

## JOB DESCRIPTION

**For Personnel use only**

Job reference number:

<b>Job Title:</b> Podiatrist
<b>Reports to (post title):</b> Podiatry Team Leader
<b>Evaluated Banding:</b> Band 5
<p><b>Role Purpose:</b> To be part of a highly motivated team, yet working independently in both community and acute settings, providing a high quality of clinical care.</p> <p>To develop and implement individualised care programmes for patients with a wide variety of clinical needs, including acute or chronic, neuropathies, chronic diseases, vascular problems, wound management, MSk and Nail Surgery.</p> <p>The post holder will be expected to plan and manage the caseload under the supervision of a senior podiatrist.</p> <p>Instruct clients and carers, providing direction and guidance on a range of Podiatry interventions independently.</p> <p>To undertake skilled support work without direct supervision or presence of a Podiatrist, often managing a portion of at-risk patients in clinical, domiciliary and residential home settings.</p> <p>To assist colleagues with challenging clients or those with complex needs who require more than one person to treat.</p> <p>To use a range of verbal and non-verbal communication tools to communicate effectively with clients, relatives and carers. This will include clients who may have difficulties in understanding or with barriers to communication.</p> <p>To provide administrative support to the Department duties e.g. maintaining stock levels and patient appointment bookings.</p> <p>To access computer systems including Systmone, for the recording and actioning of patient information and treatment activity.</p> <p>To submit accurate records of sickness, lieu time, study, expenses and annual leave.</p> <p>To comply with the organisational and departmental policies and procedures and to be involved in reviewing and updating as required.</p>

**Role Context:**

To work in community-based settings in either single or multiple chair clinics.

To work out in the community including patients' residential homes, inclusive of nursing and care homes.

To work in clinical environments including hospitals/rehab wards etc.

**Trust Values**

All colleagues are expected to demonstrate at interview and throughout employment that they act in line with Nottinghamshire Healthcare NHS Foundation Trust Values:

**Trust Honesty Respect Compassion Teamwork**

**Key Accountabilities****Performance Measures**

## 1 Clinical Duties

1.1 To be responsible for the review, diagnosis, planning, implementation and evaluation of podiatric care to a variety of patients with a wide range of clinical needs including, but not exhaustive of:

- Diabetes
- Chronic neuropathy
- Chronic disease e.g. rheumatoid arthritis
- Vascular problems
- Wound care
- Terminally ill
- MSk
- Nail Surgery

Care will be provided in a range of settings:

- Health centre clinics
- Residential and nursing homes for the elderly
- Patient's homes
- Hospitals/Rehab wards

For all accountabilities:  
Performance Appraisal and Development policy.  
Clinical Audit.  
Health Care Records Audit.

