

JOB DETAILS:

Job Title	Specialist Podiatrist (community)
Pay Band	Band 6
Hours of Work and Nature of Contract	37.7hrs Permanent
Division/Directorate	Therapies/Localities
Department	Podiatry/Community Service
Base	Dewi Sant Hospital

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Clinical Lead for Community
Reports to: Name Line Manager	Community Team Lead
Professionally Responsible to:	Head of Podiatry and Orthotics

MAE EIN GWERTHOEDD YN EIN HELPU NI I FOD AR EIN GORAU

OUR VALUES HELP US BE AT OUR BEST

RYDYN NI'N GWRANDO, YN DYSGU AC YN GWELLA

WE LISTEN, LEARN AND IMPROVE

RYDYN NI'N TRIN PAWB Â PHARCH

WE TREAT EVERYONE WITH RESPECT

RYDYN NI I GYD YN CYDWEITHIO FEL UN TIM

WE ALL WORK TOGETHER AS ONE TEAM

Our values and behaviours are fundamental to the way we do things at Cwm Taf Morgannwg University Health Board. They are everything we stand for and aspire to. That includes the way we behave, how we perform our roles and the way we recruit new talent. We look forward to exploring how your values align with ours. This is how we work:

We listen, learn and improve

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***We treat everyone with respect
We all work together as one team***

To find out more about our values, visit: <https://cwmtafmorgannwg.wales/we-are-cwm-taf-morgannwg/>

Job Summary/Job Purpose:

The Post Holder will be a member of the Community Podiatry locality Team providing professional advice and delivering clinical interventions to the residents of Cwm Taf Morgannwg. This will be achieved within the role through:-

- Being an integral part in the delivery of effective evidence based podiatric care to residents of Cwm Taf Morgannwg in a timely efficient manner.
- Undertaking initial assessment and diagnostics, making evidenced based diagnosis and undertaking advanced care planning for patients presenting with a wide range of pathological conditions and underlying medical conditions.
- Implementation of agreed individual care programmes which demonstrate engagement in the establishment and implementation of advanced care patient engagement and evidenced inclusion of the users and carers wishes. This facilitates a proactive anticipatory approach to delivery of care in a scheduled way rather than reactive and incorporating coproduction and achieving patient empowerment.
- Provide Care in various health, social care and private settings supporting the patient to remain independent and avoiding secondary care access. This may also include domiciliary visits to patients own homes, residential and nursing homes across the/all localities.
- Ensure all communication and information relating to patients is conveyed where necessary with an effective sensitive approach and maintained in a confidential manner.
- Take control of own time and resources management ensuring maximum efficiency of own time and clinical resource for which they are accountable.
- Supervise support staff as necessary, take an active part in supervision of students and provide professional support for peers and colleagues outside of the Enhanced Community care Team.

DUTIES/RESPONSIBILITIES:

- Act effectively as a member of appropriate multidisciplinary teams, providing professional advice. Actively participate in team and locality meetings providing professional guidance into service development.

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- Work collaboratively to meet the needs of the patient with the Practitioners working within the other fields of podiatric practice and other disciplines across Cwm Taf Morgannwg community.
- Lead and participate in clinical audit and contribute to the departments research activity which will be underpinned by evidence based practice and Quality Standards for Health Care. Participate in activities that leads to effective patient involvement in service development.
- Communicate effectively with other agencies e.g. district nurses, therapies, social workers, medical staff when necessary representing the profession in an appropriate manner. Balances professional responsibilities and duty of care in a multidisciplinary setting in order to ensure efficient and effective working for the benefit of the patient.
- Communicate effectively with patients, their relatives and carers and endeavours to overcome any barriers to communication. Sensitive information must be relayed with tact and persuasion. Communication of contentious information must withstand scrutiny to avoid confrontational situations.
- Agree treatment plans with patients and carers to ensure coproduction is established through application of appropriate techniques overcoming differences in opinion and understanding.
- Interpret and Communicate results of assessments, investigations, and interventions back to the patient's General Practitioner, multidisciplinary team or initial referrer verbally or written as required.
- Gain consent to clinical assessment and delivery of clinical intervention and appropriately record at each appointment.
- Actively contribute to and participate in team development by means of case presentations, journal reviews and project work incorporating the clinical governance agenda.
- Provide Clinical Supervision to Band 5 Podiatrist(s) and participate in the education of support staff as well as providing clinical supervision. Provide active participation in the departmental rota for the delivery of clinical training and supervision to Podiatry students.
- Work as part of the Community Podiatry team providing professional support to peers and colleagues outside of the locality.
- Take a flexible approach to ensure ability to cope with unpredictable work patterns and provision of unplanned care.
- Manage the booking of clinical and domiciliary activity effectively in line with the needs of the caseload and to achieve efficient sessions. Work flexibly to accommodate those patients with an urgent clinical need by making informed decision to defer clinical care delivery to others.
- Be proactive in managing annual leave giving consideration to service requirements and colleagues.

