



DISGRIFIAD SWYDD

MANYLION SWYDD:

Teitl Swydd	Podiatrydd
Graddfa Cyflog	Band 5
Oriau Gwaith a Natur y Contract	Parhaol, Llawn Amser
Uwch Adran/Cyfarwyddiaeth	Therapiau
Adran	Podiatreg ac Orthoteg
Lleoliad	i'w gytuno

TREFNIADAU SEFYDLIADOL:

Yn atebol yn rheolaethol i:	Bennaeth Gwasanaethau Podiatreg ac Orthoteg
Yn adrodd i: Enw'r Rheolwr Llinell	Goruchwyliwr Dynodedig
Yn Gyfrifol yn Broffesiynol i:	Bennaeth Gwasanaethau Podiatreg ac Orthoteg

CRYNODEB SWYDD/PWRPAS SWYDD:

Bydd y deilydd swydd yn gweithio fel ymarferydd annibynnol yn dilyn codau ymddygiad proffesiynol a moeseg, gan gynnal llwyth achosion amrywiol a all gynnwys cleifion sydd ag anghenion cymhleth gyda goruchwyliaeth ychwanegol.

Gall gweithgareddau clinigol gael eu cynnal mewn ystod eang o leoliadau yn cynnwys ysbyty, clinig a'r gymuned, a chartrefi'r cleifion.

Bydd deilydd y swydd yn darparu goruchwyliaeth i Gynorthwyyr Podiatreg a gall ddarparu arweiniad a chefnogaeth i gefnogi gweithwyr o ddisgyblaethau eraill. Yn ychwanegol at hyn, bydd deilydd y swydd yn cefnogi dysgu a datblygiad eraill yn cynnwys staff a myfyrwyr newydd.

Bydd deilydd y swydd yn cyfrannu at ddatblygiadau'r gwasanaeth o fewn ei adran a all gynnwys mynychu cyfarfodydd a chymryd rhan mewn archwiliad, dadansoddi gwasanaeth ac ymchwilio arfer sy'n seiliedig ar dystiolaeth.

Gweithio mewn partneriaeth â chleifion a gweithwyr proffesiynol iechyd eraill fel bo'n briodol i gyflawni'r canlyniad iechyd gorau iddynt.

Bydd disgwyl i'r deilydd swydd weithio'n agos â phob maes gwasanaeth fel bo'n briodol i sicrhau darparu gwasanaeth gwbl integredig.

DYLETSWYDDAU/CYFRIFOLDEBAU:

Clinigol

- *Cynnal llwyth achosion fel cyfarwyddir fel ymarferydd annibynnol, gyda chyfrifoldeb am weithredu'r broses podiatreg mewn modd effeithiol ac effeithlon.*
- *Rheoli ei lwyth gwaith ei hun drwy gynllunio gweithgareddau clinigol o fewn amserlenni effeithiol eu blaenoriaethau a'u cynnal, bod yn gallu addasu fel mae amgylchiadau a symptomau clinigol y claf yn newid; dangos sgiliau rheoli amser a llwyth achosion effeithiol.*
- *Dewis asesiadau ac ymyriadau i wella iechyd traed y client, eu cynnal a'u dadansoddi. Defnyddio eich barn eich hun, a dadansoddi gwybodaeth asesiad o ystod o ffynonellau a sefyllfaoedd er mwyn datblygu cynlluniau triniaeth i fodloni anghenion cleientiaid.*
- *Dewis, asesiadau safonol ac ansafonol fel y dangoswyd yn glinigol sy'n cefnogi dynodi anghenion y cleient eu cynnal a'u dadansoddi.*
- *Cefnogi cleientiaid gyda'u teuluoedd/gofalwyr i ddynodi eu hamcanion ymyriad podiatreg drwy asesiad a dadansoddi ffactorau corfforol, seicolegol, gwybyddol, emosiynol, amgylcheddol a chymdeithasol o fewn eu symptomau clinigol; gan ddylunio cynlluniau podiatreg y cleient eu hysgrifennu, a'u dadansoddi.*
- *Ymgysylltu'n rhagweithiol â chleientiaid a'u gofalwyr/teuluoedd yn y broses triniaeth bodiatreg, gan ddefnyddio amryw o ddulliau cyfathrebu sy'n eu cefnogi i gymryd cyfrifoldeb am wneud penderfyniadau a gosod amcanion.*