<p>1.2 To have the ability to identify when patients require the intervention of other professionals and / or departmental specialist areas by following agreed departmental referral pathways e.g. vascular/diabetes. To be able to work within own scope of practice and know when to ask for help from senior podiatrists.</p> <p>1.3 To perform New patient and annual foot risk reviews, where duties will include:</p> <ul style="list-style-type: none"> <li>• Neurovascular assessment using the appropriate equipment i.e. Neuropens, Doppler</li> <li>• To identify risk factors and categorise patients into appropriate risk banding and if appropriate refer on.</li> </ul> <p>1.4 To be responsible for the day-to-day planning of personal workloads for the completion of home visits and visits to residential/nursing homes for the elderly and individuals that are house bound due to disabilities of a wide spectrum and be able to meet the travel and physical demands of the role e.g. able to carry equipment.</p> <p>1.5 To be actively involved in the provision of foot health education advice to patients, relatives and carers.</p> <p>1.6 To be actively involved in the development and implementation of departmental policies and procedures.</p> <p>1.7 To be responsible for the maintenance and security of stock/equipment.</p> <p>1.8 To follow departmental policies, procedures and guidelines, but have the discretion to make their own clinical diagnosis and decisions within professional boundaries and under the</p>	
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<p>supervision of a senior podiatrist.</p> <p>1.9 To have the ability to assist in the movement and handling of patients who may be immobile, wheelchair or bed-bound, often in confined spaces.</p> <p>1.10 To be flexible and provide cover for other podiatrists at short notice or during periods of absence. This may entail working at alternative clinical locations to that of usual base, across the Notts HC Podiatry Department.</p> <p>1.11 To be responsible for the assessment and treatment of patients who require Nail Surgery. To be able to competently perform Nail Surgery procedures, including the administration of Local Anaesthetics.</p> <p>2 Professional Development</p> <p>2.1 To maintain registration with the Health and Care Professions Council (HCPC).</p> <p>2.2 To work within the HCPC Code of Conduct, and Trust policies and procedures.</p> <p>2.3 To actively participate in Continuous Professional Development (CPD) to develop new skills and maintain existing skills.</p> <p>2.4 To be able to demonstrate in evidence the level of skills and knowledge in the care of the following areas: Diabetes, Infection Control, Rheumatology, Dermatology, Biomechanics and Pharmacology</p> <p>2.5 To maintain a personal development portfolio, including completion of all mandatory training and the Preceptorship programme.</p>	
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2.6	To participate in individual performance review with Senior Leadership Podiatrists (management or preceptors) and fulfil CPD requirements identified through the appraisal process.	
2.7	To have the opportunity to undertake regular managerial and clinical supervision.	
3	Health and Safety	
3.1	To report any accidents, complaints, defects in equipment, near misses and untoward incidents following Trust procedure.	
3.2	To ensure that Health and Safety legislation is complied with at all times including COSHH, risk assessment and infection control.	
3.3	To attend all essential training sessions as required by the Trust.	
3.4	To follow the Trust's tracking procedure for personal safety when out on visits.	
4	Quality and Clinical Governance	
4.1	To participate in audit and podiatry improvement activities and commit to the development of outcomes.	
4.2	To keep up to date with and apply relevant evidence-based research findings to practice.	
4.3	All employees of Nottinghamshire Healthcare NHS Trust have an individual responsibility to have a knowledge of and employ the basic principles of Infection Prevention and Control and to ensure compliance with	

Infection Control and Prevention training requirements	
<b>Dimensions</b>	
<p>Nottinghamshire Healthcare NHS Foundation Trust provides podiatry services for community clinics and home visits within the county boundaries, Monday to Friday.</p> <p>Specialist hospital diabetic foot services are also held throughout the week at Kings Mill Hospital, Nottingham University Hospital Trust, and Bassetlaw General Hospital.</p> <p>The podiatric surgery department is the leading provider of elective foot surgery in Nottingham. Outpatient clinics run throughout the week while surgery is currently offered Monday to Thursday</p>	
<b>Safeguarding</b>	
<p>All employees are responsible for taking all reasonable measures to ensure that the risks of harm to children and vulnerable adults are minimised. They should take all appropriate actions to address concerns, working to agreed local policies and procedures including the guidance on Safeguarding, in partnership with other relevant agencies. This includes accessing appropriate training, advice, and support.</p>	
<b>Disclosure and Barring Services</b>	
<p>Where this post relates to the types of work, activity, employment, or profession as set out in The Exceptions Order made under the Rehabilitation of Offender Act 1974; the post will be subject to a DBS Disclosure check at the point of recruitment and thereafter, as the Trust determines appropriate. The level of the check will be determined by the type of activities undertaken and the level of contact the post holder will have with children and/or adults in receipt of health services.</p>	
<b>Infection Control</b>	
<p>All employees of Nottinghamshire Healthcare NHS Foundation Trust have an individual responsibility to have knowledge of and employ the basic principles of infection prevention and control practice. All employees must comply with infection prevention and control mandatory training requirements specific to their role.</p>	
<b>Equality and Diversity</b>	
<p>All staff should be able to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality, Diversity and Human Rights legislation.</p>	
<b>Sustainability and Net Zero – Supporting Our Green Plan</b>	
<p>The Trust places great importance on reducing its carbon footprint and maximising the positive social, economic, and environmental outcomes of Trust actions and activities on its patients and</p>	

the planet. It is the responsibility of all staff to support the delivery of the Trust's Green Plan and contribute to achieving Net Zero Carbon. This will include using energy and water efficiently, reducing the consumption of materials, reducing waste, and increasing recycling, printing less, reporting faults or heating/cooling concerns promptly and minimising travel.