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- Take personal responsibility and accountability for ensuring efficient use of clinical and non clinical capacity. Liaise with team lead to ensure that all resources are managed to maximum capacity and capability to deliver efficient effective and high quality services to the population of the locality/Cwm Taf Morgannwg.
- Ensure familiarity with Health Board Policies, procedures and guidelines. Working to Professional policies, procedures and guidelines act with professional autonomy to make alternative clinical decisions based upon own level of competency and within professional boundaries.
- Following established patient pathways refer when appropriate into High Risk Podiatry Services without further involvement of supervisors with sufficient clinical information to ensure timeliness of provision.
- Signpost to other clinical services and third party providers such as EPP and lifestyle educations.
- Undertake clinical assessment, which includes the assimilation of information from a wide range of sources including neurological, vascular assessment, requested diagnostics and act upon the findings. This could include signposting and/or referring onto general practitioner or secondary care services.
- Use sound clinical judgement to make decisions on management of caseload. Work as an autonomous practitioner within professional boundaries. Ensure expert level of anatomical, physiological and medical knowledge. Apply critical reasoning to make decisions on undertaking and requesting diagnostic investigations.
- Undertake own continuous professional development and contribute to the development of members of the multidisciplinary team colleagues through delivering and participating in house training.
- Participate in the departmental rotational placements in the professional sub-specialities. These opportunities will reflect an individual's PDR objectives linking with external training/education as part of embedding up to date evidence based practice within the service.
- Undertake rostered sessions working within high risk or MSK specialities. This will include working alongside the band 7 advanced Podiatrists in Diabetic Foot clinic/High Risk and taking responsibility for the intermediate high risk clinics held in Community.
- Demonstrate assurance to Clinical Governance principles as an intrinsic component of clinical practice.
- Abide in a professional manner with legal requirements and statutory rules relating to practice whilst maintaining confidentiality at all times.
- There is a requirement to maintain registration with the Health Professions Council (HPC) and work within the professional codes of conduct and standards for practice.

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- Implementation of opportunities afforded through the Prescription only Medication and Independent Prescriber qualifications (when applicable).
- Demonstrate psychomotor learning required to perform actions of fine motor skills e.g. as required with wound debridement. The ability to appreciate the degree of wound tissue resistance on debridement is important in making an informed decision on safe and appropriate scalpel technique.
- Demonstrate 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 podiatric assessments in the context of podiatry.
- Undertake the initial assessment, diagnosis and care planning for patients presenting with a variety of pathologies.
- Ensure physical ability to maintain a difficult working position for the necessary length of time.
- Work across the locality/Health Boards. This will include community locations, third sector premise, domiciliary visits to patients own homes which could be residential and nursing homes. Manage own time effectively ensuring achievement of key performance targets and delivery of safe clinical practice.
- Hold personal responsible for safe use of all instrumentation and diagnostic equipment following appropriate decontamination mechanisms in place. Follow safe systems of work for sharp removal and return to HSDU or appropriate disposal for single use devices.
- Comply with Health Board and directorate guidance on accurate legible record keeping, record management and submission of statistical information. Accurately record professional judgements and decisions made, defining differential diagnosis on the basis of the findings from assessments and diagnostics.
- Demonstrate highly developed physical skills with high degree of precision and the level of hand, eye and sensory coordination required to be safe practitioner. Conduct neurological, vascular, musculoskeletal, dermatological podiatric assessment and undertake diagnostics to inform the assessment e.g. ABPI or signpost when directed by findings for advanced assessments.

