on safeguarding and promoting the welfare of children and vulnerable adults.

Valuing Diversity and Promoting Equality:

- You must comply with all relevant policies, procedures and training on valuing diversity and promoting equality.

Training:

- Managers are required to take responsibility for their own and their staff's development.
- All employees have a duty to attend all mandatory training sessions as required by the Trust.

Any other general requirements as appropriate to the post and location

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the postholder.

Date Prepared: April 2024

Prepared By: Julia Stell. Principal Service Lead

Agreed By:

Employee's Name and Signature:

Date:

Manager's Name and Signature:

Date:
