



GIG  
CYMRU  
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WALES

Bwrdd Iechyd Prifysgol  
Cwm Taf Morgannwg  
University Health Board

## Job Description

### SECTION 1

#### JOB DETAILS

<b>Job Title:</b>	Podiatrist
<b>Contract Type</b>	Permanent
<b>Contract Hours</b>	37.5 hrs/wk
<b>Division/Directorate:</b>	<b>Therapies</b>
<b>Department/Ward:</b>	Podiatry
<b>Responsible to:</b>	Locality Clinical Leader
<b>Accountable to:</b>	Head of Podiatry and Orthotics
<b>Base:</b>	Community Health Park
<b>Band:</b>	5

#### **Main Purpose of the Job:**

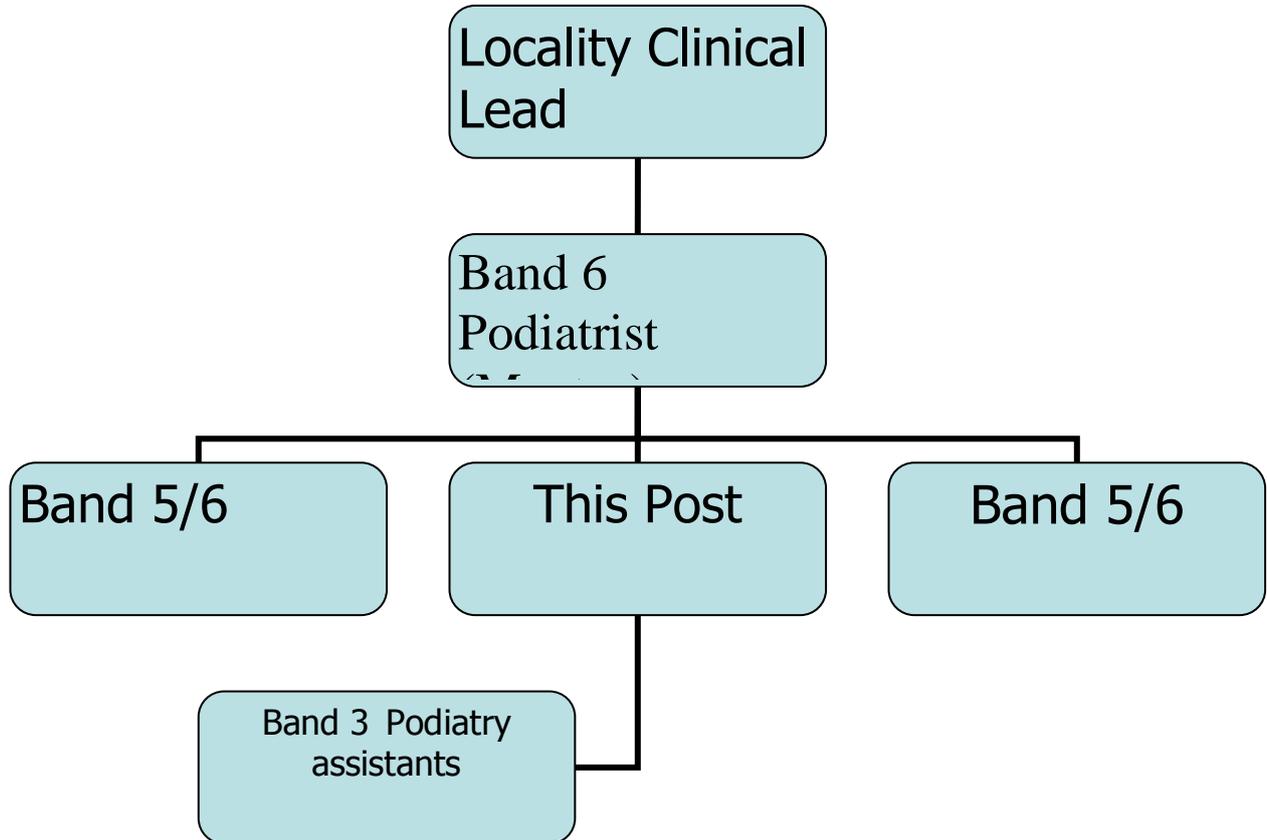
To provide health setting professionally competent and efficient podiatric interventions in a community setting. Mentorship is available to assist the post holder in the application of local clinical pathways and systems.

