

**Podiatrist (Staff Grade)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Podiatrist (Staff Grade)**  (Grade Code: 3352) |
| **Campaign Reference** | To be completed by Recruiter. |
| **Closing Date** | To be completed by Recruiter. |
| **Proposed Interview Date (s)** | To be completed by Recruiter. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Insert location  There is currently xx permanent / specified purpose / part time / whole-time vacancy available in xxxxxxxxxx  A panel may be formed as a result of this campaign for xxxxxxxxxxx from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Please provide name & contact details for person who will deal with informal enquiries. |
| **Details of Service** | Provide details to the following types of questions:   * What service does the unit provide? * What client group is served by the unit? * What are the possible future developments for the service? * What is the team structure? * What area is covered by this service?   There is no limit to the text that can be inserted here. Please use this section to highlight the service and generate interest in the service and job being recruited for |
| **Reporting Relationship** | Please outline reporting relationships associated with the post:   * To whom will the job holder report? Example: Professional reporting relationship for clinical governance and clinical supervision will be to the Head of Discipline through the professional line management structure. * Who will report to the job holder (if anyone)? |
| **Key Working Relationships** | Provide a brief overview of the types of people that the job holder will typically engage with in the fulfilment of the duties and responsibilities of their role. This overview should provide the applicant with a sense for the key working relationships associated with the role. |
| **Purpose of the Post** | To work as part of multi-disciplinary teams in providing a quality, person-centred, evidence based podiatry service to meet the needs of service users. |
| **Principal Duties and Responsibilities** | *The Podiatrist Staff Grade will:*  **Professional / Clinical** Ensure professional standards are maintained in accordance with the requirements as set out by CORU <https://www.coru.ie/files-codes-of-conduct/podrb-code-of-professional-conduct-and-ethics-for-podiatrists.pdf>  * Work as part of the podiatry team and assist in the day to day running, co-ordination and prioritisation of the podiatry service within the designated work / activity areas. * Co-operate in the allocation of work amongst staff within the clinical area, so as to ensure a high standard of service to patients and a good staff morale. * Collect access data on the footcare service that will allow the hospital site to be audited. * Provide data reports to Primary Care using nationally agreed metric templates or for acute reports to the National Diabetes Programme, Working Group and Regional Co-ordinator of Clinical Programmes. * Manage a clinical caseload appropriate to the post. * Support models of best practice / evidence based practice. * Be directly responsible for the assessment and treatment of patients referred. * Inform and facilitate clients in assessing other appropriate healthcare and support services, including referral to more specialist services if required. * Be responsible for the recording and updating of notes following assessment and treatment of patients. * Monitor and evaluate outcomes of treatment for individual patients. * Work as part of a multi-disciplinary team and liaise with other staff and disciplines, attend case conferences, and meetings as appropriate. * Engage in team building and change management initiatives. * Participate in community needs assessment and ongoing community involvement. * Participate in the development and presentation of Health Promotion packages for service stakeholders. * Develop and maintain good working relationships with team members, hospital staff and specialist services to ensure an integrated service for clients. * Coordinate clinical appointments, manage time efficiently and ensure that deadlines are met. * Participate in specialised clinics under supervision. * Work independently or as part of a team. * Understand and adhere to the policies, procedures and protocols of the Service and to participate in the development of such policies as appropriate.   **Education & Training**   * Act at all times as an effective role model by demonstrating skilled podiatry practice within the clinical situation. * Maintain and develop personal specialist skills in the clinical area through personal study, attending lectures, courses, in-house training, and to act as a resource for other members of staff. * Participate in continuous improvement and other quality initiatives supervised by a designated mentor / Senior Podiatrist / Podiatry Manager. * Provide training and supervision to other staff as required, sharing knowledge to maintain professional standards and good work practice. * Discuss present performance and future development needs with the Podiatry Manager / Senior Podiatrist or designated mentor. * Actively seek opportunities to improve client care within resources available. * Work effectively using common computer software packages and engage in Information Technology development as it applies to client and service administration. * Be responsible for keeping up to date with organisational development within the Health Service Executive. * To participate in the practice education of student Podiatrists.   **Health & Safety**   * Work in a safe manner with due care and attention to the safety of self and others. * Implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards. * Be responsible for risk minimisation and management of own area of work and report any potential hazards of any aspect of the service to the line manager. * Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s). * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Administration**   * Participate in relevant planning activities, to ensure that the podiatry services provided are adequate and developed according to patients needs in consultation and agreement with the Senior Podiatrist / Podiatry Manager. * Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, individual care plans and shared care arrangements. * Be responsible and accountable for the care and maintenance of equipment and stock control and other such duties that may be assigned by the Senior Podiatrist, e.g. to be responsible and accountable for the economical use of resources of the Service. * Communicate with senior and/ junior staff and write reports and present data as required. * Collate and submit activity data / prepare and maintain such records as are required by the Senior Podiatrist / Podiatry Manager. * Ensure the correct completion, storage and handling of records and reports. * Be aware of the implications of the Freedom of Information legislation and GDPR.   **The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | ***Please insert Qualifications for the post. These are available on HSE website at -*** [***http://hse.ie/eng/staff/Jobs/Eligibility\_Criteria/***](about:blank)  **Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | **This section may be used to specify that candidates must demonstrate particular experience deemed necessary for safe and effective performance in the role**  **e.g.**   * **depth and breadth of experience in providing a service to marginalised communities** * **depth and breadth of experience of working in a High Dependency Unit in an Acute setting** * **depth and breadth of experience of delivering concurrent, multiple projects.**   **Post specific requirements mostly relate to a specific role and might include education / experience required for a specific post in a specific location / may include specialisms e.g. ICU course or experience. We don’t include ‘Nice to have’ / ‘Desirable’ criteria – either a criterion is essential to the role or it isn't. Avoid including ‘numerical data’ here e.g. must have x no. of months / years’ experience in XXX. Instead it is more helpful to detail what it is you want the applicants to know / be able to do.** |
| **Other requirements specific to the post** | **Please outline if there are specific practical requirements that are specific to the post**  **e.g.**   * **have access to appropriate transport to fulfil the requirements of the role.** * **participate in an on-call rota.** |
| **Skills, competencies and/or knowledge** | **Professional Knowledge and Experience**  *For Example:*   * Demonstrates a high level of clinical knowledge to carry out the duties and responsibilities of the role. * Demonstrates knowledge of the various theoretical models and approaches that apply in current podiatry practice. * Demonstrates knowledge of a range of appropriate therapeutic interventions relevant to the client group and an ability to apply knowledge to best practice. * Demonstrates the knowledge, abilities and clinical skills required to provide safe, efficient and effective service in the area of practice. * Maximises the use of ICT; computer skills particularly Microsoft Office, Outlook etc. and willingness to develop IT skills relevant to the role.   **Planning and Managing Resources**  *For Example:*   * Evidence of effective planning and organising skills including awareness of resource management and importance of value for money. * Effective time management skills including the ability to effectively prioritise tasks. * The ability to foresee potential problems or competing priorities and takes the appropriate actions. * Takes responsibility for the achievement of delivery targets.   **Team Player Skills**  *For Example:*   * The ability to work independently as well as part of a team. * The ability to build and maintain relationships and understands and values individuals and their respective professional roles. * Actively communicates and consults with team members / relevant others as required * The ability to react constructively to setbacks and is able to both give and receive feedback.   **Commitment to Providing a Quality Service**  *For Example:*   * A commitment to providing a quality service and is sympathetic and understanding of the needs and expectations of others. * Clinical knowledge and understanding of quality issues relating to services. * Innovation, enthusiasm, and self-motivation in their approach to service delivery, health promotion and customer care. * The ability to provide a flexible service, is adaptable and open to change.   **Evaluating Information and Judging Situations**  *For Example:*   * Formulates, articulates and demonstrates sound clinical reasoning. * Within practice, demonstrates responsible decision making. * The ability to evaluate information, problem solve and make effective decisions. * The ability to establish integrity by ensuring that the professional, ethical and safety factors are fully considered in decisions. * The ability to recognise when it is appropriate to refer decisions to a higher level of authority or to include other colleagues in the decision.   **Communication and Interpersonal Skills**  *For Example:*   * Effective communication skills (written and verbal). Tailors the communication method and the message to match the needs of the audience. * Effective interpersonal skills. Is patient and understanding and anticipates and recognises the emotional reactions of others when delivering sensitive messages. * Good negotiation skills and is assertive as required. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation.  The HSE is an equal opportunities employer. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

**Podiatrist (Staff Grade)**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is **permanent/temporary** and **whole time/part-time.**  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is: **PLEASE INSERT (Pro Rata - part-time)**  **PLEASE INSERT the most recent salary scales for the role and grade code.**  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  **Please include the following paragraph for posts that traditionally worked 9-5, Monday to Friday. Do not include for nursing and other posts that are required to work shifts over a 7-day week.**  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

**\*\*\*\*\*\*\*Helpful Reminders\*\*\*\*\*\*\***

**1) Please remember to delete any prompts and / or tables (in dark blue) in the sections above**

**2) Ensure all fonts are now in black**

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

   2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)