



**GIG**  
CYMRU  
**NHS**  
WALES

Bwrdd Iechyd Prifysgol  
Bae Abertawe  
Swansea Bay University  
Health Board

## JOB DESCRIPTION

### JOB DETAILS:

<b>Job Title</b>	Podiatrist
<b>Pay Band</b>	5
<b>Hours of Work and Nature of Contract</b>	37.5 Fixed Term Contract – 18 months
<b>Division/Directorate</b>	Primary, Community & Therapies Group
<b>Department</b>	Podiatry & Orthotic Services
<b>Base</b>	Port Talbot Resource Centre

### ORGANISATIONAL ARRANGEMENTS:

<b>Managerially Accountable to:</b>	TBC
<b>Reports to: Name Line Manager</b>	TBC
<b>Professionally Responsible to:</b>	Head of Service

#### Our Values

In Swansea Bay University Health Board, we aspire to be driven by our values; where every person that works for us, regardless of their role, is expected to demonstrate the values of “caring for each other”, “working together” and “always improving”.

#### Job Summary/Job Purpose:

- The autonomous assessment, development of treatment plans and signposting as appropriate of a wide range of patients with both routine and complex health problems.
- Effective management of a clinical caseload of clients with complex needs using evidence based client centred principals to assess, plan, implement and evaluate podiatric interventions in community settings and other setting as required, given the changing nature of services.
- Support positive behavioural changes through co production, activating to empower self- management

## **DUTIES/RESPONSIBILITIES:**

### **Key Tasks and Responsibilities of the Post**

- Managing a clinical caseload of patients.
- Use of evidence based, client centred principals to assess, plan, implement and evaluate podiatric interventions in the hospital and community setting.
- Single handed, autonomous assessment, diagnosis and development of care and treatment plans for low and high risk of crisis patients in primary and community care settings.
- Supervision and training of podiatrists, podiatry assistants and student podiatrists
- Provision of education, teaching and training sessions to groups of health care professionals, patients, families and carers.
- Involvement in research and local clinical audit to measure and monitor in relation to intervention evaluation.

### **Clinical**

- Clinically competent to give specialist advice, treatment, and podiatry interventions in all age groups with complex healthcare needs, across primary and community care.
- Specialised advice to health care professionals and patients/carers
- Provide appropriate podiatry interventions using evidence based practice
- Educate primary/secondary care teams, podiatrists and patients
- Write service reports as required
- Develop specialised programmes of care independently and inputs into medical care plans where required
- Identification and coordination via the decision making process of patients requiring interventions by other health professionals e.g. GP's, vascular/orthopaedics, rheumatology.
- Work autonomously to provide specialist advice to patients, clients, carers, and clinicians.
- Prescription of off-loading and functional devices.
- Receive and interpret podiatric and medical information regarding patient's history from varying sources including mainly patients, GP's and consultants.
- Work autonomously to provide specialist advice to patients, carers, and other clinicians. This will involve podiatric diagnosis, to include neurovascular, musculoskeletal and gait analysis, where necessary, interpretation of the podiatric effects of medical history and medication and the development of treatment plans, in line with departmental protocols and patient/client centered goals, and prescription of appropriate specialist interventions and or footwear/appliances where there are limited professional/clinical guidelines and medically supplied information.
- Make sound clinical judgments within an unpredictable schedule to ensure effective use of departmental resources and effective treatment interventions are employed.
- To maintain accurate records of all patient consultations and related work undertaken at each clinical session.

### **Professional**

- Contribute to the development and maintenance of the highest professional standards

<p>of practice, through active participation in internal and external CPD training and development programmes, in consultation with the post-holder's professional and service manager.</p> <ul style="list-style-type: none"> <li>• Contribute to the development and articulation of best practice in podiatry across the service, by continuing to develop the skills of a reflexive and reflective practitioner, taking part in regular professional supervision and appraisal and maintaining an active engagement with current developments in the field of podiatry.</li> <li>• Maintain and uphold the highest standards of clinical record keeping including electronic data entry and recording, report writing and the responsible exercise of professional self-governance in accordance with professional codes of practice of the HCPS and Health Board policies and procedures.</li> <li>• A personal development plan will be agreed with the post holder in order to develop the skills and knowledge required to carry out the responsibilities set out in the job description.</li> <li>• Participate in continuing professional development and to maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific patient group and physical and mental health generally. Maintenance of a professional portfolio for CPD, recording learning outcomes through participation in self-directed and internal and external development opportunities to provide evidence to demonstrate skills and knowledge in diagnosis, assessment and treatment options. Application to lifelong learning to ensure competent to practice and continually developing within role.</li> <li>• Actively participate in department's in-service learning programme through attendance and presentation.</li> <li>• Apply specialist skills and knowledge in order to establish professional competence/fitness to practice.</li> <li>• Maintenance of Registration with Health Professions Council (HCPC)</li> <li>• Comply with the SOCP Code of Ethics and Professional Conduct and national/LHB procedures.</li> </ul>
<p><b>Service Delivery</b></p> <ul style="list-style-type: none"> <li>• Responsible for the day to day planning of personal workloads ensuring available sessions are fully utilised to meet service and patient needs in accordance with safe caseload management.</li> <li>• Actively contribute to continual service delivery improvements</li> </ul>
<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Provide mentoring and supervision to registered, non-registered and undergraduate students on placements within the service.</li> <li>• Contribute to development of committed and supportive teamwork, in order to ensure that staff, and those who use the service, are valued at all times.</li> <li>• Adapt to the changing needs of the service, thinking flexibly about how the service could develop and to share identified opportunities with the wider team through formal and informal routes.</li> <li>• Demonstrate the attitudes and behaviour of service quality in all aspects of teamwork and individual work.</li> </ul>
<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Undertake effective podiatric consultations within a co-productive framework</li> </ul>

<ul style="list-style-type: none"> <li>• Communicate specialist, multi-faceted diagnoses gaining consent and understanding of treatment plans required. This will frequently involve ensuring effective communication with patients, relatives and carers where there may be barriers to understanding and behavioural change required.</li> <li>• Provide effective communication with other health care professionals including GP's, consultants, ward and other staff to ensure podiatric and medical information is available to inform decision making and patients receive appropriate referral and treatment from the multi-disciplinary team.</li> <li>• Cultivate and maintain effective working relationships with LHB, department and external staff.</li> <li>• Work effectively as a member of the Podiatry team and within the multi professional setting to ensure effective service delivery.</li> <li>• Raise the profile of the department and promote a positive image of the department and LHB.</li> </ul>
<b>Education and Training/Staff Management</b> <ul style="list-style-type: none"> <li>• Identify personal training needs, undertake regular CPD and participate in individual performance review and clinical supervision</li> <li>• Identify training needs and provide learning to departmental staff and other members of the multidisciplinary team</li> <li>• Provide guidance, supervision and monitoring of podiatry assistants/technical grades and junior staff and take an active role in the training, supervision and mentoring of podiatrists, podiatry assistants and students.</li> <li>• Provide teaching sessions to individual patients, patient groups, the general public, departmental staff and other health professionals in specialist area.</li> <li>• Provide mentoring and supervision to registered and non-registered and undergraduate students on placements within the service</li> </ul>
<b>Information Resources</b> <ul style="list-style-type: none"> <li>• Document patient activity data in accordance with professional and LHB standards and produce specialist podiatric reports relevant to the practice setting</li> <li>• Maintain accurate confidential records of all patient consultations and related work, ensuring information relating to patients and staff gained through employment with the LHB is kept confidential.</li> <li>• Utilize relevant information systems and ensure all clinical and management information is inputted accurately and timely to reflect departments performance in line with departmental protocols.</li> <li>• Collation and provision of timely and accurate statistical information and reports.</li> </ul>
<b>Finance</b> <ul style="list-style-type: none"> <li>• Responsible for ordering, maintenance and security of stock and cost effective use of supplies.</li> <li>• Responsible for day to day health and safety issues reporting any deficits or faults immediately.</li> <li>• Responsible for appropriate and safe use of assessment equipment.</li> </ul>
<b>Research and Development</b> <ul style="list-style-type: none"> <li>• Keep up to date and apply relevant evidence based research findings to practice.</li> </ul>

- Be involved in research and development departmental programme, including alternative ways of working and taking an active role in problem solving.
- Participate in audit activities and the development of outcome measures.
- Participate in the departmental clinical governance initiatives

#### **Effort & Environmental Factors**

- To be flexible and provide cover for other Podiatrists at short notice or during periods of absence.
- Required to undertake treatment in a static and sometimes awkward sitting position for majority of shift.
- Regular exposure to unpleasant conditions e.g. blood, bodily fluids, infectious materials and malodours
- Occasional exposure to verbal abuse and first line of contact for informal complaints.
- Occasionally move, handle and treat patients who are often immobile, frail, wheelchair and occasionally bed bound sometimes in confined spaces.
- Adopt personal duty of care for Health Board and other agencies' equipment and facilities, especially when working in community settings where a significant amount of equipment is necessarily transported and carried between clinic bases.
- Use keyboard and computer literacy skills for community based working on a frequent basis.
- Provide own means of transport for community based working with the ability to travel between sites on a regular basis .
- Maintain sitting in a restricted physical position, providing appropriate and supportive posture for prolonged periods of time during clinical interviews, assessments, treatment and the provision of supervision etc. The post holder will be required to carry out home visit sessions and be responsible for maintaining a healthy posture.
- Produce specialist clinical formulations from clinical assessments, in order to guide clinical interventions.
- Continually and consistently, promote timely interventions and produce timely reports and letters.
- Need for challenging conversations to address changes in expectations as to what services can offer, often resulting in significant frustration on the part of those accessing the service

## **PERSON SPECIFICATION**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	<p>Professional knowledge gained by BSC (Hons) in Podiatric Medicine or equivalent (if qualified prior to 1991)</p> <p>Current HCPC registration</p> <p>Local anaesthesia certificate, HCPC annotated</p> <p>Evidence of Continued professional development in the field of patient assessment and diagnosis of a broad spectrum of patient groups including diabetes, circulatory deficit and chronic disease</p> <p>Application of knowledge to practice</p>	<p>POM certificate, HCPC annotated</p> <p>Strategic awareness</p> <p>Co-production skills</p> <p>MECC skills</p> <p>Current knowledge of NHS policies relevant to the post</p>	Application form and pre employment checks
<b>Experience</b>	<p>Demonstrates clinical experience including assessment and treatment planning for high risk of hazards caseload.</p> <p>Ability to signpost and /or design and undertake specialized programmes of care for high risk patients or those requiring surgical or biomechanical intervention.</p> <p>Capacity to use reflection to guide clinical practice.</p>	<p>NHS graduate experience</p> <p>Student Placements</p> <p>Audit</p> <p>Quality Improvement methodology and application</p>	Application form and interview
<b>Aptitude and Abilities</b>	<p>Act independently without direct supervision</p> <p>Flexible with ability to work under pressure and an innovative individual with the skills and abilities to develop the post and scope of practice.</p> <p>Demonstrates professionalism, motivation and reflection.</p> <p>Excellent communication skills</p>	<p>Ability to speak Welsh</p> <p>Critical appraisal skills</p>	Interview

	<p>both written and verbal</p> <p>Team player</p>		
<b>Values</b>	<p>Shows empathy and compassion towards others – a natural disposition to put yourself in someone else’s shoes. Sees and treats others as individuals (patient, families, colleagues) and treats people with dignity and respect.</p> <p>Shows resilience, adaptability and flexible approach as situations arise and positivity when times are tough.</p> <p>Shows respect for others’ views and appreciate others’ inputs and encourage colleagues to display our values.</p> <p>Motivated to use initiative to recognise problems and seek solutions whilst understanding the importance of empowering and enabling others (patients, families, colleagues).</p> <p>Friendly and helpful disposition, awareness of how our own and others’ behaviours impact on people’s experiences and the organisation’s reputation.</p> <p>Willing to seek out learning, give and accept constructive feedback and committed to continuous improvement.</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>Other</b>	<p>Ability to identify and employ mechanisms of clinical governance as appropriate, to support and maintain clinical practice</p> <p>Competence and keyboard skills required in the use of IT and data management systems (including Excel), word processing &amp; presentation packages and</p>	<p>Experience of working within a range of health settings.</p> <p>Ability to teach and train others, using a variety of multi-media materials suitable for presentations within public, professional</p>	<p>Application form and interview</p>

	<p>reviewing literature from relevant databases.</p> <p>Ability to travel between work sites in a timely manner.</p>	<p>and academic settings.</p> <p>Flexibility in responding to changing requirements of workload in an unpredictable environment.</p>	
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## **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.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers 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.
- **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 organization'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:** 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 General Data Protection Legislation 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 and the HB or Trust 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/Trust 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/Trust 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 Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **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/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust 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.

**APPENDIX 1**

**Job Title:** Podiatrist

**Organisational Chart**