#### **Principal Duties:**

- Delivery of professionally competent podiatric services
- Supervision of Podiatry assistant(s)
- The post holder may be required to perform nail surgery

### Organisation Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and two levels above and below. Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



## **SECTION 2**

### **1. Communications and Relationships skills**

Ensure effective communication with patients, relatives and carers, endeavouring to overcome any communication barriers whilst relaying sensitive information and where necessary using persuasive skills.

Be able to negotiate treatment care plans with patients and carers to ensure cooperation, using motivational and supportive skills to overcome differences of opinion and understanding.

### **2. Knowledge, Training and Experience**

Theoretical knowledge achieved through the successful achievement of BSc (Hons) in Podiatry (2.2 or higher), Diploma in Podiatric Medicine or equivalent qualification. Qualification must be recognised by the Health Professions Council and considered suitable for registration.

Registered with Health Professions Council

Fully engage the mentorship arrangement /preceptorship framework to enhance competencies as part of their post registration professional development journey.

Application of lifelong learning to ensure competence to practice, with maintenance of a CPD portfolio to provide evidence of competence and learning and development as identified through the PDR process.

### **3. Analytical and Judgmental Skills**

Work as an autonomous practitioner making day-to-day decisions on a wide range of conditions with reference to the line manager or other professional colleagues as needed.

Manage a mixed caseload containing patients with a varied medical history; with co-morbidities and varied foot health status that require individualised evidence based treatment plans.

Undertake initial clinical assessment, which includes the assimilation of information from a wide range of sources. Modes of assessment include neurological, vascular, and pathological investigation sources.

Demonstrate the application of sound clinical reasoning skills and clinical pathways to identify when patients should be referred to another podiatrist or podiatric specialty, medical practitioner or other service. Accepting responsibility for initiating and managing the referral process, communicating appropriate clinical information to allow the recipient to accept and prioritise the referral.

### **4. Planning and Organisational Skills**

Participation in the organisation activities of designated clinical site, including responsibility for

monitoring and maintaining stock levels.

Participate in the daily/weekly administrative duties in shared clinics and taking full responsibilities in lone worker sites.

Prioritise caseload, manage own time and work to deadlines. Report back to mentor or team leader any identified operational issues.

Plan and arrange patient care appointments for own caseload, for provision of ongoing care and reassessment including arrangements for domiciliary visits.

Responsible for day to day planning of personal workload ensuring available sessions are fully utilised and any deficits reported to line manager in order to meet patient and service needs.

Ensuring all patient related activity is reported in a timely manner through data input into the organisational management systems (electronic or manual).

## **5. Physical Skills**

Demonstrate and maintain 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 paediatric assessments in the context of podiatry

Undertake physical debridement of intact and ulcerated skin using highly developed scalpel skills where the need for speed and accuracy is essential

Administer local anaesthesia

Administer relevant prescription only medicines e.g. adrenaline

Use appropriate physical and chemical therapies e.g. cryotherapy

## **6. Patient/Client Care Responsibilities**

Undertake clinical assessment, which includes the assimilation of information from a wide range of sources, to develop a diagnosis and clinical risk profile for each patient. Modes of assessment include neurological, vascular, orthopaedic and pathological investigation sources.

Develop, agree and implement, where appropriate, individualised packages/programmes of evidence based care designed to manage clinical risks and achieve optimal therapeutic outcomes.

Delegate care, whilst maintaining overall responsibilities, of the patient to a non-registered podiatry assistant with the necessary skills and competencies to safely manage the individual needs of that patient.

Continuously evaluate effectiveness of clinical intervention relating to the expected outcome and update/re-align care plans based upon progress identified.

## **7. Policy and Service Development/Implementation**

The post holder will be familiar with Health Board Statutory Policies and Procedures and demonstrate compliance at all times.

Implement local departmental policies, procedures and guidelines.

Maintain compliance to professional standards and codes of conduct whilst acting within the professional boundaries of an autonomous practitioner, being aware of own level of competence and skill. Discuss any alternative treatment choice with team leader prior to implementation

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

## **8. Financial and Physical Resources:**

Follow departmental guidelines on the use of medical equipment and instrumentation including undertaking any required testing, cleaning and decontamination. Take responsibility for any equipment including storage, return and reporting of faults to appropriate personnel for timely action to be taken.

