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| **Job Specification; Sample Content****Podiatrist Staff Grade (3352)** |
| **The following template provides sample content for the above role.** **Please refer to the latest National Job Specification Template on the HSE Job Specification Repository to create your full and final version.** |
| **Reporting Relationship** | ***For Example:*** Professional reporting relationship for clinical governance and clinical supervision will be to the Head of Discipline through the professional line management structure. |
| **Purpose of the Post**  | ***For Example:*** 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** | ***For Example:*** *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 and 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.
* Engage in the HSE performance achievement process in conjunction with your Line Manger and staff as appropriate.

**Health and 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.
* Adequately identifies, assesses, manages and monitors risk within their area of responsibility 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 them from time to time and to contribute to the development of the post while in office.**  |
| **Skills, competencies and/or knowledge** | ***For Example:*** *The candidate must demonstrate***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.
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