PERSON SPECIFICATION

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years' experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>BSc (Hons) in Podiatry or equivalent qualification</p> <p>Registered with Health Professions Council</p> <p>Certificate of competence to use local anaesthetics. (POM-A)</p> <p>POM - S Certificate (supply/Sale)</p> <p>Engagement with continuing professional development.</p> <p>Operational knowledge for management of clinical environment and caseload.</p> <p>Post Graduate specialist knowledge on higher level vascular assessment and differential diagnosis</p>	<p>Supplementary Prescribing qualification (SP)</p> <p>Independent Prescribing qualification (IP).</p> <p>Post Graduate qualifications in Vascular diagnostics.</p> <p>Registration on appropriate master's programme.</p>	Application form and pre employment checks
Experience	<p>Appropriate Post grad employment as a Band 5/6 Podiatrist or alternatively band 5 demonstrated accelerated progression through successful completion of KSF framework.</p>	<p>Experience of supervising junior staff</p> <p>Experience of delivering training / train the trainer.</p> <p>Application of POM-S in the clinical setting.</p>	Application form and interview
Aptitude and Abilities	<p>Literacy and numerate skills</p> <p>Effective Communicator – able to handle the situation</p>	Ability to speak Welsh	Interview
Values	<p>Shows sincere empathy and compassion.</p> <p>Conducts themselves in a Professional manner</p>	Demonstrates emotional intelligence and insight into themselves	Application Form Interview References

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Other	<p>Ability to travel to undertake all aspects of a clinical post.</p> <p>Sufficiently physically able to assist client group with footwear (donning and doffing)</p> <p>Satisfactory DBS check</p>		Application form and interview

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

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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 Act 1998:** 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 Data Protection Act 1998 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 (Data Protection Act) and the HB 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 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 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 and 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 / indirect 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 *Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. *Delete as appropriate.
The post holder does not require a DBS Disclosure Check. *Delete as appropriate.
- **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.

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- **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 Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board 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.