Active participation in the organisation activities of a designated clinical site, including responsibility for monitoring and maintaining stock levels, participate in the daily/weekly administrative duties and reporting back to team leader any identified resource related implications.

Follow the departmental operational guidelines for the use of ultrasonic and bench top sterilisers, setting up clinical sites and decontamination of instrument before and after use.

Be responsible for the safe use of all instrumentation and to process in the appropriate manner by either returning to CSSD for decontamination or in the disposal of single use devices.

Understand the need to manage time and resources to maximum efficiency.

## **9. Human Resources:**

Supervise podiatry assistants, retaining responsibility for delegating clinical duties and monitoring their practice.

Contribute to the development of podiatry assistants and training of podiatry students

Demonstrate and advise on podiatric practice to staff from other departments, third sector personnel and individual carers.

## **10. Information Resources:**

Utilise fully, accurately and in a timely manner departmental clinical information systems

Document direct and indirect patient related activity in accordance with organisational standards.

## **11. Research and Development:**

Participate as required in research and audit, and assist in the implementation of the any changes that result within work area.

Participate in clinical governance initiatives including the development and implementation of standards, guidelines, policies and protocols based on evidence based practice.

## **12. Freedom to Act :**

Implement and follow departmental policies, procedures and guidelines whilst acting within professional autonomy to make alternative clinical decisions within professional boundaries and own level of competencies. Ensure discussion prior to implementation of any alternative treatment choice with team leader.

To have knowledge of and work within the departmental standards, systems and guidelines when assessing the appropriateness of delegating patients for Podiatry Assistants attention

To maintain professional standards and conduct as laid down by the HPC and professional body, and to follow departmental Protocols, Policies, Procedures and Guidelines, but have the discretion to make clinical diagnosis and decisions within professional boundaries.

## **Effort & Environment Factors:**

The information requested below is for supplementary purposes, to support an accurate job matching outcome, by clearly identifying the post holder's exposure to certain conditions whilst undertaking the job role.

### **13. Physical Effort**

Frequently required to exert light physical effort for short periods during a shift. For example requirement to carry necessary equipment when attending patients own home, setting up of clinical environment in a shared facility.

Sits in a restricted position whilst undertaking clinical practice.

### **14. Mental Effort**

Requirement to apply full concentrate when undertaking clinical practice. Whilst clinical sessions are organised in advance unpredicted disturbance are frequently experienced.

### **15. Emotional effort**

Through dealing daily with patients there is occasional exposure to distressing or emotional circumstances including complaints, ill health situations, clinical incidents, bereavements, life changing diagnosis and distressed patients. Skills used to deal with the above require high levels of emotional effort.

### **16. Working Conditions**

The job involves frequent direct exposure to unpleasant working conditions on a regular (daily) basis e.g. body fluids including blood, pus, urine, in addition to occasional exposure to verbal and physical aggression

### **SECTION 3**

#### **KSF Post Outline**

Dimension Type	Dimension Number	Dimension Name	Foundation Gateway (Subset Outline)		Second Gateway (Full Outline)	
			Level	Indicator(s)	Level	Indicator(s)
Core	C1	Communication	3		3	
Core	C2	Personal and People Development	3		3	
Core	C3	Health, Safety and Security	3		3	
Core	C4	Service Improvement	3		3	
Core	C5	Quality	2		2	
Core	C6	Equality and Diversity	2		2	
Specific	HWB 6		2		2	
Specific	HWB 7		3		3	

NB This Outline is **not** a substitute for a complete KSF post outline which must be approved via the e-ksf tool. No post can be advertised without an approved KSF Outline and matched Job Description.

## **SECTION 4**

### **Normal Hours**

*37.5 hours per week*

### **Performance Appraisal**

You will be expected to participate in the Performance Development Programme, a part of which is Performance Appraisal.

### **Registered Health Professional**

All employees of Cwm Taf Morgannwg University Health Board 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.

### **Lease Car**

*Each post should be assessed as to whether or not it is viable for a lease car, and if it is possible they may qualify then there needs to be a statement saying this.*

### **Job Limitation**

At no time should you work at a level outside your level of competence. If you have concern regarding this please discuss immediately with your Line Manager/Supervisor. All staff therefore have a responsibility to inform those supervising their duties if they do not feel competent to perform a duty/task.

You must be aware of your Terms and Conditions of Service (read your Statement of Main Terms and Conditions)

If relevant to your role, access advice and support from appropriately qualified persons in respect of on-site, on-call and call in arrangements.

Staff have a responsibility to access Occupational Health and other support for advice in times of need.

## **Risk Management/Health & Safety**

The Cwm Taf Morgannwg University Health Board is committed to protect its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the relevant Risk/Occupational Health & Safety Policies, actively participate in this process and have responsibility for managing risks and reporting exceptions.

## **Records Management**

As an employee of Cwm Taf Morgannwg University Health Board, you are legally responsible for all records that you gather, create or use as part of your 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 you have a legal duty of confidence to service users. You should consult your manager if you have any doubt as to the correct management of records with which you work.

## **Confidentiality of Information**

Any matters of a confidential nature must not be divulged or passed on to an unauthorised person(s) or third party under any circumstances either during or after employment except in the proper course of your employment or as required by law, by Cwm Taf Morgannwg University Health Board or both. Any such breach of confidentiality may be regarded as gross misconduct and may lead to disciplinary action.

## **Training & Development**

All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.

## **Review**

The duties of this post are not inflexible and will be reviewed periodically and may be changed to be consistent with the grading of the post as the organisation develops, following consultation with the post holder.

## Equality

The Cwm Taf Morgannwg University Health Board will take all practicable steps to ensure that staff are recruited, managed, developed, promoted and rewarded on merit and that equal opportunities are given to all staff. Each employee is responsible for his or her own professional and personal behaviour and there is a requirement of all staff to conduct themselves in a manner which does not cause offence to another person. The Cwm Taf Morgannwg University Health Board is also committed to providing a safe, healthy and fair working environment and will take all practicable steps to avoid and eliminate harassment of any kind of its employees at work.

Signed: (Post Holder)

Date:

Signed: (Directorate Manager)

Denise Jenkins Date: 30<sup>th</sup>  
May  
2016

Signed: (Divisional Manager)

Date

Date Job Description compiled:

2016

Date for review:

2020





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## Person Specification

<b>Job Title: Podiatrist</b>		<b>Band: 5</b>	
<b>Department: Podiatry</b>		<b>Responsible to: Clinical Lead Podiatrist</b>	
<b>Area</b>	<b>Essential at recruitment</b>	<b>Desirable</b>	<b>Assessed by</b>
<b>1. Education/Qualifications / Training</b>	<p>B.Sc. Degree (2.2 or higher) in Podiatric Medicine, or lower grade supported by post graduate clinical work experience</p> <p>Certificate in Local Anaesthesia</p> <p>HPC registration as a Podiatrist</p>	<p>BSc Degree 2.1 or higher</p> <p>Post registration qualifications.</p>	<p>Application Form</p> <p>Interview</p> <p>Production of evidence (certificates etc)</p>
<b>2. Experience</b>		<p>experience as clinical podiatrist</p> <p>Evidence of transferrable clinical skills</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>3. Skills</b>	<p>Good verbal and written communication skills</p>	<p>Evidence of team working</p>	<p>Application Form</p>

	Good people-handling skills Good organisational skills.	Evidence of working as part of a clinical network or within a defined pathway.	Interview References
<b>4. Knowledge</b>	Evidence of post graduation professional update (if necessary).  Evidence of core CPD activity (if necessary)..  Understanding of continuing professional development.	Knowledge of current professional issues.  Knowledge of NHS organisational policies	Application Form Interview References
<b>5. Personal Attributes</b>	Resilient, determined, persuasive Able to work at various locations (within the Health Board) sometimes at short notice adaptable	Open to change  Welsh Speaking	Interview References
<b>6. Circumstances e.g. Mobility/Availability-special attendance requirements</b>	Able to travel across the Health Board and undertake home visits		Application Form Interview
<b>7. Physical Requirements and attributes</b>	Physically ability to undertake role safely		Application Form Interview Occupational Health Questionnaire
<b>8. Any other special requirements not covered by 1-7 above</b>	Satisfactory DBS Check		Interview References

**Essential:** Attributes under this heading are essential for adequate job performance upon appointment: - the job cannot be performed unless these factors are present.

**Desirable:** - Attributes under this heading are not explicitly needed for the post, but which may be used for short listing for interview

Signed: (Post Holder)

Date:

Signed: (Directorate Manager)

Date:

Signed: (Divisional Manager)

Date

Date Person Spec. compiled:

Date for review: