NHS Grampian

**Job Description**

# SECTION 1

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| JOB IDENTIFICATION |  |
| **Job Title:** | Podiatry Team Co-ordinator |
| **Department(s):** | Podiatry |
| **Location:** | Main base – Aberdeenshire Health & Social Care Partnership |
| **Hours:** | 37.5 hours per week |
| **Grade and Salary:** | Band 7 £40,872 - £47,846 per annum |
| **Job Reference:** | CE117565 |
| **Contract:** | Permanent |

###### SECTION 2

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|  | **Job Purpose** -  The post holder will continue to hold and be responsible for own specialist Podiatry caseload and to provide Highly Specialist Podiatry assessment, diagnosis, treatment and discharge of outpatients covering all ages of patients.  As a highly specialised autonomous clinician research, devise and deliver AHP education programmes, uni-professionally or as part of the AHP team.  This post will work in partnership with other Allied Health Professionals, Nursing, Medical and Local authority staff to develop and deliver the Podiatry service within Aberdeenshire HSCP.  This post will support and deputise for the Uni-Professional Lead Podiatrist when required. There will be a requirement to engage with the local area structures and facilitate the process of change within that area with particular reference to integration.  There may be an expectation to provide services over 7 days, including weekends, public holidays and extended hours, where required, to meet the need of services. |
|  | **Organisational Chart** (Please identify this post clearly in the structure – as a minimum show 2 levels above and 2 levels below (where relevant).  **To be added** |

