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Bwrdd Iechyd Prifysgol
Hywel Dda
University Health Board

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CAJE REFERENCE **HD10/0199**

DATE APPROVED **08/10/2010**
Reviewed **29/11/2021**

JOB DESCRIPTION

JOB DETAILS

Job Title: Podiatrist
Band: 5
Department /Ward: Podiatry & Surgical Appliances Services
Directorate: Support Services Directorate

ORGANISATIONAL ARRANGEMENTS

Accountable to: Head of Podiatry/ Service Lead for Community Services
Responsible for: Podiatry Assistants as delegated.

JOB SUMMARY / PURPOSE

To autonomously manage a complex caseload of patients with skill and expertise, using evidence based/client centered principles to assess, plan, implement evaluate interventions and discharge without referral to a higher grade.

To efficiently function as part of a network of Podiatry practitioners to ensure effective and appropriate patient care, gaining guidance from other practitioners from a variety of specialties as necessary.

Work in collaboration with the multi-disciplinary team to deliver holistic care.

To contribute to the maintenance, planning, development and evaluation of the Hywel Dda Podiatry service, including audit and research.

To participate in CPD and other development issues with other podiatry staff members including students and assistants.

Collaborate in the negotiation of new working practices and roles in Podiatric and Surgical Appliance services.

To Ensure a high quality service by complying with Society of Chiropodists and Podiatrists rules of professional conduct and Society of Chiropodists and Podiatrists standards of good practice as well as observing Trust and department standards and guidelines.

Provide a flexible service that may include working in a variety of clinical settings, including clinical rotation within specialist clinics, community hospitals, GP Practices, residential & Nursing Homes and domiciliary environment based on caseload and waiting list demands.

Participation in Skin and Nail Surgery Sessions

MAIN DUTIES AND RESPONSIBILITIES

Clinical Practice

To practice as an autonomous practitioner with a complex patient caseload to plan, modify and carry out assessment and intervention and refer to other disciplines as necessary. The practitioner is totally independent and is expected to manage a variety of conditions. For example with a condition like Gout the ability to organize a blood test, interpret the results, liaise with the relevant medical staff for the appropriate medications and be aware of a differential diagnosis would be expected. Similar packages of care would be expected to be developed for all podiatry conditions.

Undertakes clinical assessment, which includes the assimilation of information from a wide range of sources. Modes of assessment include neurological, vascular, and pathological investigation sources. For example taking swabs and samples for pathological investigations and acting on the results i.e. obtaining the appropriate antibiotic for a wound infection. An ability to organize the appropriate radiology and haematology requests when necessary.

Able to define a differential diagnosis on the basis of evidence from assessments.

Demonstrates knowledge underpinned by current evidence based practice, this will include patients with high-risk medical conditions e.g. diabetes, presenting with neurological and vascular disorders and systemic endocrine disorders that affect the lower limb.

A current understanding of the key concepts of the biological, physical, social, psychological and clinical services which are relevant to podiatric practice.

Able to interpret the signs and symptoms of systemic disorders as they manifest in the lower limb and foot with particular reference to diabetes mellitus, rheumatoid arthritis and other arthropathies, cardiovascular disorders, dermatological disorders, infections, neurological disorders, renal disorders, developmental disorders and malignancy.

Demonstrates highly developed physical skills with a high degree of precision and high levels of hand, eye and sensory co-ordination necessary to

- Conduct neurological, vascular, biomechanical, dermatological and pediatric assessments in the context of podiatry e.g. use of Doppler Ultrasound Waveform Imaging

- Carry out physical debridement of intact and ulcerated skin using scalpel work
- Carry out surgical procedures for skin and nail conditions
- Manufacture foot orthosis using appropriate machinery and equipment
- Inject local anesthesia
- Administer relevant prescription only medicines e.g. adrenaline
- Use appropriate physical and chemical therapies e.g. cryotherapy.

Contributes to the development of local clinical guidelines informed by evidence.

Demonstrates consideration of professional boundaries including ensuring that patients and their carers are empowered to make informed decisions about their own care plans

Formulates and presents accurate patient reports to others that outlines the impact of preferred medical management from a pediatric perspective, e.g. the need to move to a more aggressive treatment such as recommending a vascular or orthopaedic referral.

Using knowledge to inform sound clinical judgments/decision making for complex cases.

Structures clear care plans based on best practice, modifying approaches to meet the needs of an individual

Communicates complex information from clinical records and assessments to clients, families and multi disciplinary team members/other professionals, often requiring persuasive and reassurance skills.

Communicates sensitive condition related information from assessment, diagnostic and investigative results to clients, carers/families and multidisciplinary/ agency team members/other professionals

Works closely with clients, families and multi-disciplinary team members -agreeing decision making relative to patient/client management

Demonstrates empathy with clients, carers and families, ensuring that effective communication is achieved often where barriers to understanding exist, such as old age, infirmity, hearing loss, pain, fear, and language or learning difficulties.

Able to adapt practice to meet individual circumstances

Works towards clearly defined clinical outcomes

Continuously evaluates effectiveness of individual client intervention in relation to planned patient outcome and updates/re-aligns care plans based upon progress.

Balance professional issues such as confidentiality and duty of care in a multidisciplinary setting in Order to work effectively

Works collaboratively with podiatry practitioners in Hywel Dda in all fields of practice, e.g. current knowledge of workings of highly specialist clinics hence able to refer appropriately for

maggot/larvae therapy, casted orthosis, shoe and biomechanical alterations and further highly specialised or consultant advice.

The post holder will undertake highly developed physical skills comprising of precision, hand-eye and sensory co-ordination. This is exemplified by routine tissue debridement using a scalpel or nail and skin surgery with local anaesthesia

Clinical Governance

Formulates Podiatry intervention within agreed national, local and professional guidance and standards, acknowledging current evidence

- National-takes consideration of appropriate legislation and guidance affecting health
- Local - understands specific local policies and protocols including cultural diversity of the community
- Departmental - understands specific protocols and policies as agreed within the uni and inter professional departments and teams

Contributes to others research by providing data

Contributes to department audit / research design and implementation

Participates in and develops innovations in areas of risk management, quality standards setting and clinical effectiveness

Facilitates a proactive approach to challenge and questions established treatment methods and approaches, which is not evidence based, being able to critically appraise information and translate into current practice.

Works independently accessing supervision within an individual performance review appraisal framework.

Contributes to the development of local multidisciplinary clinical guidelines informed by evidence

Accepts responsibility for clinical governance within own clinical area

Demonstrates clinical governance principles as an intrinsic component of practice

Participates in activities that lead to an effective patient involvement in service evaluation and design

Professional Development

Maintains own knowledge base, via participation in All Wales special interest groups, formal education, reading etc.

Works with the Clinical Lead and Head of Podiatry to identify learning and personal development needs related to clinical practice, acknowledging service strategy, previous experience and personal skills

Contributes to clinical teams - both uni and multi professional and multi agency by discussing own and others input around patients needs thus ensuring a well co-ordinated care plan.

Agree learning strategies to meet training and development requirement

Maintain a personal development plan / professional portfolio developed within an appraisal framework

Able to reflect on practice based on critical appraisal of current best practice with peers and mentors and identify own strengths and development needs

Work to individually defined goals and objectives as confirmed by line manager

Recognises own professional boundaries and seeks advice and support when necessary

Personnel Responsibilities

Supervises students and or assistants, delegating duties, managing workloads and monitoring practice

Contributes to the development of podiatry assistants, students, and volunteers

Explains the role of podiatry to visitors, students and volunteers

Contributes to the practice of others through peer review and clinical supervision

Responsible for the actions delegated to support staff

Recognises breakdown/conflict when occurs and generates potential solutions

Teaching & Education

Teaches podiatry staff and staff from other departments regarding practice in podiatry services. This will include generic and nursing staff

Be actively involved with fieldwork education and assists in the development of students from other professional groups as appropriate

Management & Service Development Responsibilities

Awareness and adherence to service plan

Contribute to multidisciplinary team building where appropriate, including the negotiation of collaborative working arrangements

Uses clinical knowledge to contribute to service / policy development at departmental level

Reviewed Dec 2020

Takes the delegated lead on development of a particular team objective or projection liaison with peers

Assumes delegated responsibility within project framework e.g. collecting data, compiling draft reports etc,

Work with podiatry team to identify opportunities for improvement of services, practice, products and systems in line with current national guidance and best practice

Contribute to development of effective podiatry clinical recording in line with current national guidance and best practice.