- *Ar eich pen eich hun, cynllunio sesiynau triniaeth unigolion a grwpiau eu trefnu, arwain a'u gwerthuso gyda chefnogaeth gan oruchwyliwr neu uwch bodiatregwyr.*
- *Cymryd rhan mewn gwaith asesu ar y cyd ac amlddisgyblaethol; gweithio ar y cyd â staff podiatreg eraill, a staff o ddisgyblaethau eraill.*
- *Cynnal asesiadau a thriniaethau yn yr amgylchedd mwyaf priodol, gan ymateb i anghenion yr unigolyn yn y cyd-destun hwnnw. Bydd hyn yn cynnwys gweithio'n annibynnol mewn ysbyty, cartrefi'r cleient, a'r gymuned.*
- *Defnyddio ystod o ymyriadau a'u datblygu er mwyn hwyluso lefel swyddogaeth ac annibyniaeth gorau i'r cleient.*
- *Ystyried egwyddorion ystyriaethau deddfwriaethol sy'n berthnasol i arbenigedd clinigol i'ch arfer eich hun drwy oruchwyliaeth glinigol er enghraifft, Amddiffyn Plant ac Amddiffyn Oedolion Bregus, Safonau Amddifadu o Ryddid a Deddf Iechyd Meddwl.*
- *Gweithio'n annibynnol neu ochr yn ochr â'r podiatregwyr yn yr ysbyty, cartref neu'r gymuned, gan ystyried a threfnu pan fo angen gweithio ar y cyd neu fwy o arbenigedd arbenigol i gefnogi gofal y cleient.*
- *Cynhwyso'r sail tystiolaeth sydd ar gael i arfer clinigol, i fonitro canlyniadau, gwerthuso ac addasu ymyriadau'n unol â hynny.*
- *Ffurfio cofnodion ac adroddiadau clinigol a'u hysgrifennu ar gyfer timau amlddisgyblaethol, i gyfrannu at gynllunio gofal amlddisgyblaethol, a chymryd rhan mewn cyfarfodydd adolygu a rhoi cyngor proffesiynol iddynt fel bo'n briodol.*
- *Ffurfio perthnasau proffesiynol â chleientiaid, sydd yn aml yn dangos ymddygiad heriol a newidiadau annisgwyl mewn amgylchiadau. Cyfathrebu â hwy mewn modd sy'n parchu eu safbwyntiau, eu hannibyniaeth a'u diwylliant. Bod yn hyblyg ac yn addasadwy gyda chynlluniau.*

Cyfathrebu

- *Mynegi anawsterau cymhleth a gwybodaeth am driniaeth yn sensitif i'r cleientiaid, teuluoedd a gweithwyr proffesiynol eraill, er mwyn ennyn cydweithrediad, weithiau mewn sefyllfaoedd lle bo gwahaniaethau barn neu lle bo rhwystrau rhag deall.*
- *Gallu defnyddio technegau dad-ddwysau llafar a di-eiriau lle bo'n briodol, lle bo meysydd sy'n gwrthdaro a'r posibilrwydd o ymddygiad ymosodol.*
- *Defnyddio sgiliau ysgogi, empathetig a thawelu meddwl effeithiol fel bo'n briodol i gefnogi cleientiaid a'u teuluoedd a'u gofalwyr yn eu gofal.*
- *Gwrando ar gleientiaid a'u teuluoedd/gofalwyr a chyfathrebu'n effeithiol â nhw mewn fformat dealladwy, cynllunio strategaethau cyfathrebu a'u dylunio sy'n ystyried dulliau llafar, di-eiriau a gweledol.*
- *Mynd ati i ddatblygu a chynnal perthynas weithio agos gyda chydweithwyr yn rhagweithiol ar draws disgyblaethau ac asiantaethau, gwirfoddol, statudol a*

phreifat sy'n hwyluso cydweithio i ddarparu gwasanaeth i gwrdd ag anghenion y cleient a'i deulu yn y modd gorau.

Dogfennaeth a Gweinyddiaeth

- *Sicrhau bod pob cofnod ysgrifenedig ac electronig a data gweithgaredd yn cael eu diweddarau a'u cadw yn unol â safonau'r Bwrdd Iechyd a rhai lleol.*
- *Defnyddio unrhyw systemau TG a data ysgrifenedig dynodedig yn amserol ac yn gyson, gan ddilyn polisiau bwrdd iechyd ac adrannol.*
- *Cymryd rhan mewn datblygiad systemau gweinyddu lleol.*
- *Delio'n addas ac yn broffesiynol ac ymholiadau cyffredinol sy'n dod i mewn i'r adran podiatreg yn unol â gweithdrefnau adrannol.*
- *Cynnal cofnodion a chofnodion clinigol cleientiaid yn unol â chanllawiau adrannol a safonau Cymdeithas Ciropodydd a Podiatregwyr a HCPC.*

Moeseg Broffesiynol

- *Cadw at God Ymddygiad a Chod Proffesiynol y Cyngor Proffesiynau Iechyd a Chymdeithas y Ciropodyddion a'r Podiatryddion, Cod Ymddygiad y Byrddau Iechyd, a pholisiau a gweithdrefnau lleol.*
- *Cynnal eich cofrestrriad proffesiynol eich hun drwy adnewyddiad a chymryd cyfrifoldeb am eich Datblygiad Proffesiynol Parhaus, gan gynnal portffolio proffesiynol fel bo'n ofynnol ar gyfer cofrestrriad proffesiynol.*

Datblygiad Proffesiynol

- *Datblygu gwybodaeth, sgiliau ac arbenigedd o fewn maes clinigol.*
- *Datblygu gwybodaeth gyfoes am offer/asesiadau/triniaethau podiatreg, gan weithredu egwyddorion arfer wedi ei seilio ar dystiolaeth ac arfer diogel.*
- *Cynnal arferiad myfyrio a chyfrannu at ddadl broffesiynol ar amryw o faterion clinigol sy'n ymwneud â darparu gwasanaethau podiatreg.*
- *Ymgysylltu ar y cyd â goruchwyliaeth reolaidd gyda goruchwyliwr dynodedig i gefnogi cynllunio gwasanaeth, atebolrwydd personol a datblygiad proffesiynol.*
- *Ymgysylltu ar y cyd yn eich gwerthusiad eich hun drwy ddarparu tystiolaeth a chyfrannu at osod amcanion.*
- *Dynodi anghenion hyfforddi heb oruchwyliaeth a phrosesau gwerthuso, a threfnu hyfforddiant allanol a mewnol gorfodol ac arbenigol, seminarau, darlithoedd a chysiau a'u mynychu,*
- *Cydnabod cyfyngiadau o ran arfer ei hun a gofyn am gymorth gan gydweithwyr/goruchwyliwr profiadol er mwyn datblygu galluedd/arfer proffesiynol.*

- *Cyfrannu at ddarparu a datblygu gofal clinigol o fewn y cylchdroadau, trwy rannu diddordebau/profiad personol ac arwain/peilota datblygiadau o dan oruchwyliaeth.*

Rheoli

- *Ymwybyddiaeth o effaith o bolisiâu a phrotocolau lleol sy'n effeithio ar ddarparu gwasanaeth.*
- *Ymwybyddiaeth o ganllawiau clinigol lleol a chenedlaethol sy'n berthnasol i'r maes clinigol.*
- *Dealltwriaeth o egwyddorion Llywodraethu Clinigol a'u defnyddio.*
- *Blaenoriaethu ei waith ei hun o fewn yr adnoddau sydd ar gael i'r gwasanaeth ac i bwysleisio diffygion i'r rheolwr llinell, lle maent yn effeithio ar un ai ansawdd neu safonau darparu gwasanaeth.*
- *Cymryd rôl weithredol o fewn rhwydweithiau gwasanaeth lleol a chlinigol, gan fynychu cyfarfodydd a chyfrannu atynt.*
- *Defnyddio polisiâu a gweithdrefnau adrannol a'r Bwrdd Iechyd, ac adrodd i'r Pennaeth/Uwch Podiatregydd pan mae problemau o ran eu bodloni.*
- *Cyfrannu at raglen gynefino staff newydd.*
- *Bod yn rhan o oruchwyllo myfyrwyr Podiatreg, ac i addysgu myfyrwyr o ddisgyblaethau eraill am rôl Podiatreg.*
- *Cymryd rhan mewn goruchwyliaeth cynorthwydd Podiatreg fel y cyfarwyddir gan oruchwyliwr.*
- *Darparu addysg a dirprwyo dros gynorthwywyr Podiatreg dan arweiniad goruchwyliwr dynodedig.*

Ymchwil a Datblygiad

- *Bod yn ymwybodol o ddatblygiadau proffesiynol mewn asesu ac ymyrryd a chyfrannu at ddatblygiad arfer Podiatreg o fewn maes clinigol.*
- *Cynnal sgiliau archwilio ac ymchwilio sylfaenol gan gyfrannu at ddadansoddiad ddarparu gwasanaeth trwy gymryd rhan mewn gweithgaredd archwilio fewn y gwasanaeth Podiatreg.*
- *Cyfrannu at dasgau datblygiad gwasanaeth cytunedig, gweithredu datblygiadau gwasanaeth newydd a chymryd rhan mewn dadansoddiadau ac adolygiadau gwasanaeth, prosiectau archwiliad ac ymchwil.*

MANYLEB BERSONOL

NODWEDDION	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a/neu Wybodaeth	Gradd neu gyfwerth mewn Podiatreg Cofrestriad HCPC		Ffurflen gais a gwiriadau cyn cyflogaeth
Profiad	Tystiolaeth o wahanol leoliadau gwaith. Tystiolaeth o leoliadau gwaith yn y GIG.		Ffurflen gais a chyfweliad
Dawn a Galluoedd	Gallu i ddisgrifio rôl Podiatreg i eraill yn cynnwys staff o wahanol ddisgyblaethau a chleifion a'u gofalwyr. Gallu gweithredu'r broses triniaeth Podiatreg gyda chleientiaid. Gallu cyfathrebu'n effeithiol ac yn sensitif ag eraill. Gallu i reoli eich llwyth achosion a'ch amser eich hun. Gallu gweithio'n effeithiol ar eich pen eich hun ac mewn tîm. Gallu llywio strategaethau rheoli risg a'u dilyn. Sgiliau llafar a di-eiriau i gefnogi cyfathrebu ag eraill.	Gallu siarad Cymraeg	Cyfweliad
Gwerthoedd	Gallu ymgysylltu â chleientiaid a'u perthnasau a gofalwyr wrth ddynodi amcanion triniaeth a chytuno arnynt. Ymrwymiad i ddysgu gydol oes i ddatblygu ei sgiliau proffesiynol ei hun. Ymrwymiad i gyfrannu at dasg datblygu gwasanaeth e.e. archwiliad ac arfer sy'n seiliedig ar dystiolaeth a dadansoddiad gwasanaeth i wella gofal cleifion.		Ffurflen Gais Cyfweliad Geirdaon

	Gallu disgrifio rôl o fewn dull system gyfan.		
	Dangos integrededd.		
	Dangos gofal tosturiol.		
Arall	Gallu ateb gofynion teithio'r swydd.		Ffurflen gais a chyfweliad
	Gallu gweithio oriau yn hyblyg.		

GOFYNION CYFFREDINOL

Dylech gynnwys y rhai sy'n berthnasol i ofynion y swydd

- **Gwerthoedd:** Mae'n ofynnol bod bob gweithiwr y Bwrdd Iechyd yn dangos a chynnwys y Gwerthoedd a Datganiadau Ymddygiad er mwyn iddynt fod yn rhan integredig o fywyd gweithio'r deilydd y swydd ac i gynnwys yr egwyddorion yn niwylliant y sefydliad.
- **Gweithwyr Iechyd Proffesiynol Cofrestredig:** Gofynnir i holl weithwyr y mae gofyn iddynt gofrestru â chorff proffesiynol, er mwyn iddynt allu gweithio o fewn eu proffesiwn, gydymffurfio â'u **cod** ymddygiad a gofynion eu cofrestriad proffesiynol.
- **Gallu:** Ar unrhyw adeg ni ddylai deilydd y swydd weithio y tu allan i lefel ddiffiniedig cymhwysedd. Os oes gan ddeilydd y swydd bryderon ynghylch hyn fe ddylai eu trafod â'i Reolwr/Goruchwyliwr yn syth. Mae gan weithwyr gyfrifoldeb i roi gwybod i'w Reolwr/Goruchwyliwr os oes ganddynt amheuaeth ynglŷn â'u gallu i wneud eu dyletswyddau.
- **Dysgu a Datblygiad:** Mae'n rhaid i holl staff wneud rhaglenni cynefino/ymgyfarwyddo at lefel Gorfforaethol ac Adrannol ac mae'n rhaid sicrhau bod holl ofynion hyfforddi statudol/gorfodol yn gyfredol. Os yw'n briodol, gofynnir i staff ddangos tystiolaeth o ddatblygiad proffesiynol parhaus.
- **Gwerthusiad Perfformiad:** Rydym wedi ymrwymo i ddatblygu ein staff ac rydych yn gyfrifol am gymryd rhan mewn Adolygiad Datblygiad Perfformiad Blynyddol y swydd.
- **Iechyd a Diogelwch:** Mae gan bob gweithiwr y sefydliad ddyletswydd statudol o ofal am eu diogelwch personol eu hunain a diogelwch eraill a fydd yn cael eu heffeithio gan eu gweithredoedd neu esgeulustra. Rhaid i ddeilydd y swydd gydweithredu â rheolwyr i alluogi'r sefydliad i fodloni ei ddyletswyddau cyfreithiol ei hun a rhoi gwybod am unrhyw sefyllfaoedd peryglus neu offer diffygiol. Rhaid i ddeilydd y swydd gadw at bolisiau Rheoli Risg, Iechyd a Diogelwch a Pholisiau cysylltiedig.
- **Rheoli Risg:** Elfen safonol o rôl a chyfrifoldeb holl staff y sefydliad yw eu bod yn cyflawni rôl ragweithredol o ran rheoli risg yn eu holl waith. Mae hyn yn cynnwys asesu risg pob sefyllfa, cymryd camau perthnasol ac adrodd am bob digwyddiad, achosion y bu ond y dim iddynt ddigwydd a pheryglon.
- **Y Gymraeg:** Rhaid i'r holl weithwyr berfformio eu dyletswyddau gan gadw'n gaeth at ofynion Cynllun Iaith Gymraeg y sefydliad ac achub ar bob cyfle i hyrwyddo'r Gymraeg wrth ymdrin â'r cyhoedd.
- **Llywodraethu Gwybodaeth:** Mae gofyn i ddeilydd y swydd fod yn ymwybodol bob amser o bwysigrwydd cadw gwybodaeth a gafwyd yn ystod ei ddyletswyddau yn gyfrinachol ac yn ddiogel. Bydd hyn yn aml yn cynnwys gweld gwybodaeth bersonol sy'n ymwneud â defnyddwyr y gwasanaeth.

Cyfeirnod CAJE/Dyddiad : 2016/0559

- **Deddf Diogelu Data 1998:** Rhaid i ddeilydd y swydd drin pob gwybodaeth boed honno'n gorfforaethol, neu'n wybodaeth am staff neu gleifion mewn modd synhwyrol a chyfrinachol yn unol â darpariaethau Deddf Diogelu Data 1998 a Pholisi'r Sefydliad. Ystyrir unrhyw achos o dorri'r fath gyfrinachedd yn drosedd ddisgyblu ddifrifol, sydd yn agored i ddiswyddiad a / neu erlyniad dan ddeddfwriaeth statudol gyfredol (Deddf Diogelu Data) a Pholisi Disgyblu'r Bwrdd Iechyd.
- **Rheoli Cofnodion:** Fel gweithiwr y sefydliad hwn, mae deilydd y swydd yn gyfreithiol gyfrifol am yr holl gofnodion y mae'n eu casglu, eu creu neu'n eu defnyddio fel rhan o'i waith yn y sefydliad (gan gynnwys iechyd cleifion, ariannol, personol a gweinyddol) p'un ai bod ar bapur neu ar gyfrifiadur. Ystyrir pob cofnod o'r fath fel cofnodion cyhoeddus, ac mae gan ddeilydd y swydd ddyletswydd cyfrinachedd gyfreithiol i ddefnyddwyr gwasanaethau (hyd yn oed ar ôl i weithiwr adael y sefydliad). Dylai deilydd y swydd ymgynghori â'i reolwr os oes ganddo/ganddi unrhyw amheuaeth am reolaeth gywir unrhyw gofnodion y mae'n gweithio gyda hwy.
- **Cydraddoldeb a Hawliau Dynol:** Mae Dyletswydd Gydraddoldeb Sector Cyhoeddus yng Nghymru yn rhoi dyletswydd gadarnhaol ar y Bwrdd Iechyd i hyrwyddo cydraddoldeb i unigolion sydd â nodweddion a amddiffynnir, fel cyflogwr ac fel darparwr gwasanaethau cyhoeddus. Mae naw rhinwedd a warchodir: oed; anabledd; ailbennu rhyw; priodas a phartneriaeth sifil; beichiogrwydd a mamolaeth; hil; crefydd neu gred; rhyw neu gyfeiriadedd rhywiol. Mae'r Bwrdd Iechyd yn ymroddedig i sicrhau nad yw unrhyw ymgeisydd am swydd neu weithiwr yn derbyn triniaeth llai ffafriol ar sail unrhyw un o'r uchod. I'r perwyl hwn, mae gan y sefydliad Bolisi Cydraddoldeb, ac mae angen i bob gweithiwr cyfrannu at ei lwyddiant.
- **Urddas yn y Gwaith:** Mae'r sefydliad yn condemnio bob ffurf ar fwlio ac aflonyddwch ac yn ymdrechgu'n rhagweithiol i hyrwyddo gweithle lle mae gweithwyr yn cael eu trin yn deg a gydag urddas a pharch. Gofynnir i'r holl staff adrodd am unrhyw ffurf ar aflonyddu a bwlio i'w Rheolwr Llinell neu unrhyw Gyfarwyddwr y Bwrdd Iechyd. Ni fydd unrhyw ymddygiad anaddas y tu mewn i'r gweithle yn cael ei oddef a bydd yn cael ei drin fel mater difrifol dan Bolisi Disgyblu'r Bwrdd Iechyd.
- **Gwiriad Datgelu DBS:** Yn y rôl hon bydd gennych gysylltiad uniongyrchol â chleifion/defnyddwyr gwasanaeth/ plant/oedolion bregus yn y swydd hon fel rhan o'ch dyletswyddau arferol. Felly, bydd raid i chi wneud cais am Wiriad Datgelu Swyddfa Cofnodion Troseddol fel rhan o weithdrefn wirio cyn cyflogi'r Bwrdd Iechyd.
- **Diogelu Plant ac Oedolion Bregus:** Mae'r sefydliad wedi ymrwymo i ddiogelu plant ac oedolion bregus. Mae'n rhaid i'r holl staff felly fynychu hyfforddiant Diogelu Plant a bod yn ymwybodol o'u cyfrifoldeb dan y Polisi Amddiffyn Oedolion.
- **Rheoli Haint:** Mae'r sefydliad wedi ymrwymo i fodloni ei oblygiadau i leihau heintiau. Mae pob aelod o staff yn gyfrifol am amddiffyn a diogelu cleifion, defnyddwyr gwasanaeth, ymwelwyr a gweithwyr yn erbyn y risg o gael heintiau sy'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o gynnwys Polisiâu a Gweithdrefnau Atal a Rheoli Haint y Bwrdd Iechyd a'u goruchwyllo'n gyson.
- **Dim Ysmygu:** Rhoi'r cyfle gorau i bob claf, ymwelydd a staff fod yn iach, mae bob safle'r Bwrdd Iechyd, yn cynnwys adeiladau a thiroedd, yn ddi-fwg.

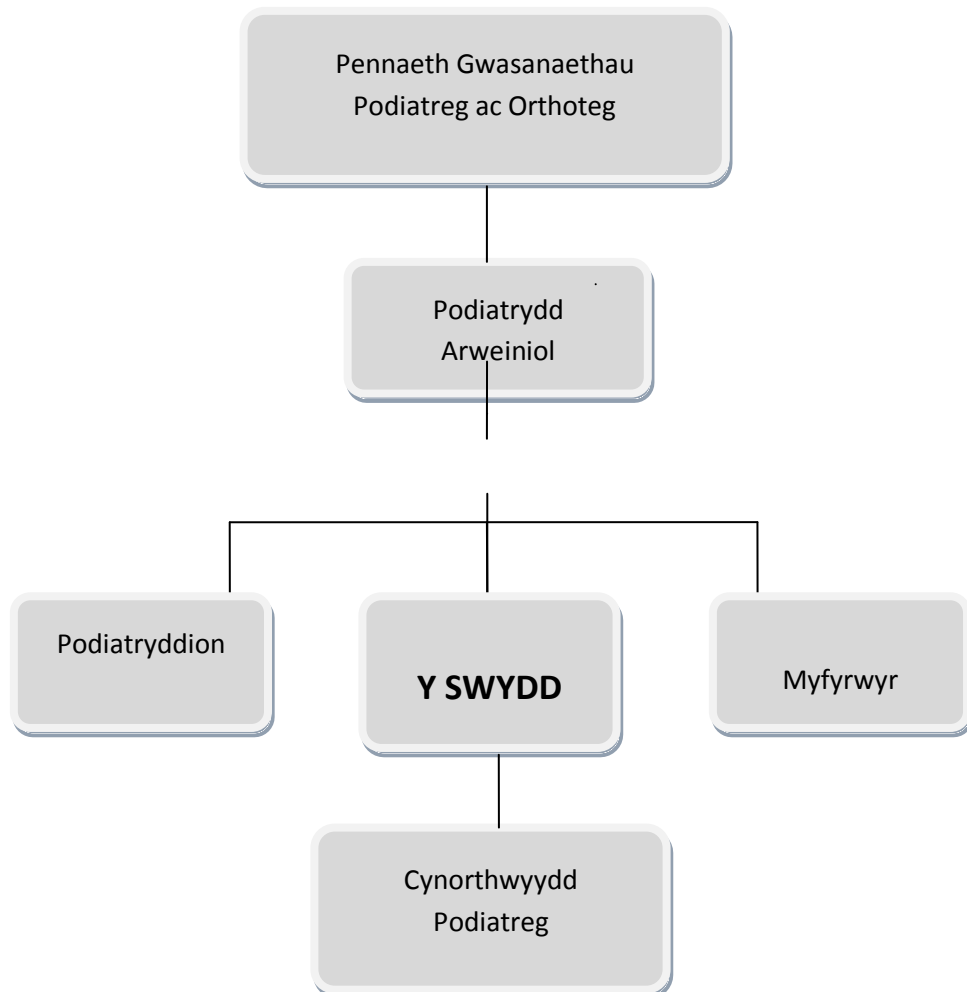
Datganiad Hyblygrwydd: Amlinellir dyletswyddau'r swydd yn y Swydd Ddisgrifiad a'r Fanyleb Bersonol hon a gellir eu newid o dro i dro drwy gytundeb ar y cyd.

Teitl Swydd: Podiatrydd Band 5

Siart Sefydliadol

Mae'n rhaid i'r Siart Sefydliadol amlygu'r swydd y mae'r disgrifiad swydd hwn yn berthnasol iddi gan ddangos y berthynas â swyddi ar yr un lefel ac, os yw'n berthnasol, dwy lefel uwch ben ac is.

Cwblhewch, ychwanegwch neu dilëwch y blychau testun isod fel bo angen sy'n dangos perthnasu'r sefydliad.





GIG
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WALES

Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

CAJE REF: 2016/0559

JOB DESCRIPTION

JOB DETAILS:

Job Title	Podiatrist
Pay Band	Band 5
Hours of Work and Nature of Contract	Permanent, full time
Division/Directorate	Therapies
Department	Podiatry and Orthotics
Base	To be agreed

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Head of Podiatry and Orthotics Services
Reports to: Name Line Manager	Designated Supervisor
Professionally Responsible to:	Head of Podiatry and Orthotics Services

JOB SUMMARY/JOB PURPOSE:

The post holder will work as an autonomous practitioner following professional codes of conduct and ethics carrying a varied caseload which can include patients with complex needs with additional supervision.

Clinical activities can take place in a wide range of settings including hospital, clinic and community settings, and patients own homes.

The post holder will provide supervision to Podiatry Assistants and may provide guidance and support to support workers from another discipline. In addition, the post holder will support the learning and development of others including new staff and students.

The post holder will contribute to service developments within their department which can include attending meetings and participation in audit, service evaluation and researching evidence based practice.

Work in partnership with patients and other health professionals as appropriate to achieve their optimum health outcome.

The post holder will be required to work closely with all service areas as appropriate to ensure the delivery of a fully integrated service.

DUTIES/RESPONSIBILITIES:

Clinical

- *To carry a caseload as directed as an autonomous practitioner, with responsibility for implementing the podiatry process in an effective and efficient manner.*
- *To manage own case load through planning, prioritising and carrying out clinical activities within effective timescales, being adaptable as patients circumstances and clinical presentation change; demonstrating effective caseload and time management skills.*
- *To select, carryout and analyse assessments and interventions to enhance client's foot health. To use own judgement and analyse assessment information from a range of sources and situations in order to develop treatment plans to meet individual client's needs.*
- *To select, carry out and analyse standardised and non-standardised assessments as clinically indicated which support identifying the client's needs.*
- *Support clients with their families/carers to identify their podiatry intervention goals through assessment and analysis of physical, psychological, cognitive, emotional, environmental and social factors within their clinical presentation; devising, writing and evaluating client's podiatry plans.*

- *To actively engage clients and their carers/families in the podiatry treatment process, using a range of communication styles and approaches which support them to take responsibility for decision making and goal setting.*
- *To independently plan, organise, lead and evaluate individual and group treatment sessions with support from supervisor or senior podiatrists.*
- *To participate in joint assessment and multidisciplinary work; joint working with other podiatry staff, and staff from other disciplines.*
- *To carry out assessment and treatment in the most appropriate environment, responding to the individual's needs within that context. This will include working independently in hospital, client's homes, and community settings.*
- *To utilise and develop a range of interventions in order to facilitate the client's optimum level of function and independence.*
- *To consider the principles of legislative considerations relevant to clinical speciality into own practice through clinical supervision for example Child Protection and Protection of Vulnerable Adults, Deprivation of Liberty Standards and Mental Health Act.*
- *To work independently or alongside podiatrists in hospital, home or the community, considering and arranging when joint working or more specialist expertise is required to support the clients care.*
- *To apply the available evidence base to clinical practice, to monitor outcomes, evaluate and adapt interventions accordingly.*
- *To formulate and write clinical records and reports for multidisciplinary teams, for contribution to multi-disciplinary care planning, and to participate in and give professional advice to review meetings as appropriate.*
- *To form professional relationships with clients, who often exhibit challenging behaviour and unpredictable changes in circumstances. Communicate with them in a way that respects their views, autonomy and culture. Be flexible and adaptable with plans.*

Communication

- *To communicate complex difficulties and treatment related information sensitively to clients, families and other professionals, in order to elicit co-operation, sometimes in situations where there may be differences of opinion or where there are barriers to understanding.*
- *To be able to apply verbal and non-verbal de-escalation techniques when appropriate where there are areas of conflict and the potential for aggression.*
- *To use effective motivational, empathetic and re-assurance skills as appropriate to support clients and their families and carers in their care.*

- *To effectively listen and communicate to clients and their families/carers in a format which is understandable, planning and designing communication strategies which consider verbal, non-verbal and visual methods.*
- *To actively develop and maintain close working relationships with colleagues across disciplines and agencies, voluntary, statutory and private which facilitates the co-ordinated provision of service to best meet the needs of clients and their families.*

Documentation and Administration

- *To ensure all written and electronic records and activity data are recorded up to date and maintained in accordance with Health Board and local standards.*
- *To use any identified IT and written data systems in a timely and consistent way following health board and departmental policies.*
- *To participate in the development of local administration systems.*
- *To deal appropriately and professionally with general enquiries coming into the podiatry department in accordance with departmental procedures.*
- *To maintain clinical records and reports of clients in accordance with departmental guidelines and Society of Chiropodists and Podiatrists and HCPC standards.*

Professional Ethics

- *To adhere to Health Professions Council and Society of Chiropodists and Podiatrists Code of Ethics and Professional Conduct, the Health Boards Code of Conduct, and local policies and procedures.*
- *To maintain own professional registration through renewal and taking responsibility for Continuous Professional Development (CPD), maintaining a professional portfolio as required for professional registration.*

Professional Development

- *To develop knowledge, skills and expertise within clinical area.*
- *To develop an up to date knowledge of podiatry assessments/treatment, implementing the principles of evidence based practice and ensuring competency and safe practice.*
- *To undertake reflective practice and to contribute to a professional debate on a range of clinical issues relating to the delivery of podiatry services.*
- *To collaboratively engage in regular supervision with an identified supervisor to support service planning, personal accountability and professional development.*
- *To collaboratively engage in own appraisal through providing evidence and contributing to the setting of objectives.*

- *To identify training needs within supervision and appraisal processes, and arranging and attending mandatory and specialist in-service and external training, seminars, lectures and courses.*
- *To acknowledge limitations in own practice and seek help from experienced colleagues/supervisor to develop professional competencies/practice.*
- *To contribute to the delivery and development of clinical care within the rotations, through sharing personal interests/experience and leading/piloting developments under supervision.*

Management

- *To have an awareness of the impact of local policies and protocols which impact on service delivery.*
- *To have an awareness of local and national clinical guidelines pertinent to the clinical area.*
- *To have an understanding of, and to apply the principles of Clinical Governance.*
- *To prioritise own work within the resources available to the service and to highlight deficiencies to the immediate line manager, where they impact on either the quality or standards of service delivery.*
- *To take an active role within local service and clinical networks, attending and contributing to meetings.*
- *To apply departmental and Health Board policies and procedures and reporting to the Head/Senior Podiatrist when there are issues of these being met.*
- *To contribute to the induction of new staff.*
- *To be involved in supervising Podiatry students and to educate students from other disciplines in the role of Podiatry.*
- *To participate in Podiatry assistant supervision as directed by supervisor.*
- *To provide education and delegation to Podiatry assistants under the guidance of designated supervisor.*

Research and Development

- *To be aware of professional developments in assessment and intervention and contribute to the development of Podiatry practice within clinical area.*
- *To maintain basic audit and research skills contributing to the evaluation of service delivery by participating in audit activity within the Podiatry service.*
- *To contribute to agreed service development tasks, implementing new service developments and participating in service evaluations and reviews, audit and research projects.*

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	Degree or equivalent in Podiatry HCPC Registration		Application form and pre employment checks
Experience	Evidence of varied practice placements. Evidence of practice placements in an NHS setting.		Application form and interview
Aptitude and Abilities	Ability to articulate the role of Podiatry to others including staff of different disciplines and patients and their carers. Ability to implement the Podiatry treatment process with clients. Ability to communicate effectively and sensitively with others. Ability to manage own time and caseload. Ability to work effectively when both lone working and in a team setting. Ability to both inform and follow risk management strategies. Verbal and non-verbal skills support communication with others.	Ability to speak Welsh	Interview
Values	Ability to engage clients and their relatives and carers in identifying and agreeing treatment goals. Commitment to lifelong learning to develop own professional skills. Commitment to contribute to service development task e.g. audit and evidence based practice and service evaluation to improve patient care.		Application Form Interview References

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	Ability to articulate role within a whole systems approach.		
	Demonstrates integrity.		
	Demonstrates compassionate care.		
Other	Able to meet the travel requirements of the post.		Application form and interview
	Able to work hours flexibly.		

GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** 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.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:-** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organisation's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.

- **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.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation 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 HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have direct contact with patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhanced Disclosure Check as part of the Health Boards pre-employment check procedure.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. 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 the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

Flexibility Statement:

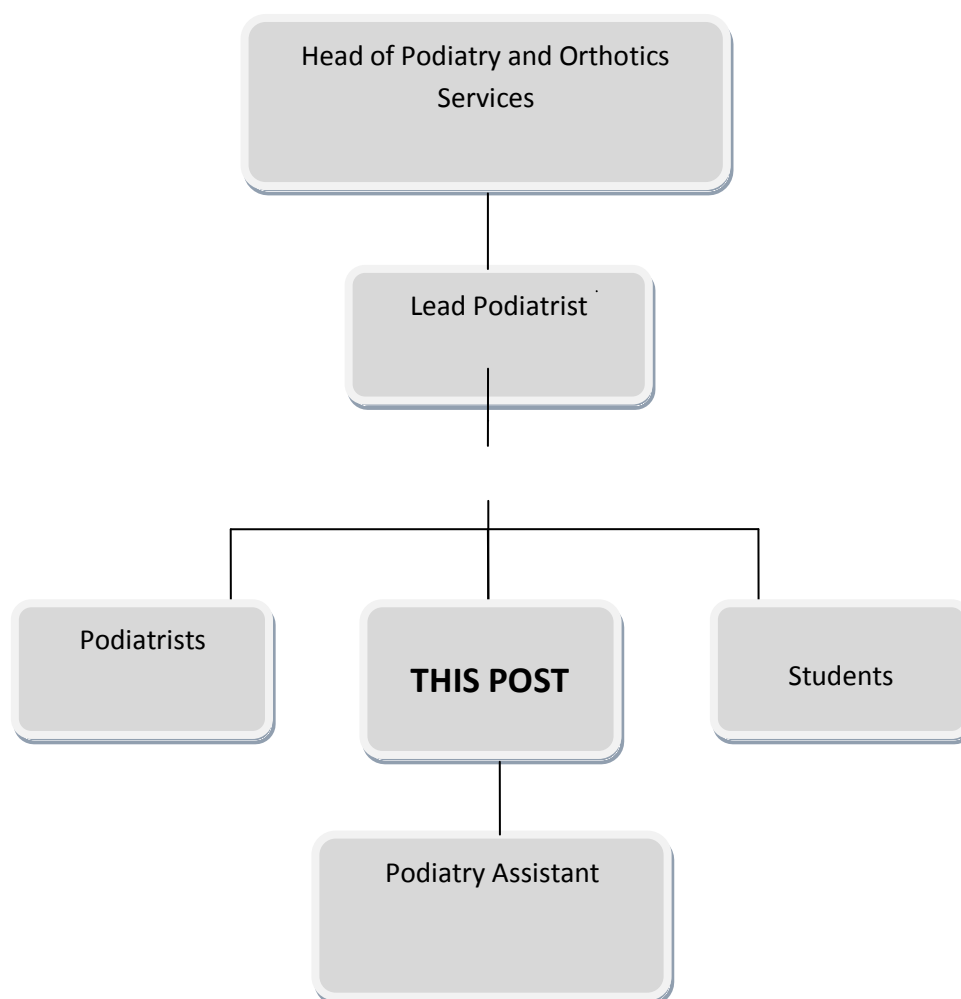
The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Job Title: Band 5 Podiatrist

Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



Job Title: Band 5 Podiatrist

Supplementary Job Description Information

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

‘Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included**’.

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Manually handle objects and equipment (including hoists and wheelchairs) to transport them within the department and clinical site	Daily	20 mins	Can vary within the rotations
Manually handle daily living equipment in patients homes, this can include demonstrating and fitting equipment in restrictive positions, can include kneeling, crouching, twisting and lifting	Daily	20 mins	Can vary within the rotations

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Dexterity to use equipment for clinical use and keyboard/writing skills for patient clinical records	Daily	1 hour	Therapy Manager is used in certain areas – an electronic form of documentation. Some clinical documents on Word and Excel.
Requirement to walk distances between wards and hospital departments and escort service users walking to community resources from the base or their home.	Daily	Vary	
Able to respond to incidents of violence using breakaway techniques	Rare	Vary	
Using own car or pool car to take patients on home assessment visits, community visits or to attend meetings at other venues.	Vary	Vary	

Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

‘Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Responding to unforeseen issues telephone calls/face to face contacts, which require an immediate response. This may require managing and negotiating conflict and emotive issues.	Daily	30 mins	
Work can be difficult to complete without distraction/interruption and issues may arise which take precedence. There is a need to be able to be flexible with planned activities with the ability to manage own time and achieve set deadlines.	Daily	Intermittent during shift	
Carrying out clinical sessions which require the analysis of several factors simultaneously. Listening and observation of service users and family and listening and communication with other health and care staff who may also be present.	Daily	1 hour	
Assessing and treating service users with acute or chronic health needs, often multiple diagnosis and a complex combination of physical, mental health, social and environmental factors within their assessment, treatment interventions. Requiring a flexible and adaptable approach.	Daily	1-2 hours	
Concentration during clinical patient sessions, attending to many factors which can include providing advice and support to other staff, agencies and relatives. Concentration to complete clinical reports	Daily	1 hour	
Being flexible and adaptable, responding to changing caseload priorities, changing clinical presentation of the patient and interruptions during work tasks.	Daily	Intermittent	Intermittent throughout shift

Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Negotiating clinical priorities within a multidisciplinary team which may require the management of conflict and emotive issues.	Daily	Up to an hour	
Supporting service users and their carers in emotive situations. This can include supporting a service user/carer with a new diagnosis, recent bereavement, and breakdown of family relationships. The disclosure of abuse, attempted suicide, self harm, and social phobias, and alcohol/substance misuse.	Daily	Up to an hour	Situations vary depending on clinical speciality but emotional demands and comparable.
Emotional effort often required to build a therapeutic relationship with service users who are experiencing acute illness with a lack of motivation/interest in therapy to enable them to engage in assessment and treatment.			
Working with service users who may have challenging or aggressive behaviour.			

Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - ***Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
May come into contact with body fluids, faeces, vomit.	Rare	Vary	Varies depending on clinical task undertaken.
May require working in unhygienic conditions with dust, dirt, fleas or lice.	Rare	2 hours	Community assessments with limited support.
All areas of clinical work consist of the potential for experiencing aggressive behaviour and managing conflict.	Rare	30 mins	
Community visits where there is limited support.	Weekly	2 – 3 hours	

Submission of documents for job evaluation

Please sign and retain an original copy for manager and employee.

Send an electronic version of the documents to Jenny.Jones9@wales.nhs.uk or Sherryl.Todd@wales.nhs.uk

Or hard copy to:

**Job Evaluation
Workforce & OD
Bryn Y Neuadd Hospital
Aber Road
Llanfairfechan
Conwy
LL33 0HH**

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