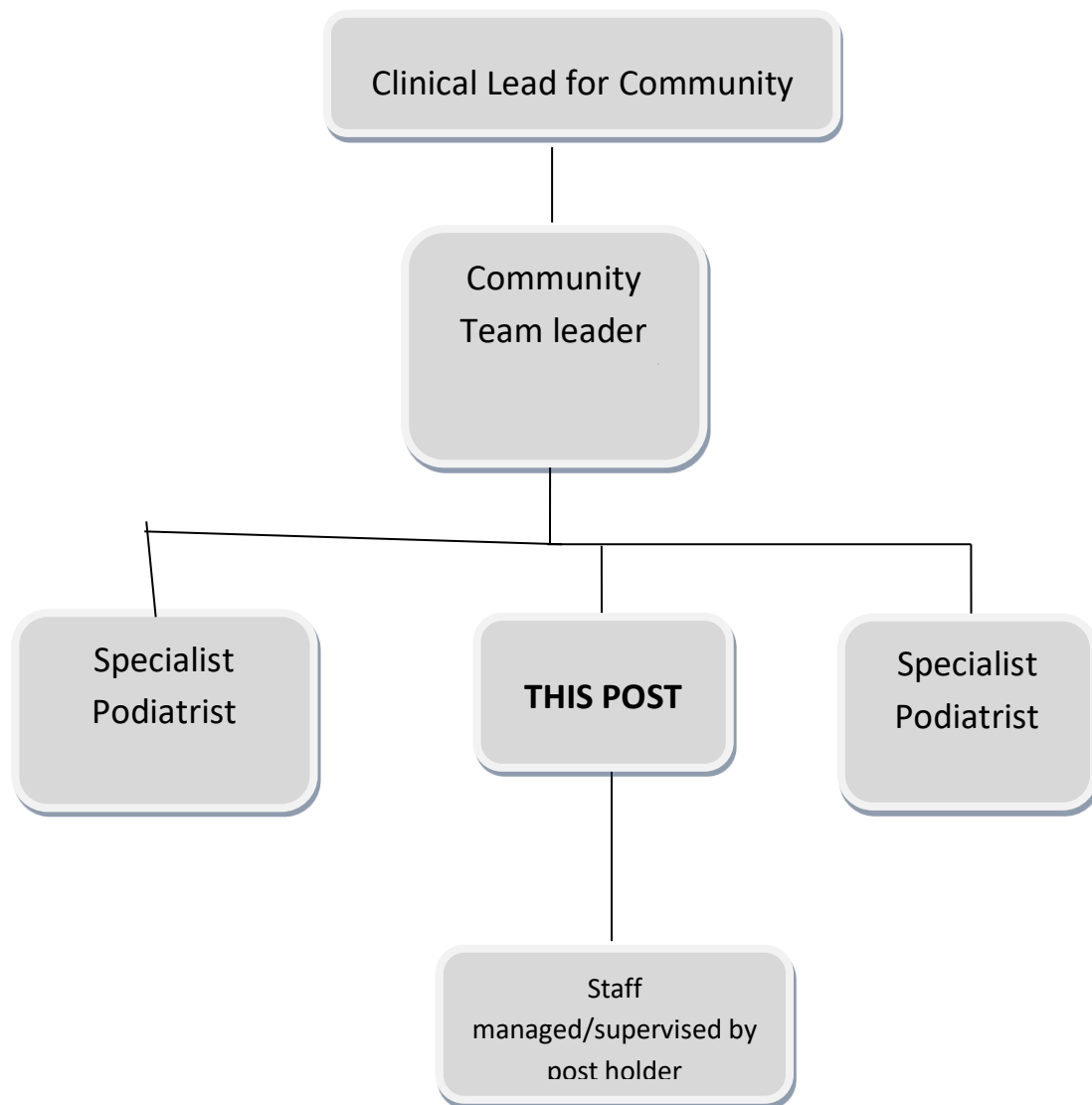
APPENDIX 1

Job Title: Specialist Vascular Podiatrist__

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Organisational Chart



Job Title: Specialist Podiatrist (Vascular)

Supplementary Job Description Information

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included**'

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Domiciliary treatments are often undertaken in unsuitable environments, where kneeling and bending is necessary for periods between ten and thirty minutes at any one time. This can occur between five and ten times daily, and between once and three times weekly.	1-3	10-30 mins	

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Back, neck and shoulder problems are commonly associated with the type of interventions undertaken and positions which clinicians need to maintain whilst delivery.	Once a week	10-30 mins	
Incorrect or extended use of some equipment e.g. nail nippers may lead to repetitive strain injury.	Occasionally		

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Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

‘Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
A high level of concentration must be maintained as most of the work involves the use of a scalpel. Whilst work is being undertaken, dialogue with the patient must also be maintained to ascertain their wellbeing throughout the procedure. Each treatment is usually carried out in a 25 or 45 minute appointment, with up to 8 patients being treated during a three hour session.	Several times throughout the day	5-15 mins at a time during a	
A large amount of time is spent working single handed and alone in the clinical and domiciliary environment. This requires vigilance regarding personal safety.	daily	7.5hrs	Wherever possible single hand practitioners are avoided however dependent upon the estate infrastructure.

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The necessity to cover other podiatrists work at short notice, to change one's normal working pattern and work in a strange environment also gives rise to an increase in mental effort required	Once to twice a month without 24hr notice	Full Days (7.5HRS)	
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Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example,' processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

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Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
<p>Since the work is primarily with elderly patients, often with the associated problems of dementia, forgetfulness, deafness and blindness, it is necessary to possess coping and communication skills, which require a great deal of emotional effort.</p> <p>In addition, because of the age of patients, bereavement “counselling” whilst treating the patient, is a frequent part of the working week.</p>	daily	7.5hrs	
<p>It is often necessary to convey bad news to patient regarding their condition.</p>	weekly	30mins	

Working Conditions

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This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - ***Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
The job involves 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	daily	Main involve the full treatment time 25 – 45 minutes.	

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