



JOB DESCRIPTION

1. General information

JOB TITLE: Practice Development and Quality Lead Podiatry – Community Health Services

GRADE: Band 8a

DIRECTORATE: Adult Community Services

HOURS OF WORK: 22.5 hours per week

RESPONSIBLE TO: Professional Lead for Podiatry/ Clinical Lead (line manager)

ACCOUNTABLE TO: Service Manager Long Term Conditions

BASE: Based in community and will involve travel throughout the borough to different sites.

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 be 'Paul', written over a horizontal line.

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

As an expert practitioner provide ongoing teaching, coaching and support to all grades of podiatry staff in their delivery of patient care. In collaboration with the Professional Lead for Podiatry provide direction for the future of podiatry through education and supervision, practice development, recruitment, and retention strategies, in line with local and national initiatives.

In this role you will also provide a robust quality and governance programme for staff in the department, with a focus on competencies, audit, governance, outcome measures and innovation.

In this leadership position you will be expected to role model the Trust values while observing and implementing policies, procedures, and guidelines of Oxleas NHS Foundation Trust.

3. Key Task and Responsibilities

Management Responsibilities

The Post Holder will:

- Provide a robust quality and governance framework for staff within the department.
- Attend and participate at directorate quality meetings.
- Actively contribute to the delivery of an efficient, effective, and safe service.
- Deputise for the Professional Lead as appropriate.

- Provide expert clinical assistance and advice to staff as required.
- Provide operational management and leadership for the team in line with best practice and national standards.
- Promote, monitor, and maintain best practice in health, safety and security.
- To support the Head of Podiatry in the recruitment, induction, and preceptorship processes of new staff including the regular review of staffing levels and skills mix to ensure they meet the needs of the service, national targets, and Trust objectives.
- To job share the responsibility for budgets, recruitment, stock etc. PH would also authorise rosters when required.
- Lead, facilitate and participate in research projects, clinical audit and other quality projects.
- Deliver educational programmes in relation to clinical practice and professional development.

Leadership

The Post holder will:

- 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).
- Support with the development and ratification of local policies, guidelines, and protocols within community podiatry.
- Provide expert clinical leadership on complex issues.
- Combine operational management and clinical roles where required.
- Identify training needs and gaps in competencies for self and others in the team and contribute to the department education programme.
- To lead by example and display leadership style that demonstrates the Trust values and empowers staff and students/ trainees.

- Provide continued professional clinical leadership and supervision to the team/s.
- Work with the Professional Lead and Service Manager to ensure the effective daily management and organisation of the service.
- Investigate accidents, incidents, and complaints as required by the Trust in accordance with Trust policies.
- Analyse trends in complaints and incidents and develop action plans to support and improve practice.
- Ensure systems are in place to review risk, and poor practice.
- Contribute to the professional development of staff, sharing knowledge and expertise through formal and informal methods.
- Coordinate and monitor all professional aspects of the service in terms of competencies, training, quality, governance, and safety to ensure the service is effective, safe, and well led.
- Facilitate the organisation and implementation of a clinical audit programme across the department, helping to identify priority areas of activity.
- Ensure all patient safety alerts are responded to in a timely manner and any recommended actions implemented.
- Ensure the Professional Lead of Podiatry is briefed in a timely manner on all relevant clinical governance issues.
- Facilitate and support the team to document and reporting on all aspects of quality including outcome measures.
- Ensure that good practice is shared within the Directorate and wider organisation where appropriate.

Clinical

The Post holder will:

- Provide expert clinical leadership and guidance on complex issues.
- Combine management and clinical roles where required.
- Be professionally and legally responsible for all aspects of your work, including patient management where required.

- Ensure and promote efficient and effective working practices with the guidelines and direction of the HCPC.
- To provide clinical support to other caseload leads as required, during planned and unplanned absences.
- To communicate all necessary information and provide expert knowledge efficiently and effectively with relevant colleagues, carers and with the patient.
- To undertake health promotion activities when required. To participate in training events, special interest groups and other networks for professional development in this area.
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Quality and Practice Development

The Post holder will:

- participate in clinical audit and research projects within the Trust as required by the Professional Lead of Podiatry.
- participate in the directorate Clinical Effectiveness Group
- Present finding on research and audit internally and externally
- Recommend changes or developments based on findings.
- Identify future audit and research projects.
- Enable and encourage staff to participate in audit and research.
- Encourage clinicians to write for publication.
- Produce reports and papers for publication where agreed.
- Systematically review incidents, complaints and audits from staff and service users in relation to educational and training provision
- Devise and participate in regular audit projects.
- Develop and monitor appropriate service improvement projects in response to the analysis of incidents, complaints, and audits.

- Contributes to improvements in patient and carer experience and the efficient with which the service operates.
- Maintain own professional competency.
- Responsible for student placements and experience across Podiatry
- Share local and national best practice.

Communication

The Post holder will:

- Ensure the Podiatry lead is informed of Podiatry needs, risk, and development in the teams.
- Identify and action any concerns regarding clinical practice and safety.
- Participate in any investigations as requested and report outcomes to line manager.
- Meet with podiatrists on a regular basis to identify any issues that might impact on service development and performance.
- Always present yourself in a professional manner to clients and the public and other work colleagues.

Effort

The post holder will:

- Be able to work alone in an environment such as a clinic setting.
- Be able to work autonomously.
- Be able to work to deadlines.
- Be able to deal sensitively with and manage colleagues and peers who may have high levels of anxiety or frustration caused by changes to service and/ or service pressures and demands.
- Use effective negotiation, conflict resolution and change management skills to facilitate co-operation and understanding.

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: Practice Development and Quality Lead Podiatrist

DEPARTMENT: Community Podiatry

GRADE: Band 8a

Education/Qualifications	How measured
<p>HPCP Registered Podiatrist with LA Certificate</p> <p>BSc (Hons) podiatry or equivalent</p> <p>Post Graduate teaching experience.</p> <p>Evidence of continuous professional development.</p>	<p>Application</p>
<p>Experience</p> <p>Minimum of 3 years at Band 7.</p> <p>Operational management experience.</p> <p>Experience of skills training / teaching.</p> <p>Experience of professional supervision.</p> <p>Able to demonstrate experience of experience of operational management knowledge and skills.</p> <p>Managing programmes of organisational change that have led to tangible improvements.</p> <p>Demonstrates knowledge and understanding of frameworks related to competency, support and career development.</p>	<p>Application / interview</p>

Skills/Abilities/Knowledge	
<p>Excellent communication and interpersonal skills across a wide variety of situations.</p> <p>Proven leadership and management skills.</p> <p>Ability to act flexibly, collaboratively, and independently to ensure the service meets its delivery objectives.</p> <p>Able to manage own workload and work autonomously.</p> <p>Able to participate in and lead on audits.</p> <p>Ability to analyse audit and research data.</p> <p>Ability to teach / mentor/ support others.</p> <p>Ability to plan, prepare and facilitate effective learning.</p> <p>Numeracy, IT and analytical skills.</p> <p>Maintain a high profile as a senior podiatrist within the team, directorate, and trust.</p> <p>Enthusiasm and self motivation.</p> <p>Self initiative.</p> <p>Adaptability/ reliability/commitment</p> <p>Ability to identify, prioritise and manage critical issues and multiple priorities.</p> <p>Leadership – able to evidence ability to inspire and support others.</p> <p>Ability to maintain judgement under pressure.</p> <p>Finance Authorise small stock purchases Authorise rosters</p>	Application/ Interview
<p>Effort and Environment</p> <p>Physical Effort This would include clearing/caring for wounds</p>	Application/ Interview

<p>(use of scalpels and other clinical instruments) when required or when teaching/overseeing staff.</p> <p>Mental Effort Ability to cope with flexible working patterns, and adapt to change, capacity and demand Ability to prioritise own workload. Ability to deal with complex situations. Ability to recognise own strengths and weaknesses. Ability to provide leadership to staff and recognise limitations. Ability to work to deadlines. Ability to present reports/ teaching packages.</p> <p>Emotional Effort</p> <p>Ability to work in clinical community settings across sites as required.</p>	
<p>Other Requirements Ability to travel through the borough in a timely and efficient manner as the position requires - access to a car is essential.</p> <p>Working Conditions</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	4103.24
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Print Name

Print Name