#### **Data Quality Statement**

All staff of Nottinghamshire Healthcare NHS Foundation Trust have a responsibility for data quality, improved data quality leads to better decision-making across the Trust. The more high-quality data, the more confidence the organisation has in decisions. Good data decreases risk and can result in consistent improvements in results. Employees within data roles have a responsibility for inputting high quality data (accurate, valid, timely, complete) and for ensuring that high quality data is maintained.

#### **Communication**

##### **INTERNAL**

- To liaise with colleagues and other health professionals when appropriate to ensure a holistic approach to patient care.
- To ensure effective communication with patients, relatives and carers where there may be barriers to understanding, using interpreters where appropriate.
- To provide both written and verbal information to patients, carers and relatives, in order to support their foot health needs.

##### **EXTERNAL**

- To maintain accurate records of all patient consultations and related work carried out at each clinical session, including computerised data collection, in line with professional and departmental guidelines.
- To attend and actively contribute to departmental meetings, including presentations where necessary.
- To ensure that all information relating to clients and staff gained through employment with the Trust is kept confidential. Disclosure to any unauthorised person is a serious disciplinary offence.

#### **Knowledge, Training and Experience**

##### **Essential Skills**

- Podiatric clinical skills, including assessment and diagnosis
- Nail Surgery Skills
- Biomechanics
- Evidence of good organisational skills and time management

<ul style="list-style-type: none"> <li>• Excellent communication/interpersonal skills</li> <li>• IT skills</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• BSc/Diploma in Podiatry</li> <li>• Local Anaesthetic Certificate</li> <li>• Registered with UK Health and Care Professions Council</li> </ul> <p><b>Experience/Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of UK NHS Podiatry services</li> <li>• Understanding of Primary Care.</li> <li>• Understanding of relevant NHS Policy.</li> <li>• Aware of legal responsibilities</li> <li>• Understanding of IG and confidentiality</li> <li>• To provide direct care, with frequent exposure to highly unpleasant working conditions (ulcers/ tissue breakdown and body fluids, dusts and adhesives) and uncomfortable/restrictive working environments (domiciliary visits in small, cramped area, awkward access and reduced Infection Control measures).</li> <li>• To be able to demonstrate in evidence the level of skills and knowledge in the care of the following areas: diabetes, rheumatology, infection control, dermatology, biomechanics and pharmacology</li> </ul>
<p><b>Analytical and Judgement Skills</b></p> <ul style="list-style-type: none"> <li>• Assess and diagnose conditions and then provide treatment plans.</li> <li>• Assess risk to patients/staff.</li> <li>• Interpret broad policy/clinical guidelines.</li> </ul>
<p><b>Planning and Organisational Skills</b></p> <ul style="list-style-type: none"> <li>• Plan patient care and treatment programmes.</li> <li>• Plan, manage and prioritise your own caseload.</li> <li>• Monitor and evaluate service standards.</li> <li>• Ensure sufficient stock is available to continue service provision</li> </ul>
<p><b>Physical Skills</b></p> <ul style="list-style-type: none"> <li>• Hand-eye coordination for precise treatment.</li> <li>• Ability to work in multiple positions to accommodate patient needs.</li> <li>• Manual dexterity for precise treatment.</li> <li>• Keyboard skills.</li> </ul> <p>These skills are required for a majority of working time.</p>
<p><b>Responsibility for Patient/Client Care</b></p> <ul style="list-style-type: none"> <li>• Responsibility for the diagnosis and treatment of patients.</li> <li>• Responsibility for maintaining service standards for themselves.</li> <li>• Responsibility for maintaining clinical governance and clinical risk assessments.</li> <li>• Provision of specialist and patient specific advice.</li> <li>• Responsibility for recording patient notes.</li> </ul>



