

**JOB DESCRIPTION****AfC Ref: PTA 0183**

<b>JOB TITLE:</b>	Podiatrist
<b>BASE:</b>	Sandwell General Hospital
<b>DIVISION:</b>	Sandwell Adults Division
<b>CONTRACTED HOURS:</b>	37.5
<b>GRADE:</b>	Band 5
<b>RESPONSIBLE TO:</b>	Head of Service
<b>ACCOUNTABLE TO:</b>	Associate Director of Therapies

**JOB SUMMARY:**

Band 5 posts are designed to consolidate and build on graduate skills and academic knowledge, giving the newly qualified podiatrist a broad practical education of a range of patients and conditions. Band 5 podiatry posts are designed to develop a broad range of core skills within the foot health team and are not designed to provide in-depth specialist knowledge of particular conditions or patient groups.

To perform podiatry assessment on patients with diverse presentations and complex physical and psychological conditions, to provide a diagnosis and develop and deliver an individualised treatment programme.

To hold responsibility for a designated clinical and domiciliary caseload and be responsible for a defined area of the service or a particular patient type, working with indirect supervision. Supervision takes the form of regular formal training, peer review and clinical reasoning sessions,. Access to advice and support from a senior podiatrist is always available and clinical work is routinely evaluated by a senior physiotherapist.

To undertake all aspects of clinical duties as an autonomous practitioner.

Undertake evidence-based audit and research projects to further own and team's clinical practice. Make recommendations to clinical lead/manager of service for changes to practice by the team.

**Key Relationships**

The post holder will liaise with:-

- a) Users (patients), family and carers
- b) The multi-disciplinary team
- c) Managers within the Integrated Care Service,

- d) Primary and Secondary Care
- e) Voluntary agencies and other agencies (including Specialist Services)
- f) HEIs for all therapies
- g) Community based care centres, e.g. Intermediate Care bases

## **MAIN RESPONSIBILITIES:**

### **CLINICAL**

To be professionally and legally accountable for all aspects of own work, including caseload management

To undertake a comprehensive assessment of patients including those with diverse or complex presentations/multi pathologies; use clinical reasoning skills and manual assessment techniques to provide an accurate diagnosis

To formulate, deliver and evaluate an individual podiatry treatment programme based on a sound knowledge of evidence based practice and treatment options using clinical assessment, reasoning skills and knowledge of treatment options e.g. manual podiatric techniques, patient education, exercise, in-sole therapy.

To assess patient understanding of treatment proposals, gain valid informed consent and work within a legal framework with patients who lack capacity to consent to treatment in discussion with senior staff as needed

To take delegated responsibility from the Band 6 or 7 podiatrists for managing patients with particular conditions and be responsible for providing specialist podiatry assessment and treatment plans for patients with these conditions.

To formulate accurate prognoses and recommend best course of intervention, in discussion with senior staff as needed, developing comprehensive discharge plans

To be able to assess for, provide, fit and demonstrate the use of in-shoe devices and exercise, and offer training to patient and carers on self care techniques as relevant

### **COMMUNICATION**

To use a range of verbal and non-verbal communication tools to communicate effectively with patients to progress rehabilitation and treatment programmes. This will include patients who may have difficulties in understanding or communicating, e.g. patients may be dysphasic, depressed, have sensory impairment or who may be unable to accept diagnosis

To represent therapy service and / or individual patients at the multi-disciplinary team meetings, to ensure the delivery of a co-ordinated multidisciplinary service, and integrate podiatry treatment into the treatment programme. This will include discussion of patient care, patient progress and involvement in discharge planning with the support of senior podiatrists and other members of the multi-disciplinary team

## **DOCUMENTATION**

To be responsible for maintaining accurate and comprehensive patient treatment records in line with HPC and The Society of Chiropodists and Podiatrists standards of practice

## **LEADERSHIP/SUPERVISION AND PDR**

To review and reflect on practice and performance through effective use of professional and operational supervision and development review to ensure ongoing personal professional development

## **EDUCATION AND LIFE LONG LEARNING**

To actively participate in induction, training, and education of students and staff in this service

To participate in Band 5 development opportunities and competency framework

## **SERVICE DEVELOPMENT AND DELIVERY**

To work towards being an active member of one or more of the Foot Health Service extra duty rotas, weekend rota, extended hours rota, as required to meet the needs of service delivery to maintain capacity and demand flows through the service

## **CLINICAL GOVERNANCE / QUALITY**

To understand and work within Trust, HPC and Society of Chiropodists and Podiatrists guidelines and to develop a good working knowledge of national and local standards and monitor own and others quality of practice as appropriate

To contribute to the Directorate's and team's Clinical Governance arrangements and quality agenda

To demonstrate a practical understanding of national guidelines and legislation relating to health and social care and its impact on service provision

## **PROFESSIONAL DEVELOPMENT**

To apply acquired skills and knowledge of professional practice in order to develop fitness to practice as a Podiatrist

To maintain a professional portfolio for Continuous Professional Development recording learning outcomes through participation in internal and external development opportunities and reflective practice

To demonstrate on-going personal development through participation in internal and external development opportunities identifying own training needs and using reflective practice

## **LINE MANAGEMENT / STAFF / BUDGETS / DEPARTMENT**

To exercise good personal time management, punctuality and consistent reliable attendance being aware of all the Trust and Departmental Policies for notification of absences

## **RESEARCH AND PRACTICE DEVELOPMENT**

Maintain and develop current knowledge of evidenced based practice in the areas of core practice, developing knowledge of particular conditions and patient types

Undertake an evidence based project and develop improvements to service delivery and clinical practice, and to make recommendations for change to the Team Leader

To demonstrate the ability to critically evaluate your work and current practices through the use of evidence based practice projects, audit and outcome measures, either individually or with more senior therapists, assisting in the collection of data for use in service audit and research projects

## **CONFIDENTIALITY:**

The post holder must maintain confidentiality of information relating to patients, staff and other Health Service business.

## **HEALTH AND SAFETY:**

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

If you are a manager you will be responsible for the Trust's policy on Health and Safety and for taking all reasonable steps to maintain and where necessary to improve health and safety standards. This will include training to ensure that all employees are able to carry out their health and safety responsibilities effectively.

## **RISK MANAGEMENT:**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

## **EQUAL OPPORTUNITIES:**

The trust has a clear commitment to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

## **CONFLICT OF INTEREST:**

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

## **USE OF INFORMATION TECHNOLOGY:**

To undertake duties and development related to computerised information management to meet the changing needs and priorities of the Trust, as determined by your manager and in accordance with the grade of the post

## **SAFEGUARDING – CHILDREN/YOUNG PEOPLE AND VULNERABLE ADULTS**

Every employee has a responsibility to ensure the safeguarding of children and vulnerable adults at all times and must report any concerns immediately as made clear in the Trust's Safeguarding Policies.

## **INFECTION CONTROL**

The Trust is committed to reducing the risk of health care acquired infection. Accordingly it is essential that you adhere to all Trust infection control policies, procedures and protocols (to include hand decontamination, correct use of PPE (Personal Protective Equipment) and care and management of patients with communicable infections). You are required to report any breaches/concerns promptly using the Trust's incident reporting system.

## **SMOKING:**

This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Trust No-Smoking Policy.

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs and will be commensurate with the grade and competencies of the post.

*I agree that this Job Description is an accurate reflection of my current role and responsibilities.*

Name: .....

Signature: .....

Date: .....

## PERSON SPECIFICATION

**Post Title: Band 5 Podiatrist**

**Division/Department: SCAHD/Foot Health Service**

ATTRIBUTE	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working as part of a podiatry team and/or multi-disciplinary team within the NHS</li> </ul>	Application Interview	<ul style="list-style-type: none"> <li>Local knowledge of the workings of Foot health services in Sandwell</li> </ul>	Application Interview
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Relevant education at GCE and 'A' level or equivalent</li> <li>Diploma / Degree in Podiatry</li> </ul>	Application Interview	<ul style="list-style-type: none"> <li></li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to work as a reliable team member</li> <li>Ability to problem solve</li> <li>Flexible resilient attitude</li> </ul>	Application Interview	<ul style="list-style-type: none"> <li></li> </ul>	
<b>Management / Supervision / Coordination skills</b>	<ul style="list-style-type: none"> <li>Experience of delegation of tasks to support workers</li> </ul>	Application Interview	<ul style="list-style-type: none"> <li></li> </ul>	
<b>Written skills</b>	<ul style="list-style-type: none"> <li>IT skills</li> <li>Able to present information in a written format, in a clear and logical manner, including presentation skills</li> </ul>	Application Interview	<ul style="list-style-type: none"> <li>Experience of electronic patient records</li> </ul>	Application Interview
<b>Communication/Verbal skills</b>	<ul style="list-style-type: none"> <li>Able to present information, orally, in a clear and logical manner, including presentation skills</li> </ul>	Application Interview	<ul style="list-style-type: none"> <li></li> </ul>	
<b>Responsibility for financial and physical resources</b>	<ul style="list-style-type: none"> <li>Experience of delegation of tasks to support workers</li> </ul>	Application Interview	<ul style="list-style-type: none"> <li></li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Current knowledge of best practice in Podiatry</li> <li>Understanding of professional ethics and their application in practice</li> </ul>	Application Interview	<ul style="list-style-type: none"> <li></li> </ul>	Application Interview

	<ul style="list-style-type: none"> <li>• Basic knowledge of health legislation and current practice</li> <li>• Basic understanding of clinical governance</li> <li>• Awareness of Health &amp; Safety and risk management</li> </ul>			
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ATTRIBUTE	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
<b>Physical skills</b>	<ul style="list-style-type: none"> <li>• Ability to sustain concentration for long periods.</li> <li>• Ability to employ highly developed manual and perceptual skills in the assessment, diagnosis and treatment of clients</li> </ul>	Application Interview	•	
<b>Mental Effort</b>	<ul style="list-style-type: none"> <li>• Ability to sustain concentration for long periods.</li> <li>• Ability to employ highly developed manual dexterity and perceptual skills in the assessment, diagnosis and treatment of clients</li> </ul>	Application Interview	•	
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Experience of managing risks associated with coming into contact with body fluids and/or of being exposed to physical / verbal aggression.</li> <li>• Experience of working within care homes, social care and people's own homes.</li> <li>• Ability to assess risk when working alone in a variety of environments.</li> </ul>	Application Interview	•	
<b>Emotional Effort</b>	<ul style="list-style-type: none"> <li>• Ability to sustain concentration for long periods.</li> <li>• Ability to employ highly developed manual dexterity and perceptual skills in the assessment, diagnosis and treatment of clients</li> <li>• Ability to recognize own professional boundaries and seek support where</li> </ul>	Application Interview	•	

	necessary. <ul style="list-style-type: none"> <li>• Ability to demonstrate empathy with clients, carers and families whilst maintaining professional objectivity when working with difficult physical, emotional and social circumstances.</li> <li>•</li> </ul>			
<b>Other</b>	<ul style="list-style-type: none"> <li>• Involvement in audit, research and understanding quality issues</li> <li>• Registration with HPC</li> <li>• Membership of the Society of Chiropodists and Podiatrist</li> <li>• Portfolio evidence of reflective learning</li> <li>• Commitment to life-long learning</li> <li>• Willingness to participate in rotation scheme</li> <li>• Evidence of ability to fulfil the transport requirements of the role</li> <li>• Experience of working in NHS</li> </ul>	Application Interview	<ul style="list-style-type: none"> <li>• An understanding of and commitment to the model of service delivery operating within the foot health service and the wider multi-disciplinary team</li> </ul>	Application Interview

#### **Notes on completion**

Please complete only the criteria that are relevant to the post otherwise leave blank.

Essential criteria are those attributes required of the post holder without which an appointment cannot be made.

Desirable criteria are those attributes of the post holder, which would be useful, but not essential for the post holder to perform the role.

How tested:

AF	-	Application Form
I	-	Interview
P	-	Presentation
T	-	Test

If you have any queries please contact your Divisional HR Consultant

*I confirm that this Person Specification has been discussed and agreed with me.*



Name: .....

Signature: .....

Date: ...../...../.....