###### Please refer to appendix B(i) for definition

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| **1** | **Communication and relationship skills**   * Communication on both clinical and non-clinical matters will be of a complex and complicated nature. As an advanced Podiatrist, discussions will be required with professional colleagues on highly complex clinical situations. * Liaise, as appropriate, with other health and social care professionals and agencies. This may be one to one discussions, report writing and team meetings etc. This includes discussion of patient care, patient progress and involvement in discharge planning/onward referral to ensure efficient and effective patient management. * Communicate effectively, appropriately and in a courteous manner with patients, family, carers, voluntary workers, the public and all members of the extended health and social care team using a range of verbal, non-verbal, written and presentation skills as required. * Responsible for disseminating a broad range of information as appropriate to all staff in the service area. This may include imparting subjects of a difficult nature in an empathetic manner e.g. cover for staff vacancies, inability to authorise annual or study leave. * Responsible for effectively communicating with the Podiatry Uni-Professional Lead, Health and Social care professionals with regards to clinical service development, audit or research within service area. * Responsible for informing the Podiatry Uni-Professional Lead and Health and Social care professionals of service changes and rationale supporting the decision e.g. withdrawal of service, emergency cover only, etc. * Identify and modify most appropriate communication method dependent on the requirements of the person(s) being communicated with e.g. sensory impairment, disinterested, learning difficulties, language barriers etc. * Provide guidance and advice in the role of the Podiatrist to a range of people and clarify appropriateness or not of intervention, and continuation/discontinuation of treatment. * Network with Podiatry colleagues and other disciplines locally and nationally to ensure best practice. * Liaise with higher education institutes to support undergraduate and postgraduate education, to participate in student placements if required. * The post holder will require leadership skills such as negotiation, motivation, empathy, listening and questioning techniques and behaviour change to support staff within the Podiatry service and team. |
| **2** | Knowledge, training and experience ***Qualifications, experience and knowledge:***   * Health and Care Professions Council Registration. * Honours degree level or equivalent in Podiatry. Extensive post registration experience within clinical area. * Local Anaesthetic certificate essential. * Highly developed specialist knowledge & experience to treat complex cases or clients who require specialist Podiatry treatment equivalent to Masters level knowledge. * Demonstration of specialist theoretical knowledge and practical expertise through attendance at specialist postgraduate education courses, structured self-study and experiential learning evidenced through personal CPD. * Previous experience of leadership training e.g. internal or external courses. * Podiatry experience at a senior level (Band 6 or above). * Demonstration of utilising relevant IT systems and software packages e.g. email, internet search engines, Word, Turas, PMS. * To take ownership and undertake statutory and mandatory training to support role within NHS Grampian. * Driving license essential. |
| **3** | Analytical and judgemental skills  * Use professional and clinical judgement in the dissemination or otherwise of all patient related, confidential and sensitive information. * Develop judgement skills in making clinical and non-clinical decisions, considering a range of options which have an impact on the Podiatry service. * With the uni-professional lead make informed management decisions considering highly complex or conflicting information that may affect staff within the Podiatry service e.g. reducing/increasing Podiatry input to certain areas. * Accept, assess, plan, undertake, complete and/or discontinue highly complex Podiatry interventions as per presenting clinical condition/status of all patients on an individual and holistic basis and refer on to other health/social care professional/facilities as required. * Identify own clinical limitations and seek guidance from peers, clinical specialist or external sources e.g. professional special interest group. * Constantly risk assess situation and take appropriate course of action. * Work as a highly specialist autonomous clinician using highly developed analytical and clinical reasoning skills, performing highly specialist podiatric assessment, providing a diagnosis, developing, delivering and evaluating a specialised individual treatment programme and discharging patients with diverse presentations and complex physical and psychological conditions. This will include adapting decisions in response to changing situations and unpredictable events. * To ensure the provision of high quality Podiatry education services to meet the strategic vision of the service and support the business plan of the Health and Social Care Partnership. |
| **4** | Planning and organisational skills  * As a team co-ordinator in the Aberdeenshire HSCP Podiatry service, ensure appropriate policies and procedures undertaken within this service area are followed and implemented. * Support the Podiatry Uni-Professional Lead to co-ordinate the development of service delivery. * Assist the Podiatry Uni-Professional Lead in proposed changes to policy/service provision which will impact beyond the post holder’s highly specialist area.   Providing support and guidance in the professional delivery of the Podiatry service to a variety of healthcare users and providers.   * Undertake specific tasks deputising for the Podiatry Uni-Professional Lead - as required. * Participate in clinical service development of Podiatry Services across Aberdeenshire HSCP. * Responsible and manage own highly specialist caseload of patients, organising and planning effectively and efficiently to meet service and patient priorities. Readjusting plans as situations change/arise, using appropriate clinical prioritisation skills and balancing other patient related and professional demands to ensure that these remain in accordance with those of the service as a whole. * Responsible for supervision of delegated Podiatry staff’s clinical work, advising, training and supporting members of staff with complex patients. * Participate with student placements within service area, ensuring the standard of practice and teaching meets the standards set by the degree level qualification. * Provide HSCP-wide co-ordination of additional delegated responsibilities for department/service e.g. key handling co-ordinator, risk assessment co-ordinator, clinical effectiveness co-ordinator etc. * Planning and co-ordinating training and education programmes with internal and external agencies within the H&SCP. * To create and deliver relevant evidence based training packages and education to the high risk team and supporting staff within the department. |
| **5** | Physical Skills  * As an autonomous clinician, perform highly specialised clinical procedures as appropriate to improve or eradicate foot disorders using specialised podiatric instruments and equipment e.g. sharp debridement of wounds. * Continual need for good hand/eye co-ordination and intense concentration when performing intricate treatments as within wound debridement. * Using sharps (scalpels) on each patient requires speed, accuracy, dexterity and fine manipulation along with the need to provide appropriate skin tension. * On a daily basis, be exposed to poor foot hygiene, infected wounds, nail dust, foul odours, blood and the possibility of a sharps injury. * Aware of health and safety issues and actively promote good working position and ensure risk assessment is undertaken to identify actual and potential risks. Where risk identified, to appropriate manage where possible. * Have the ability to adapt to working within a wide variety of environments, such as schools, clinics, care homes, etc. * Competent in the use of technical media equipment including digital camera, video systems and relevant computer packages. |
| **6** | Responsibilities for patient/client care  * Act independently to formulate, implement, evaluate and deliver highly specialised individual Podiatry treatment programmes based on a sound knowledge of evidence-based practice and treatment options. * Professionally and legally accountable for all aspects of own work, including the management of patients in your care. Ensuring a high standard of clinical care for patients within service area and support staff within team to do likewise. * Undertake highly specialist assessment of patients including those with diverse or highly complex presentations/multi-pathologies using highly developed clinical reasoning skills and assessment techniques e.g. Doppler assessment, to provide an accurate diagnosis of their condition. The information received during assessment is often complex and findings may be conflicting. * Reassure, support, motivate, encourage and negotiate with patients and carers as part of the rehabilitation/recuperation process re patient centred goals, both long and short term. * Represent the Podiatry service and/or individual patients at the multidisciplinary team meetings, to ensure the delivery of a co-ordinated multidisciplinary service and integrate Podiatry treatment into the care provided where appropriate. * Liaise, as appropriate, with other healthcare professionals and agencies re patient care, progress and discharge planning/onward referral to ensure efficient and effective patient management. * Assess patients understanding of treatment proposals, gain valid consent and have the knowledge and ability to work within a legal framework with patients who lack capacity to consent to treatment. * Write legal reports providing accurate and detailed information regarding patient’s diagnosis, treatment and expected outcome. This may also include checking reports for less experienced staff and writing reports from notes for staff that have left the team e.g. AHP Fit Report. * Delegated responsibility for the management of clinical risk within the Podiatry service area. * Monitor the quality of clinical work of specific staff, within team, through case record review, joint patient discussion and joint patient assessments. * Provide specific advice and guidance on health promotion and prevention strategies to both patients and other health care staff. * Provide highly specialist advice to Podiatry colleagues working within other clinical areas, both within and out with NHSG, and to provide specialist advice, teaching and training to other members of the multidisciplinary team. This may require the post holder to undertake formal lectures to health professional students at the university. |
| **7** | Responsibilities for policy and service development implementation  * As a Podiatry team co-ordinator in Aberdeenshire HSCP, ensure local and national clinical guidelines are followed and adhered to within the service area. * Responsible for implementation of policies (professional, NHSG, SIGN, QIS) in own work area and to contribute ideas/suggestions/service changes that will impact outside own work area and other professions/disciplines. * Participate, plan and initiate in developing policy changes within service area, locally and nationally which will impact on all service users. * Responsible for the awareness and compliance of all staff to relevant Health and Safety policies within the service area. * Initiate and/or participate in the development/redesign of clinical services within the wider Podiatry service alongside the uni-professional Lead through the use of evidence-based practice projects, audit and outcome measures, either individually or with colleagues, making recommendations for change and implement as appropriate e.g. design and introduction of new protocols. * Actively involved in professional clinical groups, such as a local and national Podiatry Interest Groups, Peer Review and other professional development activities. * Comply with all NHSG policies on patient confidentiality and data protection. |
| **8** | Responsibilities for financial and physical resources  * In discussion with Uni-Professional Podiatry Lead, monitor and control equipment, stores and supplies within team co-ordinator area for the Aberdeenshire HSCP Podiatry service. * Identify the need for new equipment and submit the relevant information to support the bid to the Podiatry Uni-Professional Lead. * Delegated responsibility for the safe and appropriate use of all moving and handling equipment and diagnostic equipment. Where appropriate, ensuring competent use by patients, all staff and students, through teaching, training and supervision of practice, in line with department protocols. * Responsible for ensuring local procedures to test Podiatry equipment are followed and report faults when requires to the appropriate department. * An authorised signatory e.g. travel expenses, uniform requests, timesheets, annual leave, Pecos, Datix and complaints in Uni-Professional Lead’s absence. |
| **9** | Responsibilities for human resources  * Supervise, performance manage and support senior, junior and assistant staff. This will include the use of formal appraisal process, documentation, personal development plans, caseload and peer reviews. If training of staff is required, appropriate training would be provided to the Team co-ordinator to undertake this e.g. SVQ assessor. * Ensure staff in service area comply with all mandatory training requirements e.g. induction, CPR, manual handling, fire training. * Assist the Podiatry Uni-Professional Lead in the recruitment and retention of staff to meet service demands. * Undertake, when required, initial stages of staff disciplinary and welfare matters e.g. grievance, Supported Improvement Plan, referral to the Occupational Health Service, sickness and absence. * Support the framework for the clinical education and development of all staff within team e.g. experiential learning, in-service training etc*.* * Be an active member of the in-service training programme by regularly delivering and attending in-service training programmes, tutorials, individual training sessions, internal and external courses and peer review. * Supervise, educate and assess the performance of students; this would be to a graduate standard and involve working with universities to ensure the standard of practice and teaching meets the agreed standards. * Provide support guidance and training to less experiencedPodiatrist and assistants, assessing and evaluating performance. * With the uni-professional lead ensure staff of all grades are well supported across Aberdeenshire HSCP and remain well motivated, particularly during periods of difficulty and change e.g. limited resources to provide service, movement of staff across sites, denying staff annual/study leave. |
| **10** | Responsibilities for information resources  * Responsible for maintaining accurate and comprehensive patient treatment records in line with the local and national professional standards e.g. College of Podiatry and Health Care Professional Council standards of practice and ensure that other team members maintain the required standard in record keeping. * Responsible for collection of mandatory statistical data by staff within service area. |
| **11** | Responsibilities for research and development  * Work with other members of the health and social care team where appropriate to support and initiate audit and research. * Co-ordinate and conduct audits and research around the Podiatry services as required to meet service needs, developmental needs and in line with policies and procedures. * Facilitate and undertake as required the collection of statistical data for use in service audit and research projects. * Facilitate, initiate and undertake audit and research into specific areas of clinical practice and service delivery using a range of research methodologies as part of multidisciplinary team audit and departmental research initiatives. * Facilitate and undertake audit and research to further evidence-based practice within own clinical practice, team and wider Podiatry service. |
| **12** | **Freedom to act**   * Work within NHSG clinical and professional body guidelines and to have a good working knowledge of national and local standards and monitor own and others quality of practice as appropriate. * Responsible for the interpretation of policies and guidelines and adherence to applicable standards and protocols within service area. * Responsible for maintaining own competency to practice through Continuing Professional Development activities and maintain a portfolio which reflects personal development, both clinical and managerial, and sharing good practice locally and/or nationally. * Ensure own practice, and that of staff under your supervision, meet the required professional standards of Podiatry practice. * Work autonomously and independently making high level clinical decisions within scope of practice. Support/guide other team members with decision making*.* * Responsible for the day to day management, planning and co-ordination of own highly specialist Podiatry area including the overall management of the clinical caseload, making best use of available staff resources. * Assist the Podiatry Uni-Professional Lead in promoting all aspects of clinical and staff governance within service area. * Assist the Podiatry Uni-Professional Lead in dealing with complaints regarding issues in own service area e.g. investigating issues and providing initial/draft written response. * Responsible for identification and management of day to day clinical risk in service area. * Ensure prompt recording and reporting of all incidents in line with NHS Grampian Occurrence Reporting Policy. |
| **13** | Physical effort  * Manual handling of patients without handling equipment for purposes of assessment and treatment throughout the working day. This could include assisting patients on/off a plinth; carrying equipment and domiciliary cases (on average weight of 18kgs). * Perform intricate clinical procedures as appropriate to improve or eradicate foot disorders, using specialised podiatric instruments and equipment e.g. scalpel in wound debridement. * Aware of risks associated with Lone working, within a variety of clinical environments e.g. aggressive behaviour from patients or others. * Need for good hand/eye co-ordination as use of scalpels on each patient requires speed, accuracy, dexterity and fine manipulation along with the need to provide appropriate skin tension. * Need for sustained concentration during each clinical treatment. * Aware of risks of lone working within the domiciliary setting e.g. poor lighting, compromised space of patients home. |
|  | Mental effort  * Continually balance and prioritise clinical and non-clinical responsibilities according to changing service and staff demands and guide others with this * Post holder is required to constantly think on their feet in order to respond to frequent unexpected challenges. This may include changes in patient presentation/condition, assistance to junior staff and changing priorities of workload. * Periods of concentration required in assessment of patients, especially with new and complex patients with communication difficulties or when analysing complex data e.g. when compiling reports – frequent. * The unpredictable nature of the work requires the post holder to possess a high level of adaptability and responsiveness. This is in order to react to patient feedback/changing condition and re-evaluate patient treatment plans. |
| **15** | Emotional effort  * Regularly dealing with patients who have long term chronic illness. Regularly dealing with patients in pain whose symptoms may be exacerbated/ aggravated during assessment or treatment. * Occasionally required to deal with patients who have suffered, for example, some form of abuse. * Regularly, as part of day to day caseload, dealing with patients who are undergoing traumatic life changing experiences e.g. amputation, diagnosis of cancer, bereavement etc. |
| **16** | Working conditions  * Occasionalexposure to bodily fluids (urine, faeces, blood, vomit), sputum, infections i.e. MRSA. * Frequent exposure to body odours, fleas, lice. * Occasional exposure to verbal and physical aggression from patients and carers * Covering the clinical specialism in Aberdeenshire. * May work as lone practitioner i.e. sole Podiatrist in GP surgeries, evening clinics with support systems available. |

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| SECTION 4  Agreement section to the contents of the Job Description | | |
| All Employee(s) names in block capitals - (For regrading purposes only)  Line Manager name (in block capitals): | **Signatures:**  **Signature:** | **Date:**  **Date:** |

NHS GRAMPIAN

PERSON SPECIFICATION

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| The person Specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority racial groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the Job Description. Shortlisted candidates **MUST** possess all the essential components as detailed below. |

**POST/GRADE:** Advanced Podiatrist High Risk Band 7

**LOCATION/HOSPITALS:** Aberdeenshire Health & Social Care Partnership

**WARD/DEPARTMENT:**  Podiatry

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | * BSc or equivalent * Local Analgesia Certificate * HCPC Registration | * Post-graduate qualification in Diabetes * Post-graduate qualification in Wound care |
| **Experience** | * Minimum five years post-graduation experience * Demonstrates substantial experience within the field of Diabetes, the High Risk patient and wound Care within the last 3 years | * Currently working as a highly-specialised high risk/diabetes/wound care clinician * Knowledge of pertinent developments within podiatry profession & NHS Scotland in relation to the High Risk patient, Diabetes Care or Wound Care * Experience in supporting/leading professional colleagues through change |
| **Special Aptitude and Abilities** | * Good communication skills – verbal and written. * Ability to work independently and as part of uni-professional and multi-disciplinary teams * Ability to demonstrate reflective practice and change in work practice appropriately * Organisation and administrative skills * Good leadership or support/engagement-of-others skills e.g. peer group, other health or care staff | * Provision of Clinical Support to other professionals * Experience of Audit -participation/actioned/reviewed * Teaching skills or supervision of own/other professional groups * Awareness of the principles of Quality Improvement * Displays good analytical skills * Leadership or management qualification. |
| **Disposition** | * Excellent interpersonal skills * Ability to work autonomously and as part of a multidisciplinary/inter-agency teams | * Evidence of professional proactivity * Inherent attributes which align to or enhance the established & developing workforce team |
| **Physical Requirements** | * Ability to carry out the ongoing physical requirements of the post and autonomously use essential equipment (as detailed in the job description) | * Good attendance at work |
| **Particular Requirements of the Post** | * Full British Current Driving Licence * Ability to travel, at short notice, throughout the whole of Aberdeenshire locality   (car lease scheme available)   * Ability to demonstrate up-to-date professional development relevant to the post | * Use of own car (work mileage is reclaimable) |

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| **MAJOR RISKS IN DOING THIS JOB** |
| *Please indicate the major risks the job holder could face in doing this job e.g. lifting patients/objects, working with hazardous substances, dealing with violence and aggression.*  *If there are no major risks for the jobholder please tick this box □* |

