

## JOB DESCRIPTION

### CARDIFF AND VALE UNIVERSITY HEALTH BOARD

09275

#### JOB DETAILS

<b>Job Title:</b>	Podiatrist
<b>Pay Band:</b>	A4C Band 5
<b>Department:</b>	Podiatry
<b>Directorate:</b>	Therapies
<b>Clinical Board:</b>	Clinical Diagnostics and Therapeutics Clinical Board
<b>Base:</b>	Podiatry Management Offices – Cardiff Royal Infirmary

#### ORGANISATIONAL ARRANGEMENTS

<b>Managerially Accountable to:</b>	Head of Podiatry Services
<b>Reports to:</b>	Head of Podiatry Services
<b>Professionally Responsible to:</b>	Head of Podiatry Services

#### Our Values: *'CARING FOR PEOPLE; KEEPING PEOPLE WELL'*

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

<b>We care about the people we serve and the people we work with</b>	Treat people as you would like to be treated and always with <b>compassion</b>
<b>We trust and respect one another</b>	Look for <b>feedback</b> from others on how you are doing and strive for <b>better</b> ways of doing things
<b>We take personal responsibility</b>	Be <b>enthusiastic</b> and take responsibility for what you do.
<b>We treat people with kindness</b>	<b>Thank</b> people, celebrate success and when things go wrong ask 'what can I learn'?
<b>We act with integrity</b>	Never let structures get in the way of doing the <b>right thing</b> .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

## **JOB SUMMARY/JOB PURPOSE**

Support Podiatry in providing a Foot Health and Wellbeing service with the patient at the centre to ensure an active population for the residents of Cardiff and Vale UHB.

## **DUTIES AND RESPONSIBILITIES**

To work as part of a highly motivated wider departmental team providing a high standard of clinical care in both acute, community and outreach settings.

Operate as an autonomous practitioner, in accordance with the Health Care Professions Council and local policy, to maintain and manage clinical caseload including delivery of a range of podiatric interventions. This will include the autonomous assessment, diagnosis, development, implementation and evaluation of individualised care plans for patients with a wide variety of clinical needs using evidence based patient centred principles.

Comply with operational and clinical governance and assurance to ensure safe, efficient and effective care, compatible with professional and national clinical standards within Podiatry.

Recognise barriers and actively engage patients through patient activation (PAMS) and structured brief intervention in public health behaviour changes including weight loss, smoking cessation and substance misuse.

Participate in clinical rotational competency packages. Participate in research and audit as part of Podiatry service research and development strategy.

## **Organisational**

The post holder will:

- Provide regular personal and departmental performance monitoring information including compliance with PARIS standards and Rosterpro ensuring all clinical and non clinical information is accurately inputted .
- Be responsible for monitoring, ordering, maintenance and security of stock and specialist equipment on a day to day basis and cost effective use of all supplies.
- Participate in audit, service evaluation and departmental research and development.
- Assist in work based portfolios with agreed departmental projects identified as a requirement to ensuring safe and effective care for our patients.

- Responsible for the day to day planning and monitoring of personal workloads ensuring available sessions are fully utilised to meet service and patient needs.

## Training and education:

The post holder will:

- Be involved in promoting foot health and well being through education for patients, carers and relatives on a one to one and small group basis
- Work within the code of professional conduct/HPC standards and fulfil Continual Professional Development requirements identified thorough the Knowledge and skills framework and the appraisal process.
- Take personal responsibility for attendance at practice and management supervision sessions.
- Support locality and clinical leads and Head of Podiatry in managing and implementing change.
- Participate in departmental rotations.
- Participate in observational placements of Podiatry and other students

## Operational:

The post holder will

- Work as an autonomous practitioner making day to day decisions on a wide range of conditions with reference to the team leader/professional manager or other professional colleagues as needed.
- Receive and interpret podiatric and medical information regarding patients' history from varying sources including GP's and Consultants.
- Understand the role of advanced practitioners and other professionals and refer using agreed departmental referral pathways when appropriate.
- Manage a mixed caseload containing patients with a varied medical history, with comorbidities and varied foot health status' which require individualised care plans by adopting a problem solving and reflective approach, engaging patients and carers in the care plan, negotiating on agreed outcomes, gaining consent and educating users on self care and monitoring..
- Provide effective communication with other health care professionals including GP's Consultants, and Primary care to ensure Podiatric information is provided to inform decision making and patients receive appropriate referral and treatment from the multidisciplinary team.
- Be responsible on a daily basis for the pre and post operative preparation, decontamination and maintenance of clinical equipment
- Ensure that informed consent is acquired from a wide range of patient groups including those with language difficulties, reduced mental capacity and communication limitations.
- Competently multi-task whilst maintaing high quality of care for the individual patient, dealing with frequent interruptions by telephone and in person and mentally developing complex care pathways whilst delivering treatments.

- Be flexible to provide cover at short notice as and when required and potentially work outside of core hours. Manufacture simple orthoses and write prescriptions for more complex orthoses
- Undertake Diabetic foot risk classification of patients within their caseload including individualised advice to patients on footwear and prevention of ulceration ☐ Participate in the departments Quality and Safety initiatives.
- Define appropriate care plans for patients suitable for delegation of care to Podiatry clinical assistants.
- Deputise for specialist podiatrists in single handed and multidisciplinary clinics following rotations.
- Competently deal with the first line management of informal concerns.
- Raise the profile of the department and promote a positive image of the department as well as maintaining effective working relationships with the UHB, HEI's and other agencies.

## GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they

might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.

- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will, in many cases, include access to personal information relating to service users.
- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.

- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying because of someone's 'protected characteristics'. These protected characteristics are: age, religion, sexual orientation, belief or non-belief, sex, disability, race, gender identity, pregnancy and maternity, marriage and civil partnerships. The line manager and post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for anyone who you may be working with, whether they are patients, family/carer, visitors or colleague. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.
- **Dignity at Work:** The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

Date Prepared: January 2022

Prepared By: Mathew King - Head of Podiatry Services

**CAJE Reference:**  
RWM/2019/0191

**Date Reviewed:**

**Reviewed By:**



## PERSON SPECIFICATION CARDIFF AND VALE UNIVERSITY HEALTH BOARD

<b>Job Title:</b>	Podiatrist	<b>Department:</b>	Podiatry
<b>Band:</b>	5	<b>Clinical Board:</b>	CD&T
<b>Base:</b>	CRI		

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Professional registration with HCPC as a Podiatrist with a BSc in Podiatry/Podiatric Medicine or equivalent Diploma in Podiatric Medicine with POMS and Local anaesthetic certificate annotated on the register.</li> <li>Basic Life Support</li> </ul> <p>FRAME</p>	MECC trained level 1	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificate check</li> <li>CPD portfolio</li> </ul>

<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▪ Evidence of continual professional development</li> <li>▪ Undergraduate experience of assessing and treating a range High and medium Risk Patients including Diabetics, Rheumatology, musculoskeletal disorders insufficiency, wound management, terminally ill ,mental health problems or learning disabilities</li> <li>▪ Undergraduate experience of treating patients in domiciliary and clinical setting</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Undergraduate experience in undertaking lower limb risk classification</li> <li>▪ Good interpersonal skills to work well as part of the team</li> <li>▪ Ability to communicate effectively with a broad spectrum of the general public and health care professionals</li> <li>▪ Computer literate</li> </ul>	<ul style="list-style-type: none"> <li>▪ PARIS</li> <li>▪ Use of Force plate for gait analysis and pressure point identification</li> <li>▪ Welsh speaker</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>
<b>SPECIAL KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>▪ Understanding of the requirements of Patient safety, quality and Governance</li> <li>▪ Knowledge of Health and safety, COSHH regulations e.g. mask fit tests</li> <li>▪ Up to date knowledge of wound healing and dressings relevant to scope of practice</li> </ul>	<ul style="list-style-type: none"> <li>▪ Member of special interest group</li> <li>▪ Experience with general public</li> <li>▪ Understanding of diversity issues</li> <li>▪ Awareness of public health agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>
<b>PERSONAL QUALITIES</b> (Demonstrable)	<ul style="list-style-type: none"> <li>▪ Flexible approach to the needs of the service and ability to multi-task</li> <li>▪ Can work alone or as part of a</li> </ul>	Places patient and service needs before own	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interviews</li> </ul>

	<ul style="list-style-type: none"> <li>team</li> <li>▪ Ability to cope with a large and unpredictable workload</li> <li>▪ Self confident</li> <li>▪ Excellent organisational skills</li> <li>▪ Enthusiastic and self motivated</li> <li>▪ Good communicator (including listening and assimilation)</li> <li>▪ Demonstrates professional behaviour</li> <li>▪ Smart, tidy appearance, punctual, reliable, good time keeping, pleasant disposition and polite.</li> </ul>		References
<b>OTHER</b> <i>(Please Specify)</i>	<ul style="list-style-type: none"> <li>▪ Ability to make travel arrangements to meet the requirements of the job in a timely manner.</li> <li>▪ Ability to reach and bend to fulfil the requirements of the job role</li> <li>▪ Satisfactory DSB</li> </ul>		▪ Interview

<b>Date Prepared:</b>	19/12/2019	<b>Prepared By:</b>	
<b>Date Reviewed:</b>		<b>Reviewed By:</b>	