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#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| **Job Title:**  Specialist Podiatrist (Lead for Nail Surgery) – Band 6  **Responsible to :**  Podiatry Manager  **Department :**  Podiatry  **Directorate:**  Community Health + Social Care  **Job Reference:**  **Last Update :**  December 2022 |

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| 2. JOB PURPOSE |
| To coordinate, develop and lead the Podiatry Nail Surgery service.  Provide professional high quality podiatric care to patients with specialist care needs.  Provide Podiatry Manager with service development and improvement solutions.  Work independently and as part of the wider multidisciplinary team.  To hold an appropriately sized clinical caseload out with the nail surgery service.  To be the source of advice, training and education for other team members.  Develop specialist programmes of care / care plans.  Responsible for stock control. |

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| **3. DIMENSIONS (Job Facts and Figures)** |
| Responsible for the strategic and day to day management of the Nail Surgery service.  Provide assessment and treatment to patients of all ages, with a wide range of podiatric / medical conditions.  Work in health centres, hospital wards, outpatients, care centres and domiciliary settings**.** |

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| 4. ORGANISATIONAL POSITION |
| **AHP EXECUTIVE MANAGER**  **ADMINISRATIVE SUPPORT P/T**  **ADVANCED PODIATRIST – MSK F/T**  **ADVANCED PODIATRIST – DIABETES + WOUND CARE P/T**  **THIS POST F/T**  **PODIATRY MANAGER** |

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| 5. ROLE OF DEPARTMENT |
| To provide quality podiatric interventions to the population of Shetland. The Podiatry service provides:  Diabetic foot screening, vascular assessment, neurological assessment, MSK intervention, nail surgery, nail management, foot health advice and education, footwear advice, training to care workers, orthopaedic triage, treatments to improve general foot health and wellbeing, wound care management.  To work closely and effectively with colleagues within both NHS and local government services.  To raise awareness of the lower limb and foot health issues.  By providing the above, Podiatry services aim to assist NHS Shetland in keeping the population healthy, active and mobile.  Work to reduce admissions to secondary care, to empower patients to take responsibility for their own foot health, to reduce trips and falls and associated complications. |

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| 6. KEY RESULT AREAS |
| To manage a diverse general caseload including Nail Surgery. Autonomously formulate individual care / treatment plans.  To work independently and as part of the wider team to undertake lower limb assessment, diagnosis and treatment.  Develop and maintain clinical competencies in all relevant clinical areas, especially nail surgery.  Report and refer to other relevant services.  To provide advice, mentoring, training and support to peers, less experienced colleagues and other agencies. Training to peers will be delivered at monthly team meetings and at team huddles. Training to colleagues (eg GP, nursing teams, ANP, social care staff, student nurses and carers) is demand led and anticipated to be at least fortnightly. Supervising Podiatry undergraduate placements, would be a minimum of 4 days per placement and post holder would always supervise surgical sessions with students.  Undertake audit, recommend change and implement new practice where required (in consultation of Podiatry Manager).  To maintain contemporaneous clinical records and provide timely and relevant statistics.  To comply with organisational, professional and services policies and to acknowledge responsibility for clinical governance.  To act as rotational duty podiatrist. |

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| 7a. EQUIPMENT AND MACHINERY |
| Diagnostic equipment used in vascular and neurological assessment – Doppler, tuning fork, monofilament, neurotip, ABPI, toe pressures.  Nail drill, hydraulic chairs, Podiatry units, digital camera and IT equipment.  Local anaesthetic injection systems. |
| **7b. SYSTEMS** |
| Maintaining patient records (paper / electronic)  Populating, updating and maintaining clinical databases for own and other service users.  Trakcare, SCI Diabetes, COSHH, Datix, Turas, i-matter, Winvoice, NHS Mail.  Statistical returns.  Stores / stock security, maintenance and control. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| Referrals received from a range of sources.  Podiatry Manager sets service clinic requirements.  Post holder responsible for prioritising workload within specific clinics.  Post holder independently triages all referrals when Duty Podiatrist.  Post holder independently responsible for triaging all referrals for surgical procedures.  Retains full responsibility for the completion of each patient’s care pathway through to discharge or onward referral to another service.  Work may be assigned at short notice by Podiatry Manager to respond to needs of wider service.  Responsible for reporting Nail Surgery waiting times and caseload information to Podiatry Manager.  Monthly lead report to Podiatry Manager and disseminate to rest of team.  Work will be reviewed by Podiatry Manager. |

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| **9. DECISIONS AND JUDGEMENTS** |
| Responsible for the day to day management of the designated caseload.  To be responsible individually for the assessment, diagnoses, planning, implementation and evaluation of podiatric care to a wide variety of ‘high risk’ patients’ with a wide range of clinical needs at a specialist level, specifically in nail surgery and wound care.  Following service procedures and policies, post holder will use their experience and judgement skills to work as an autonomous practitioner addressing the issues of demand versus clinical need.  Working autonomously within recognised frameworks and using clinical judgement, post holder is responsible for triage, prioritisation, assessment, diagnosis, treatment and devising care plans.  Able to demonstrate analysis, interpretation and comparison of complex facts and situations.  To provide clinical leadership and peer support to rest of team and students on placement in the speciality of nail surgery.  Responsible for operational judgements with regards to planning management of complex patients, specifically in nail surgery, with surgeons/consultants/specialist clinicians both in and out with Shetland.  Propose service changes and implement policy in own area of work. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Discharging patients from the service.  Changing patients’ behaviour and promoting self management.  Informing patients, carers and family of less than favourable news.  Dealing with distressed, angry and confused patients.  Addressing issues surrounding increased public demand and expectations.  Demand versus clinical needs.  Practising autonomously and as a lone worker can put pressure on the post holder when support may not be readily available. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| Patients, carers, families, colleagues and other agencies.  Ability to communicate complex information, ensuring consideration is given where there are barriers to understanding.  Manage confidential / sensitive information.  Ability to use a range of communication methods.  Develop and maintain professional working relationships, both within and out with Shetland.  Identify and manage potential conflict.  Negotiate, encourage, persuade, reassure and involve.  Ability to provide and receive complex and sensitive information.  Communication with other specialist Podiatrists in NHS Scotland. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| Intricate clinical procedures.  High level of manual dexterity, using fine instruments, tools, scalpels and nail surgery.  Nature of podiatric practice – sitting for long periods, home visits, manual handling tasks, carrying equipment and working in compromised positions.  Concentration for long periods of time, undertaking multiple duties within given time constraints.  Lone working / home visits – health and safety management.  Daily exposure to distressing physical and emotional demands.  Wounds, odours, nail dust, poor hygiene, infection, blood, and sepsis.  Ability to deal with distressing or emotional circumstances. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| HCPC registration.  BSc / Diploma in Podiatry.  Certificate in local anaesthesia.  IRMER certificate.  Evidence of a broad range of post graduate study and CPD.  Skills and competencies normally associated with 2 years post graduate experience.  Demonstrate specialist experience of a wide spectrum of clinical competencies and specialised podiatric conditions.  Experience of analysing complex facts and situations that require interpretation, comparison of a range of options.  Solving complex podiatric problems using investigation, analysis, judgement and assessment.  Ability to recognise a clinical emergency and act appropriately.  Evidence of working autonomously.  Evidence of experience of NHS clinical work, especially in nail surgery.  Understanding of challenges faced by NHS Podiatry services.  Valid driving licence.  Access to suitable vehicle for business use.  Non Medical Prescriber – if not held by candidate, then expected to attain within 2 years. This assumes that training is available, accessible and funding available. |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |