

# PROGRESS *your* CAREER



## **Podiatrist (Diabetes Foot Protection) Band 5**

### **Job Description and Person Specification**

# Job Description

**JOB TITLE:** Podiatrist (Diabetes Foot Protection)

**BAND:** 5

**RESPONSIBLE TO:** Specialist Podiatrist

**KEY RELATIONSHIPS:**

Internal	External
<b>Line Manager</b> <b>Operational Lead</b> <b>Foot Protection Team</b> <b>Podiatry Team</b> <b>Intermediate Care Teams</b> <b>District Nurses</b> <b>Tissue Viability Team</b> <b>Infection Control Team</b> <b>SPA</b> <b>Administrative Teams</b> <b>Clinic Administrators</b>	GPs and practice staff BHRuT Diabetic Foot MDT University of East London Society of Chiropodists and Podiatrists Local Podiatry Services Local Voluntary Services Diabetes UK Health and Care Professionals Council (HCPC)

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

### Aim of the role:

The expectation of this post holder will be to support their team, department and organisation to achieve the Trust's Values in their day to day work. These are the 5P's:

- Putting people first
- Prioritising quality
- Being progressive, innovative and continually improve
- Being professional and honest
- Promoting what is possible – independence, opportunity and choice

### The post holder will achieve this by:

**The post holder will be a Podiatrist registered with the Health Care and Professionals Council (HCPC)**

The post holder will be a member of the Diabetes Foot Protection Service (FPS) who has podiatry skills and will be responsible for providing evidence based comprehensive assessment,

review and treatment based on clinical findings and support the team by delivering high-risk podiatry to the defined diabetes patient caseload of moderate-risk diabetic patients. Within agreed local care pathways, working within codes of practice and professional guidelines, and specifically embedding Clinical quality guidelines.

- The post holder will support peers and the team leader and be an effective team member whilst also working using their own initiative.
- Will demonstrate decision making skills when identifying patients requiring intervention of other health professionals or departmental clinical leads by following departmental referral clinical pathways.
- Will be actively involved in the provision of diabetes foot health education and advice to patients, relatives and carers and participate in training events where appropriate.
- As part of a team, will contribute to the development of the Diabetes FPS, reviewing policies and procedures, proposing changes to general service procedures which may have an impact other health professionals.
- You will provide clinical care in a variety of settings across BHR.

## Key Responsibilities:

### Managerial

1. To be responsible for managing and prioritising your own day to day workload.
2. To participate and contribute to departmental clinical audit and research initiatives.
3. Will be flexible and show initiative in coping with changing circumstances relating to day-to-day planning of clinical duties.
4. To understand and contribute towards service performance targets
5. To take responsibility for monitoring stock levels and security of stock and maintenance of equipment within your own clinical area escalating any shortages following the service procedures.

### Clinical Skills

1. Will have the ability to act autonomously using professional judgement to assess complex medical, social and podiatric problems of patients using clinical reasoning skills and diagnostic techniques. Seeking support and guidance from a senior podiatrist as necessary and always working within individual scope of practice.
2. Will develop tailored packages dependent on patient need, taking advice from senior colleagues when necessary.
3. To perform diabetic assessment and review in community clinics where duties will include the use of specialised diagnostic equipment in vascular and neurological assessment, e.g. Doppler and monofilament. Identifying the correct risk category for diabetic patients accessing the Diabetic FPS.
4. Will assist in providing training and education opportunities for local communities and other health professionals when required.
5. To have highly developed physical skills, using a scalpel to debride a variety of lesions, demonstrating precision hand/eye co-ordination for prolonged periods.
6. To work safely within clinical infection guidelines when treating foot lesions which may involve exposure to bodily fluids and infectious materials.
7. To have capability to position and handle patients who may be immobile, wheelchair or bed bound often working in difficult conditions which are at times unclean, confined in terms of space, with poor lighting/ventilation, to conduct the treatment.
8. To identify when patients require the intervention of other professionals e.g., Requesting the prescription of antibiotics. Also referring to the MDFT following agreed department referral to clinical pathways.
9. To act as a role model to podiatry students and podiatry assistants.

### Leadership

1. To actively engage and support the implementation of changes that maybe required in the Diabetes FPS
2. To understand and participate in integrated health professional working
3. To support the development of a positive and 'supportive' team culture.
4. To take an active interest in working parties and groups within the podiatry service in order to develop and improve on service delivery, protocols and guidelines

## **Administration**

1. To be computer literate and encourage implementation of the Trust's IM&T Strategy.
2. To ensure accurate recording on RiO of actions, and updating patient's records, always maintaining confidentiality
3. Use IT skills including Internet, Email and Office tools such as Word, Excel and PowerPoint.

## **Communication**

### **Internal**

1. To work in partnership with colleagues sharing best practice
2. To be able to communicate patient related information facilitating positive outcomes and ensuring collaborative working.
3. Obtain and communicate in a sensitive manner, diagnostic information, patient consent to, patient understanding of, and patient compliance and participation with, treatment programmes.
4. To provide effective feedback to referrers by letter and or verbal communication ensuring treatment plans are understood by the referrer and supported by the wider health network.
5. To provide an appropriate service to the diverse local population, considering language and cultural differences. This includes the capture of ethnicity data.
6. the use of verbal and non-verbal communication tools including the use of interpreting services if necessary, taking into consideration the complexity of the patient.
7. To ensure that all information relating to patients and staff gained through employment with the Trust is kept confidential.

### **External**

1. To work effectively as a member of the multi-professional team, ensuring effective communication with other professionals in the necessary delivery of all aspects of patient care.
2. Provide accurate information to patients and their family also professional carers regarding the development of diabetic foot disease.

## **Training**

1. To ensure own development through CPD activities, maintaining a portfolio which reflects personal development in line with personal objectives and departmental plans.
2. To attend all mandatory training within the required timeframes
3. To undertake a regular appraisal, developing a personal development plan that includes clinical competencies reflecting the health needs of the local population and relates to Trust strategy
4. To support new staff and their integration within the team.



5. To maintain up-to-date knowledge of developments within the profession and of relevant clinical issues and treatment

## **Specific tasks directly related to the post**

### **Health & Safety**

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) and subsequently published regulations to ensure that the Trust's Health and Safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

### **Infection Control**

Each staff member has a duty to take personal responsibility for the prevention and control of infection, in accordance with Trust Infection Prevention and Control Policies, which reflect the statutory requirements of the Health Act 2006 – Code of Practice for the Prevention and Control of Healthcare Associated Infection. They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs.

### **Risk Management**

You will be responsible for adopting the Risk Management Culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Trust Risk Register. You will also attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the Trust Incidents

### **Safeguarding Children and vulnerable adults**

North East London NHS Foundation Trust (NELFT) is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults and families in their care. Staff are required to comply with Trust policies on Safeguarding.

### **Standards of Business Conduct & Conflict of Interest**

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the Trust's register of interests either on appointment or when such interests are gained.

As an employee you are required to make yourself aware of and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

### **Sustainability**

All staff has a responsibility for delivering high quality healthcare in a low carbon environment, where energy is used wisely and not wasted. It is the responsibility of all staff to minimise the Trust's environmental impact by recycling where possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

### **Smoking Policy**

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within the Trust buildings and vehicles.

### **Codes of Conduct**

North East London NHS Foundation Trust (NELFT) requires the highest standards of personal and professional conduct from all of its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body.

As an NHS employee, you are required to observe the following principles:

- Make the care and safety of patients my first concern and act to protect them from risk;
- Respect the public, patients, relatives, carers, NHS staff and partners in other agencies;
- Be honest and act with integrity;
- Accept responsibility for my own work and the proper performance of the people I manage;
- Show my commitment to working as a team member or working with all my colleagues in the NHS and the wider community;
- Take responsibility for my own and continuous learning and development

### **Data Protection**

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed. It is the responsibility of all staff whose jobs require them to record information in Trust Computer systems (e. g RIO and ESR) to ensure that the data entered into these systems is of high data quality and that information is recorded correctly and in a timely manner. Failure to adhere to this requirement could be considered a disciplinary matter

### **Information Security and Confidentiality**

All employees are required to observe the strictest confidence with regard to any patient/client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence regarding any information relating to the work of the Trust and its employees.

You are required not to disclose any confidential information either during or after your employment with the Trust, other than in accordance with the relevant professional codes.

All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist.

Failure to comply with these regulations whilst in the employment of the Trust could result in action being taken under the Trust Disciplinary Policy and Procedure. **Equality and Diversity** North East London NHS Foundation Trust (NELFT) is committed to the implementation of the Equality and Diversity at Workplace policy which ensures equal opportunities for all. NELFT is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. The Trust will ensure that it provides equal and fairness for all, and not to discriminate on the grounds of gender, marital status, race/ethnicity, disability, sexual orientation, religion, transgender or gender reassignment status, age, marriage or civil partnership/same sex marriage, and because of you being pregnant or being on maternity/paternity leave. All staff are required to observe this policy in their behaviour to employees and patients/service users.

### **Additional Information**

Additional information about protocols and guidelines while working at NELFT are outlined in [this document](#).



### **Key Performance Indicators (KPI) and Objectives**

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

### **Review of this Job Description**

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

### **Other Duties**

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.

**Date last reviewed:** 8<sup>th</sup> June 2022

**Job evaluation reference number:** Ref 2022-050

## Person Specification

Please note if you do not meet all the criteria listed in the person specification, we encourage you to still apply and development needs can be discussed at the interview.

Demonstration of Trust Values	Essential	Desirable	Measurement
<ul style="list-style-type: none"> <li>• Putting people first</li> <li>• Prioritising quality</li> <li>• Being progressive, innovative, and continually improve</li> <li>• Being professional and honest</li> <li>• Promoting what is possible, independence, opportunity, and choice</li> </ul>	✓		Application Form Interview Assessment

Qualifications	Essential	Desirable	Measurement
BSc Diploma/Degree in Podiatric Medicine	✓		Application Form Assessment
Registration with HCPC	✓		Application Form Interview
Certificate in Local Anaesthesia		✓	Application Form Interview
Prescription only medicine (POM-S; POM-A) citation on HCPC register		✓	Application Form Interview
Evidence of continued Professional Development		✓	Application Form Interview

Experience	Essential	Desirable	Measurement
Able to plan and organise activities	✓		Application Form Interview Assessment
Experience of governance, quality, and audit		✓	Application Form Interview Assessment

<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>Measurement</b>
An awareness of NHS priorities	✓		Application Form Interview Assessment
Knowledge of local Health Priorities including cultural diversity		✓	Application Form Interview Assessment
Ability to work autonomously and as part of a team	✓		Application Form Interview Assessment
Ability to balance competing priorities to meet personal and directorate targets within a fluctuating and demanding workload	✓		Application Form Interview Assessment
Basic awareness of IT and IT skills	✓		Application Form Interview Assessment
Excellent communication skills	✓		Interview Assessment
Excellent organisational and clinical skills	✓		Interview Assessment
Leadership skills		✓	Interview Assessment
Enthusiasm, integrity, confident, positive attitude	✓		Application Form Interview Assessment

Commitment to own development	✓		Application Form Interview Assessment
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Skills	Essential	Desirable	Measurement
*Add in examples of skills as necessary, as an additional row	✓		State measurement i.e. Application Form Interview Assessment

Other	Essential	Desirable	Measurement
To be able to travel efficiently throughout the area	✓		Application Form Interview
Applicant will need to be car driver with valid UK Licence (these criteria will be reasonable adjusted to meet the requirements of a disabled applicant) and access to a car for work purposes	✓		Application Form Interview