Be proactive in the development of standards and outcome measurement for good practice

Support the development of care pathways and protocols

Prioritises caseload, manages own time and works to deadlines

Participate in the administrative tasks relating to the referral, treatment and discharge of each patient including the collection and collation of accurate activity data within local Trust guidelines

Managing other tasks specific to the range and scope of the job

Delegating tasks to others with support

Advises line manager on issues of service delivery including shortfalls, service pressures etc

Support the effective use of data collection

Take an active interest in the new opportunities afforded by IT and remain current in its application to clinical practice and data collection

Resource Management

Monitor stock levels and order new equipment as appropriate

Care and maintain equipment, ensuring standards of infection control, decontamination and sterilisation are maintained

Identify equipment needs within own clinical area

Acknowledge own responsibilities for effective use of resources e.g. time, equipment, space

Be responsible for the safe use of equipment by others

Delegate tasks to others

Assessing for and initiating provision of equipment / services provided by other services e.g. surgical appliances.

Effort and Environmental

Podiatry assessment and treatment will include close physical contact with the patient. There will be daily exposure to body fluids, including infections such as MRSA and Clostridium

There may be frequent exposure to blood borne infections including HIV, HEPITITIS, and HPV.

There is frequent exposure to patients with personal hygiene problems.

There is almost daily contact with aggressive and abusive behavior due either to treatment decisions, long waits for appointments or discharge disputes

Have to undertake clinical treatments in patients own homes where conditions and facilities may be cramped or inadequate

Have to undertake clinical duties in environments with a varying range of equipment's available. There will be particular back pathology developed by staff through necessary working positions at end of plinth couch

Treatments include prolonged periods of concentration and repetitive movements, as well as physically having to kneel, crouch, twist bend or stretch.

Using a scalpel or drill involves incredible fine repetitive movements whilst working on fragile skin, ulceration or patients suffering from a range of differing conditions such as peripheral vascular disease.

Taking measurements for orthosis requires precision measuring techniques.

All assessments involve the intense observation and analysis of a persons physical and psychological well being in order to identify pathology

Assessments involve invasive techniques such as a variety of injections or sharp debridement i.e. long periods of scalpel work on delicate skin. Errors of judgement could lead to significant patient harm or death.

Concentration is required at all times when treating patients; this is often difficult due to frequent interruptions from telephone queries, and other staff requests for opinions such as when working in a GP surgery.

Staff are expected to constantly review clinical interventions based on available current evidence and alter treatment plans accordingly.

Staff would be expected to contribute to the education of other professionals e.g. Doctors and Nurses through formal and informal presentations

Staff would be expected to fully contribute to staff meetings identifying service problems and undertaking audit

Attend clinical interest group meetings, case conferences, and could be called upon to give evidence in court.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and Knowledge	<p>Assurance of professional knowledge as evidenced by 1st degree level qualification or equivalent</p> <p>Competent to apply local anaesthesia techniques as Certified under the medicines Act 1968</p> <p>Registered with HPCP</p> <p>Evidence of attendance on relevant core continuous professional development courses.</p>	Member of Society of Podiatrists	<ul style="list-style-type: none"> ▪ Degree ▪ Diploma Certificate
Experience	<p>Managing a caseload which would include any foot or foot related condition and having the experience to be able to know when to refer on to the highly specialist clinic. For example this would include recognising peripheral vascular disease, leading to tissue necrosis and gangrene or being able to recognise clinical infection and recommend the correct course of action including antibiotics or further investigations</p> <p>Evidence of autonomous practice</p> <p>Inter-professional Team working</p> <p>Direct involvement with carers and families</p>	<p>Evidence of student supervision</p> <p>Supervision of staff</p> <p>Negotiation of multidisciplinary working practices</p> <p>Experience of service development</p> <p>Welsh Speaker</p>	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview ▪ References

	Evidence of supporting service compliance with clinical governance		
Aptitude and Abilities	<p>Ability to embrace the following personal values and behaviours on a daily basis -</p> <ul style="list-style-type: none"> • Dignity, Respect and Fairness • Integrity, Openness and Honesty • Caring, Kindness and Compassion <p>Ability to demonstrate a commitment to our organisational values -</p> <ul style="list-style-type: none"> • Working together to be the best we can be • Striving to develop and deliver excellent services • Putting people at the heart of everything we do <p>Demonstrates and is able to interpret the signs and symptoms of systemic disorders as they manifest in the lower limb and foot with particular reference to diabetes mellitus, rheumatoid arthritis and other arthropathies, cardiovascular disorders, dermatological disorders infections, neurological disorders, renal disorders, developmental disorders and malignancy. For example this may include recognising the signs of various clinic aids infections, interpreting the different stages of wound</p>	<p>Research methodology</p> <p>Presentation skills to include use of audio-visual aids</p>	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview ▪ References

	<p>healing and differentiating between malignant and benign conditions as well as identifying gait abnormalities.</p> <p>Autonomous practitioner with self-management skills and being able to develop treatment plans for a range of conditions.</p> <p>Proven clinical reasoning/ problem solving skills in podiatric practice, needing investigation, analysis and assessment.</p> <p>Ability to demonstrate critical appraisal</p> <p>Ability to reflect upon ones practice</p> <p>Excellent communication skills - verbal and non verbal when interacting with members of the team, other professionals, clients and their families regarding complex and sensitive information and issues</p> <p>Able to prioritise and manage work responsibilities</p> <p>Mechanisms of audit</p> <p>Basic IT Skills</p> <p>The ability to assimilate National Guidance and policies and implement these within own practice and where necessary propose changes to practice.</p>		
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	<p>Be skilled in unpredictable situations e.g. aggressive behavior of patients or carers</p> <p>Possess motivational and reassurance skills</p> <p>Proven skills in the assessment and treatment of emotionally demanding clients</p>		
OTHER	<p>Ability to travel between sites in a timely manner</p> <p>Flexible approach to needs of the service</p>		<ul style="list-style-type: none"> ▪ Application Form ▪ Interview ▪ Document Check
Language Skills		<p>Welsh Speaker (Level 1)</p> <p><i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i></p>	

Level 1 Welsh

(Please note that for this particular post level 1 in spoken Welsh is desirable but not essential)

Listening/Speaking: Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

Reading/Understanding: Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

Writing: Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc

GENERIC STATEMENTS

NHS CODE OF CONDUCT FOR MANAGERS

**** For Managers only:** The post holder will be expected to adhere to the standards laid down in the NHS Code of Conduct for Managers and at all times act in a manner that reflects and promotes the values of the HB. The post holder must ensure all activity and service objectives are effectively met in compliance with HBs standing orders and SFIs, scheme of delegated authority and employment legislation.

REGISTERED HEALTH PROFESSIONAL

**** For Registered Health Professionals only:** All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the postholders responsibility to ensure they are both familiar with and adhere to these requirements.

HEALTHCARE SUPPORT WORKERS

**** For Healthcare Support Workers only:** All healthcare support workers should be familiar with and must comply with the Code of Conduct for Healthcare Support Workers in Wales.

COMPETENCE

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs. The postholder is required to demonstrate on-going continuous professional development. At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

OUR VALUES

Hywel Dda University Health Board is a values driven organisation. The post holder is expected to uphold our values of dignity, respect, fairness, integrity, honesty, openness and caring, kindness & compassion underpin a behaviour framework which are supported by our organisational values of

- Putting people at the heart of everything we do
- Working together to be the best we can be
- Striving to deliver & develop excellent services

TEAM BRIEF

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board. Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

RISK MANAGEMENT/HEALTH & SAFETY

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice. The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety. The postholder has the responsibility for the development of risk profiles and a risk

register within their area of responsibility. The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

HARRASSMENT & BULLYING

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

RECORDS MANAGEMENT

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines. The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

FLEXIBILITY STATEMENT

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

CONFIDENTIALITY

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. 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.

EQUAL OPPORTUNITIES

Hywel Dda University Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and that individuals or groups will not face discrimination, harassment or victimisation, or be treated less favourably on the basis of sex, pregnancy and maternity, gender reassignment, disability, race, age, sexual orientation, religion and belief, family circumstances including marriage and civil partnership. To this end, the UHB has an Equality and Diversity Policy and Equality Impact Assessment Policy and Procedure and it is for each employee to contribute to enacting these policies.

OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

ENVIRONMENTAL

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation

emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

SMOKE FREE POLICY

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients*, visitors and the public.

***Those patients staying in residential mental health units will be exempt under the Smoke-Free Premises (etc) Wales Regulations 2007.**

SAFEGUARDING ADULTS AND CHILDREN

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

INFECTION CONTROL

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis". IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard 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; and best practice guidance in order to maintain high standards of Infection Prevention & control.

GENERAL

The postholder needs to ensure they are familiar with their terms and conditions of service.