<b>Responsibility for Policy/Service Development</b>
<ul style="list-style-type: none"> <li>• Make recommendations on changes to clinical practice and/or working practices to the line manager.</li> </ul>
<b>Responsibility for Financial and Physical Resources</b>
<ul style="list-style-type: none"> <li>• Responsibility for ensuring equipment used during treatment is safe to use by other members of staff or patients.</li> </ul>
<b>Responsibility for HR</b>
Demonstrates duties to new starters or Podiatry Assistants.
<b>Responsibility for Information Resources</b>
Records information on patient records.
<b>Responsibility for Research and Development</b>
<ul style="list-style-type: none"> <li>• Responsibility for auditing specific areas of practice, service delivery and quality standards as peer review.</li> </ul>
<b>Freedom to Act</b>
<ul style="list-style-type: none"> <li>• Post holder will have access to guidance and support from senior staff in the same function or clinical area and will be regularly supervised.</li> <li>• Post holder is responsible for assessing, clinical decision making, treatment selection and evaluation of treatment with the support of a senior colleague.</li> <li>• Post holder will work to agreed protocols with the ability to vary treatment with the support of senior clinicians.</li> <li>• Post holder will be guided by broad professional standards, the organisations and service guidelines and broad codes of practice within which they are expected to work.</li> </ul>
<b>Physical Effort</b>
<p>The post holder will occasionally be expected to provide domiciliary visits where they may have to:</p> <ul style="list-style-type: none"> <li>• Work in uncomfortable/unpleasant physical conditions.</li> <li>• Work in physically cramped conditions.</li> <li>• Kneel, crouch, twist, bend or stretch.</li> </ul> <p>The post holder will routinely be expected to:</p> <ul style="list-style-type: none"> <li>• Make repetitive movements.</li> </ul> <p>It is predicted that this will be required on a daily basis.</p>

The post holder may occasionally be expected to:

- Stand for long periods.
- Push wheelchairs.

### **Mental Effort**

- The post holder will be expected to concentrate for extended lengths of time on a daily basis to assess and diagnose patients.
- The post holder may be interrupted intermittently to answer queries from other staff members. This may require a break in concentration or change of task.

### **Emotional Effort**

The post holder will be expected to:

- Give unwelcome news to staff, patients, carers and relatives on a daily basis.
- Care for terminally ill patients or patients with long term degenerative diseases on a daily basis.

The post holder will occasionally be expected to:

- Care for aggressive patients.

### **Working Conditions**

The post holder will occasionally be expected to provide domiciliary visits where they may come into contact with:

- Excessive temperatures
- Dust, dirt, fleas or lice
- Humidity
- Contaminated equipment or work areas
- Working in isolation
- Driving/being driven in normal situations
- Foul linen

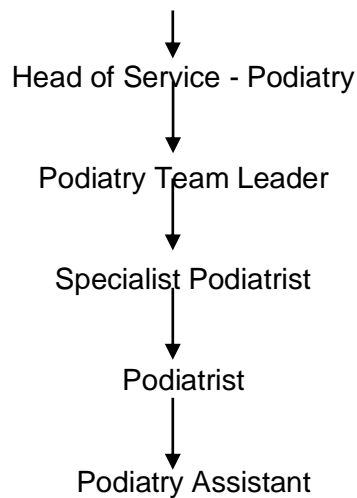
Regularity of home visits will depend on the demands of the patient/service.

The post holder may, on a daily basis, come into contact with:

- Unpleasant smells/odours, unpleasant substances/non-household waste
- Infectious material
- Body fluids, faeces, vomit
- Needle stick injuries
- Chemical spills/hazardous chemicals
- Aggressive behaviour

## Organisation Chart

General Manager – Community Specialist Services



## Our promise to you

We will ensure that you are supported and lead in line with our Trust Values: **Trust**, **Honesty**, **Respect**, **Compassion** & **Teamwork**



Nottinghamshire Healthcare NHS Foundation Trust actively works to fulfil the seven elements of the NHS People Promise.

We will adhere to the promise and support all our colleagues, assuring that we are continuously striving to listen to colleagues, adapting accordingly and striving always to be the best place to work.



Signatures	
After reviewing the questionnaire, please sign to confirm agreement	
Post holder:	Date:
Line Manager:	Date:
Next level Manager:	Date: