

JOB DESCRIPTION AND PERSON SPECIFICATION FOR AGENDA FOR CHANGE BAND	Podiatrist
HOURS AND DURATION	5
AGENDA FOR CHANGE REFERENCE NUMBER	As specified in the job advertisement and the Contract of Employment
DBS LEVEL	2761
REPORTS TO	Enhanced DBS with Both Barred Lists Check
ACCOUNTABLE TO	Line manager
LOCATION	Podiatry Leads
	The post holder will initially be based at the location specified in the job advertisement and the Contract of Employment. However, the Trust reserves the right, with consultation, to relocate post holders to any base within the Trust in line with service requirements.

JOB SUMMARY

The post holder will work as a team member for Leicester, Leicestershire, and Rutland NHS Trust Podiatry Service. Working alongside a mentor and other colleagues within the service and be responsible for the assessment, categorisation and treatment planning for new referrals and existing patients, ensuring that patient care pathways are followed, and that episodes of care are implemented wherever appropriate.

The post holder will contribute to managing the independence and mobility of patients whilst promoting the benefits of foot health, foot care advice and self-management.

To provide good quality, safe podiatry care and good customer service

- Liaison with appropriate members the Podiatry, Primary and Secondary Care teams; in relation to service delivery and patient care.
- To plan and manage personal caseload, being responsible for the day-to-day running of podiatry clinics, or home visit sessions in residential care homes and patients own homes.
- To assess, diagnose, develop and implement individualised care plans for patients with a wide variety of clinical needs.
- To keep accurate clinical records

The post holder will complete a set of competencies in order to progress and develop their Potential to take up a more senior role.

MAIN DUTIES AND RESPONSIBILITIES:

1. To demonstrate the Trust's values in everything you do in the work environment and live up the LPT Pledge

2. To be responsible in the use and expenditure of the Trust's resources that you utilise

2.1 To assist in stock control of clinical and pharmacy consumables

2.2 Receiving stock items and storing them in date order.

2.3 Daily maintenance of clinic equipment including fault reporting.

2.4 To minimise the Trust's environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel.

2.5 Personal duty of care in relation to safe and efficient use of resources

2.6 No direct budgetary responsibility

2.7 Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

3. Delivery of Effective Healthcare within the organisation

3.1 Develop intricate clinical skills requiring prolonged concentration in: new patient assessment and treatment planning, local analgesia, minor invasive and sterile surgical equipment, musculoskeletal assessments, and use of materials to redistribute foot pressures.

3.2 Taking a proactive role in the assessment, diagnosis, planning and delivery of treatment to both new and established patients, formulating and adhering to care pathways.

3.3 Working within the scope of professional practice agreed locally, to provide podiatric care as required by the service specification, business plan and service level agreements.

3.4 Maintain clear, accurate and contemporaneous electronic records of all interventions, in line with NHS Trust systems and professional policy.

3.5 Ensure all treatment interventions can be justified and recorded against recognised best practice and rationale or evidence base and recorded accurately .

3.6 Provide accurate and timely statistical information and data collection as required. All electronic notes should be completed within 24 hours.

3.7 Provide treatment at a variety of sites including patient's homes, health centres, community hospitals, residential and Nursing homes.

3.8 Attend and contribute to staff meetings, study days and service development processes and implement service policies.

3.9 Domiciliary visits providing unique risks whilst undertaking clinical procedures with people who are housebound.

4.0 Assessment diagnosis, planning, implementation, and evaluation of Podiatric care to a variety of patients with a wide range of complex clinical needs including:

- Diabetes,
- Neurological and Vascular disease.
- Rheumatologic and biomechanical conditions.
- Mental health conditions.
- Acute and chronic wound management in general podiatry clinics.
- Provide care in a range of primary and secondary care settings, some of which may be in isolation.
- Assessment of new patients and production of individual care plans.
- Effective communication of foot care education and self-management advice to patients and/or their relatives and carers, including signposting to non-NHS providers of foot care.
- To have highly developed physical skills, precision hand/eye co-ordination for use of podiatry instruments for prolonged periods.
- To identify when patients require the intervention of another professional and/or specialist podiatry (Biomechanics /Nail surgery / Diabetes MDT) by following agreed departmental referral pathways.
- To carry out simple biomechanical assessment in general podiatry clinics, which will include prescription and fitting of simple chair-side orthoses, advice on exercise and stretching programmes, footwear advice.
- To carry out simple diabetic foot assessment in general podiatry clinics, following NICE NG19 guidance, this will include diabetic foot assessment using Doppler and monofilament, identification of risk factors and classification of patients, referral to specialist diabetes services as required.
- Responsible ordering, economical use, maintenance, and security of stock.
- To maintain clinical records to a professional standard in SystmOne, ensuring all activities are recorded in a timely fashion.
- Day to day planning of personal workloads for the completion of domiciliary visits and visits to Residential Homes.
- To be actively involved in the provision of Foot Health training where appropriate
- To follow departmental Policies Procedures and Guidelines but have the discretion to make own clinical decisions within professional boundaries.
- To have the capability to safely handle patients who may be immobile, wheelchair or bed-bound often in confined spaces.
- Nail surgery clinics.
- Under supervision, carry out specialist diabetes wound care clinics which will include:
 - Sharp debridement of diabetic foot ulcers
 - Providing complex wound care, applying appropriate dressings, and offloading.
 - Liaison with multiple agencies to ensure safe care.
 - To liaise with administrative and clerical staff as job requires.
 - To work effectively as a member of the multi professional team to ensure continuity of

patient care.

- To promote a positive image of the Podiatry service, by your professional conduct and appearance.
- To ensure that any complaints are dealt with in a timely manner and where appropriate pass onto Podiatry Services Manager, in line with trust protocols.
- To gain informed consent of patients by informing, explaining and motivating patients
- To ensure effective communication with patients, relatives, and carers where there may be barriers to understanding.
- To maintain accurate records of all patient consultations and related work carried out at each clinical session, including clinical outcome measures and data collection on the SystemOne.
- To be flexible and provide cover for other Podiatrists at short notice or during periods of absence, which may be at any site, according to podiatry service need.
- To actively take part in personal appraisal and clinical supervision activities.
- Seek to achieve personal improvements by participating in professional development.
- Attend and actively contribute to podiatry team meetings and away days.

4. Establishing Effective Leadership and Communication

4.1 Overcoming barriers to communication, breaking bad news and dealing with sensitive information.

4.2 Providing advice and training to other health care professionals, patients, and relatives as required.

4.3 Using motivational and empowerment skills to achieve goals with patients and negotiating skills regarding transfer of care to other professionals, carers, or family.

4.4 Demonstrate empathy to ensure patient care is at the heart of clinical practice and goal setting even where language, cultural, sensory, illness and disability barriers make this process more complex.

4.4 Maintain effective communications with colleagues, reception staff and other health care professionals, to ensure clinical responsibilities are observed and clinics run smoothly.

5. Continuing Education, Professional and Personal Development

5.1 Undertake the Trust's corporate and local induction, and maintain your learning and compliance with training requirements for your role

5.2 Participate in supervision via agreed review and appraisal mechanisms.

5.3 It is mandatory for all professionally qualified staff and clinical support staff to actively participate in clinical supervision as an integral part of their professional development.

5.4 Working under supervision from referral to discharge, providing treatment programme for a wide range of foot and ankle pathologies, referring to colleagues with senior roles for advice or transfer of care. Progressing through completion of competencies to become an independent worker. Liaising with mentor when referring patients to appropriate professionals where concerns regarding health and social care are identified and to other specialists within the service e.g. nail surgery, MSK, High risk/wound care.

5.5 Take responsibility for updating professional development through reflection, supervision, mandatory training, CPD, and PDR while maintaining own personal log for HCPC registration.

5.5 To maintain registration with Health & Care Professions Council (HCPC) and to work within the HCPC code of Conduct, HRCH Policies and procedures.

5.6 To work within College of Podiatry minimum standards.

5.7 Graduate podiatrists with no previous NHS experience will be required to work towards successful completion of the podiatry mentorship programme, in addition to maintaining and demonstrating competency in core clinical skills within an agreed timescale.

5.8 Podiatrists with previous NHS experience are required to demonstrate competency in core clinical skills, and to maintain and develop these.

6 Clinical Governance, Reduction of Risk, Audit and Research

6.1 Adhere to effective infection control and decontamination practice as defined by local organisational standards utilising protective equipment provided

7 Management and use of Resources and Information

7.1 All records that the role is responsible for or modifies must be kept up to date and maintained in an accurate and diligent manner.

8 Operating with Quality in everything you do and Maintaining a Safe Environment

8.1 To identify, report and help to manage clinical risks, including Health and Safety

8.2 to complete COSHH, electronic incident forms and complaints

8.3 Adhere to the minimum standards of Clinical Practice Guidelines and Ethics by the Health Care Professions Council, College of Podiatrists, local service and NHS Trust policies and NICE guidance.

COMMUNICATION AND WORKING RELATIONSHIPS

To establish effective working relation with the following:

- Patients, carers, relatives, and referrers to the service
- Mentor/Clinical Supervisor
- Service and line managers
- Biomechanical and Diabetes Team Leaders
- Podiatrists and Podiatry Assistants
- Administration Manager and other non-clinical staff
- Podiatry Call Centre Supervisors and Booking Clerks

- Other Allied Health Professionals
- GP practice staff where appropriate

ENVIRONMENTAL FACTORS

9 Physical Effort

9.1 Frequently working in cramped conditions including at the bedside working in clinical environment requiring patient moving and handling skills and wheelchair transfers or working from floor where transfer is unsafe.

10 Mental Effort

10.1 Make professional clinical judgements regarding diagnosis, referral, return periods, discharge and appropriate treatment for patients with complex needs, requiring considerable concentration several times every day.

11 Emotional Effort

11.1 Occasional exposure to distressing circumstances such as family bereavement, terminal illness, amputation.

11.2 Regular involvement with patients who have had their quality of life permanently affected by pain, ulceration, and loss of mobility.

12 Working Conditions

12.1 Frequent exposure to risks associated with viral and bacterial infections associated with body fluids pus and infected wounds and contaminated equipment and COSHH regulated chemicals e.g., phenol with noxious fumes.

The job description is not exhaustive and will be reviewed in the light of changing needs and organisational development. Any changes will be discussed with the post holder who may be required to carry out the duties appropriate to the grade and scope of the post.

Our Pledge

"We are LPT; a values based Trust that delivers high quality integrated health and social care developed around the needs of our local people, families and communities. We want LPT to be a great place to work, where we have a culture of continuous improvement and recognition and where collective leadership empowers high performing, innovative teams." – **Dr Peter Miller, Chief Executive**

Our pledge reflects our values and has been developed with staff and staff side representatives to make clear the expectations we have of each other in order for us all to deliver high quality, patient-centred care which is at the heart of everything we do.

As a **staff member** I will...

- Commit to doing the best I can
- Be loyal to and supportive of my organisation
- Be a team player
- Willingly share my ideas, knowledge and experience
- Continue to improve myself and my service for the benefit of our service users
- Be flexible and adaptable in my work
- Maintain high quality and high standards
- Embrace diversity and the richness it brings
- Take ownership of my work and be held accountable

As an **organisation** we will...

- Provide opportunities for development and career progression
- Appreciate and recognise your contribution to our Trust
- Provide a safe and secure working environment
- Promote a culture that provides a happy and friendly work place for you and your team
- Give you the tools to do your job
- Support you to maintain a healthy work/life balance
- Listen to your views to inform our decision making
- Communicate with you in an honest, open and timely way

As a **manager/leader** I will...

- Inspire a shared purpose and provide clarity of expectations
- Be visible, accessible and approachable
- Be supportive, open, honest and transparent
- Listen, hear and give a voice to all
- Value and celebrate the successes of my team and individuals
- Promote health and wellbeing within my team
- Give my staff freedom to act and encourage collective leadership



Chair:
Cathy Ellis



Chief Executive:
Dr. Peter Miller

ADDITIONAL INFORMATION

The NHS is in a period of continuing change due to developments and rationalisation of services. This will lead to a modification of structures and job descriptions. The post holder will be expected to co-operate with changes, subject to consultation, at any time throughout the duration of their contract.

MOBILITY

The person specification for the role will detail the mobility requirements of the post. However, employees may be required to work at any of the other sites within the organisation subject to consultation.

POLICIES AND PROCEDURES

All staff should comply with the Trust's Policies and Procedures. It is the employee's responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of local induction arrangements

SAFEGUARDING CHILDREN AND ADULTS

The Trust takes the issues of Safeguarding Children and Adults, and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in its duties by adhering to all relevant national and local policies, procedures, practice guidance and professional codes; promptly reporting any concerns to the appropriate authority in line with safeguarding policy and guidance; attending mandatory training on Safeguarding children and adults; being familiar with individual and the Trust's requirements under relevant legislation.

MENTAL CAPACITY ACT

All clinical staff will be aware of their responsibilities under the Mental capacity Act and will ensure that assessment for Deprivation of Liberty Safeguards is in place for any patient that is deemed to lack capacity to consent to their care and treatment.

MAKING EVERY CONTACT COUNT

All staff are positively encouraged to contribute to improving health for themselves, their patients, service users and colleagues. This happens when, in everyday contact, the opportunity is taken to raise the subject of choosing better health by stopping smoking, reducing alcohol intake, eating more healthily and becoming more active. The Trust's Making Every Contact Count programme has further information.

HEALTH AND SAFETY

It is the duty of all employees of the Trust to ensure that a safe working environment and safe working practices are maintained at all times. Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as part of your job description.

All employees must comply with the duties imposed on them by the Health and Safety at Work Act 1974, i.e.

- To take responsibility for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- To co-operate with their employer as far as is necessary to meet the requirement of the legislation.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare

These duties apply to all staff whenever and wherever they are engaged on Trust business.

DATA PROTECTION

In line with national legislation, and the Trust's policies, you must process all personal data fairly and lawfully, for the specific purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality and Information Security and requests for personal information.

The post holder must be familiar with and comply with the Eight Data Protection Principles contained within the Data Protection Act 1998.

Personal Data must be:

- Processed fairly and lawfully
- Processed for specified purposes
- Adequate, relevant and not excessive
- Accurate and kept up-to-date
- Not kept for longer than necessary
- Processed in accordance with the rights of data subjects
- Protected by appropriate security
- Not transferred outside the EEA without adequate protection

CONFIDENTIALITY

The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the Trust. All data should be treated as confidential and should only be disclosed on a need-to-know basis.

Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of patients and service users, as well as individual staff records. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. In addition, staff must not access personal information unless authorised to do so as part of their role.

Due to the importance that the organisation attaches to confidentiality, disciplinary action will be considered for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.

With the increased use of information technology and e-communications, staff should also be aware that safe guards are in place to protect the privacy of individuals when using these mechanism, both inside and outside of work. This includes the use of social media i.e. Facebook, Twitter, Snapchat etc. Where privacy is breached disciplinary action will be considered.

All employees should be mindful of the seven Caldicott principles when dealing with person identifiable information.

1. Justify the purposes of using confidential information
2. Only use it when absolutely necessary
3. Use the minimum that is required
4. Access should be on a strict need to know basis
5. Everyone must understand his or her responsibilities
6. Understand and comply with the law
7. The duty to share information can be as important as the duty to protect patient confidentiality

If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.

EQUALITY AND DIVERSITY

We aim to design and provide services and employment practices that meet the diverse needs of our service users and staff, ensuring that none are placed at a disadvantage over others. You will be expected to take into account the provisions of the Equality Act 2010 to advancing equal opportunity. You must to act in your role to ensure that no one receives less favourable treatment due to their protected characteristics i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation.

In carrying out its functions, you must have due regard to the different needs of different protected equality groups in their area.

INFECTION CONTROL

All employees have a responsibility to protect from infection themselves and other people, whether they be patients, other staff or visitors, as well as making all reasonable effort to reduce or prevent the risk of infection in their working environment. All staff have a duty to make themselves familiar with and comply with Infection Prevention and Control Policies and Procedures, carry out duties required by legislation such as the Health and social care Act 2008 (updated 2015) (and subsequent legislation), and to attend mandatory training relating to infection prevention and control.

COUNTER FRAUD

Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60.

SMOKING AT WORK

The Trust has a "Smoke Free Policy", which applies to:

- All persons present in or on any of the Trust grounds and premises
- All persons travelling in Trust owned vehicles (including lease cars) whilst on official business.
- Privately owned vehicles parked on Trust grounds or when transporting Service Users, Visitors on official Trust business.
- When wearing an NHS uniform.

ELECTRONIC ROSTERING

'Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all LPT staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role'.

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated
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		Application form	Interview	Test	Presentation
Demonstrates a commitment to the Trust's Values				N/A	N/A
1.1 Compassion	3		x		
1.2 Trust	3		x		
1.3 Respect	3		x		
1.4 Integrity	3		x		
Qualifications (Equivalent qualifications will be considered where their equivalency can be demonstrated)					
Degree in Podiatry	3	X			
Holds certificate in local anaesthesia.	3	X			
Current HCPC registration	3	X			
Knowledge and Skills					
Demonstrate an up to date knowledge of current Podiatry practice.	3	X	X		
Demonstrate a knowledge of issues relating to clinical governance.	3	X	X		
Able to communicate effectively, with patients, within the professional team and on a multi-disciplinary level.	3	X	X		
Demonstrates ability to problem solve.	3	X	X		
Demonstrate effective planning and organisational skills	3	X	X		
Experience (both work and 'life' related)					
Ability to teach and present.	1	X	X		
Participation in clinical audit and/or research.	1	X			

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
Personal Attributes					
Ability to work in a complex changing environment.	3	X	X		
Adaptable / flexible and able to manage change effectively to meet needs of the service.	3	X	X		
Evidence of being able to work on own initiative and as part of a team	3	X	X		
Standard Requirements					
Commitment to Equality & Valuing Diversity Principles	3	X	X		
Understanding of Confidentiality & Data Protection	3	X	X		
Understanding of the service users of the Trust (which could include lived experience of conditions the Trust deals with or of receiving services relevant to those the Trust provides)	3	X	X		
Mobility This will either be not applicable or own transport or suitable alternative. Dependence on public transport is not suitable for this role		You must demonstrate how you would meet the stated mobility requirement on your application form			