

JOB DESCRIPTION

Post title: Podiatrist MSK advanced skills

Base: To be confirmed

Term of Post: Permanent

Responsible to: To be confirmed

Professionally accountable to: To be confirmed

Salary scale: Indicative band 7

1. THE ORGANISATION

2. THE DEPARTMENT

3. INTRODUCTION

3.1 Key duties and responsibilities

1. To act as an expert advisory resource in the management of lower limb care of people with musculoskeletal pathologies and at high risk as a result of chronic disease.
2. To work closely with GP, secondary care and podiatry teams to ensure appropriate management of patients seen on clinics.
3. To provide a high standard of assessment, diagnosis, planning, implementation and delivery of lower limb musculoskeletal care. To examine and assess complex patients using highly specialised clinical reasoning skills to select and provide highly specialised forms of treatment from a wide range of options.
4. To be actively involved in the design and implementation of research and audit in order to evaluate aspects of the service and identify opportunities to develop the service.
5. To be responsible for the monitoring of podiatry clinical activity and for producing reports as required.
6. To follow uni-and multi-professional guidelines for evidence-based practice in the care of patients with musculoskeletal pathologies and who are at risk as a result of chronic disease.

7. To supervise and train support staff as necessary and to provide specialist advice to professionals in other fields.
8. To participate in the development of agreed care protocols to ensure a comprehensive level of care is delivered.
9. To identify measures to demonstrate the clinical effectiveness of treatment regimes.
10. To initiate, organise and interpret advanced, complex diagnostic tests including x-rays and their reports and other imaging modalities.
11. To prescribe and arrange for the provision of podiatry orthotics, pressure relieving insoles and shoe modifications where appropriate; manufacturing of orthoses, requiring highly developed physical skills of manual dexterity and precision and often requiring several long periods of standing. To utilise highly specialist skills in biomechanics to prescribe, manufacture, modify and fit orthoses.
12. To provide triage service for patients who may require prescription footwear liaising with surgical appliances and where necessary conferencing on complex cases.
13. To be responsible for the assessment of new patients with the subsequent production of individual care packages and the provision of appropriate foot health education advice.
14. To be responsible for the identification of patients who require the intervention of other healthcare professionals, following agreed referral pathways.
15. To ensure clinical records of assessment and patient management are maintained, as per trust policy.
16. To ensure that all referring GP's are sent correspondence with respect to each patient's clinic visit.
17. To keep abreast of new developments in podiatry and where possible attend relevant post-graduate lectures, courses and conferences, and disseminate to Podiatry, GP and Health care colleagues.

3.2 Communication

1. To ensure effective communication of complex pathologies to patients with chronic disease or musculoskeletal problems and/or their carers.
2. To ensure effective communication with patients, carers, relatives, where there may be barriers to understanding
3. To attend and contribute proactively at podiatry service meetings.
4. To maintain accurate records of all patient consultations and related work carried out at each clinical session, including computerised data.
5. To maintain confidentiality of information conforming to data protection policies.

3.3 Professional Development

1. To maintain registration with the HPC, work within HPC Code of Conduct.
2. To participate in annual performance review with line manager.
3. Demonstrate evidence of higher study or the capacity to study for a higher degree e.g. enrolled on Masters level course.

4. Commitment to CPD and life long learning with objectives linked to the Personal Development Plan.

3.4 Audit, Research, Development and Training

1. To participate in departmental clinical governance initiatives and the development of standards, guidelines, policies and protocols.
2. To participate in research and clinical audit to further educational needs and to evaluate new and existing treatments to ensure best practice is used.
3. Active involvement in the design and implementation of service modernisation in order to evaluate aspects of the service and identify areas for development and improvement.
4. Participate in Musculo-skeletal team initiatives and the development of standards and protocols.
5. Undertake individual / team research projects and audits.

3.5 Management

1. Identify and agree with other team members, key areas of service development and ensure implementation of action plans.
2. To support service lead as required and undertake delegated tasks when requested by the manager e.g. assist in the preparation of business plans, deputise in the absence of the manager.
3. Assist in the development and implementation of departmental care pathways and protocols.

4. CORPORATE RESPONSIBILITIES

1. Participate through the performance development and review process in matching organisational aims with personal objectives.
2. Contribute to the development of a flexible, multi-skilled Trust team by sharing skills and knowledge.
3. Develop an understanding of all aspects of the Trust agenda and its strategic context.
4. No information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given.
5. If required to do so, obtain, process and/or use information held on a computer or word processor in a fair and lawful way. To hold data only for the specified registered purpose and to use or disclose data only to authorised persons or organisations as instructed.
6. It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on grounds of gender, religion, race, colour, sexual orientation, nationality, ethnic or national origins or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the Trust has an Equal Opportunities Policy and it is for each employee to contribute to its success.
7. To comply with the Trusts Standing Orders and Standing Financial Instructions including the Scheme of Delegation and Standards of Business conduct for NHS Staff. Staff must ensure that they are not placed in a position which risks or appears to risk conflict between their private interests and their NHS duties and to declare any relevant interests either on starting work or on acquisition of the interest. The agreement of the Trust should be sought before outside employment or private practice is undertaken.

Disclosure of Criminal Background

All NHS employers are required to check with the Criminal Records Bureau the possible criminal background of staff and volunteers who apply for work with vulnerable patients. It is a requirement of the post that such a check be undertaken. Successful applicants will be asked to complete and sign a Disclosure form giving permission for the screening to take place. Having a criminal record will not necessarily bar you from working with the Trust. This will depend on the nature of the position and the circumstances and background of offences.

Health and Safety

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

Infection Control

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust Infection Control Manual.

Security

The post holder has a responsibility to ensure the preservation of NHS property and resources.

Confidentiality

The post holder is required to comply with Trust policy on confidentiality of information about patients, members of staff or other health service business. No information relating to identifiable patients must be divulged to anyone other than authorised persons, for example, medical, nursing, or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and/or treatment of the patient. If in doubt as to the authority of a person or body asking for information of this nature advice is sought from the clinical advisor or Manager.

Team Briefing

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

No Smoking Policy

The Trust had adopted a non-smoking policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas. Staff appointed will undertake not to smoke on hospital premises.

This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder.

Where particular Directorates require the post holder to focus on specific issues and/or areas of concern, this will be discussed through the performance management process.

Person Specification

Requirements	Essential / Desirable	Method of assessment
Qualifications & Training		
Podiatry Degree	Essential	Application Form & Certificate
HPC Registered	Essential	Application Form & Certificate
Certificate in Local Analgesia	Essential	Application Form & Certificate
Certificate in Injection Therapy (with Professional Indemnity Insurance Cover, SCP)	Desirable	Application Form & Certificate
Masters degree (relevant subject)	Desirable	Application Form & Certificate
Teaching/Audit		
Teaching of Podiatry Students	Essential	Application Form & Interview
Teaching of GP's and other health care colleagues	Desirable	Application Form & Interview
Experience of Audit	Desirable	Application Form & Interview
Academic Achievements / Clinical Experience		
Substantial post-graduate experience	Essential	Application Form, References
Experience of working at a specialist level in MSK Podiatry	Essential	Application Form, Interview, References
Experience of working in community setting	Desirable	Application Form, Interview, Portfolio
Research & Publications	Desirable	Application Form & Interview
Interpersonal Skills		
Willingness to listen and learn	Essential	Interview & References
Communication Skills, including IT skills.	Essential	Interview & References
Ability to work flexibly as part of a team	Essential	Interview & References

Leadership/Management Skills		
Experience of team leading; undertaking delegated management tasks	Desirable	Application Form & Interview
Other Requirements		
Car owner / Bike owner / ability to travel between clinics and to patients homes	Essential	Application Form, Interview, licence