

**Podiatrist, Clinical Specialist (XXXX)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Podiatrist, Clinical Specialist (XXXX)**  (Grade Code: 3654) |
| **Remuneration** | The salary scale for the post is:  Insert the relevant salary scale for this position.  For example:  XX,XXX - XX,XXX - XX,XXX - XX,XXX - XX,XXX - - **XX,XXX LSI** (DD/MM/YY)  Salary Scales are updated periodically and the most up to date versions can be found here: <https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html> |
| **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? * Who will report to the job holder? |
| **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** | As a Podiatrist, Clinical Specialist (XXXX) the post holder will have the vision and drive to provide optimal diagnoses and treatment and to improve outcomes for patients / clients.  The Podiatrist, Clinical Specialist will be responsible for leading the development and provision of a high quality service to patients.  The Clinical Specialist will 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, Clinical Specialist (XXXX) will:*  **Clinical Practice** 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>.  * Adhere to national and international guidelines on foot management. * Develop, manage and evaluate the service provided in the designated specialist area. * Act as a recognised expert podiatric resource for highly specialised clinical advice in the specialist area to patients, peers and other medical staff including GPs and Consultants. * Treat and manage a specialist clinical caseload. * Undertake specialist podiatry treatments and interventions. * Provide standardised high quality diabetes foot management to patients at high risk of developing foot complications and those with active foot disease. * Ensure that a comprehensive holistic patient assessment is completed and care process devised in collaboration with the diabetes foot multidisciplinary team both in hospital and the out-patient setting. * Develop specialised, tailored management plans with their patients following an accurate assessment and diagnosis, using highly advanced and specialist skills in patient management. * Ensure timely referral to other services in the multidisciplinary team or other as required. * Identify the need for change in own clinical practice, and that of colleagues, within the context of changing demographics, economic and legislative needs. * Provide clinical leadership that will influence and assist in the development of quality improvements in diabetes foot management. * Implement clinical governance within own specialist area and facilitate this within other remits as appropriate.   **Quality, Safety and Risk Management**   * Implement internationally developed standards in care of the at-risk diabetes foot and avail of evidence based interventions to achieve these standards. * Develop and review appropriate clinical care pathways for diabetes patients and facilitate these with other specialists within the team and wider networks. * Ensure that every patient is to be treated as an individual and provided with a high quality service in terms of courtesy, kindness, interest and efficiency. * Lead and collaborate on the development and implementation of local and national standards of practice, clinical protocols and clinical pathways for diabetes foot management. * Actively participate in relevant Special Interest Groups including Diabetes Specialist Implementation Groups on a regular basis. * Support and stimulate research into own area of specialism. * Participate in local and national audit, benchmarking and quality assurance measures in own specialist area and facilitate these in the podiatry service. * Participate in the development, co-ordination and implementation of strategy relevant to the service. * Provide clinical and non-clinical risk management, set standards and measure clinical effectiveness in own specialist area. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility and report any potential hazards. * Take reasonable care of their own health & safety and that of others who may be affected by what they do or do not do. * Engage in and promote research (including collaborative interdisciplinary research), audit, evaluation and development as they relate to service delivery and best practice. * Maintain links with diabetes representative organisations, have a full understanding of the legal responsibilities of the professional role, and commit to improving the experience of service users with an appreciation of cultural diversity. * Use work items provided by the Health Service Executive in accordance with training and instructions, including personal protective equipment. * Develop and review policies, procedures, protocols and guidelines for managing diabetes patient care within the Podiatry Department and in consultation with stakeholders. * Plan, develop and review innovative service developments across own and other specialist services within the team in conjunction with their Line Manager. * 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.   **Work Practice**   * To act as a Podiatry Lead within the multidisciplinary team of specialists involved in the management of foot and ankle pathology. * Provide a specialist service within primary care and liaise with the hospital teams and networks. * Liaise with other members of the multidisciplinary team, patients, carers and others, on matters relating to the management and treatment of patients with highly complex foot pathology. * Provide clinical support to the project team and networks by maintaining an effective range of communication skills to instruct, inform, and negotiate in order to achieve active patient participation, a cohesive approach to treatment and successful case management. * Be responsible for collating and monitoring data relating to the specialist area and to prepare activity reports on this area for the Project Lead. * Inform the Project Lead of changes or trends within service provision to diabetes patients and provide recommendations on implementing changes. * Implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards. * Participate in the business planning aspect of the specialist team and contribute to the business planning process the podiatry service.   **Education and Development**   * Provide case supervision to less experienced Podiatrists in own specialist clinical area. * Be committed to personal development and acquisition of further skills and knowledge in own specialist clinical area in order to maintain and further develop a high level of clinical expertise. * Plan, develop and provide specialist training / teaching for podiatry staff within the HSE to facilitate others in the setting up of new and the further development of clinical services for the foot management service. * Contribute to the development of a module(s) of training for other health care professionals such as Primary Care staff, GP's, Practice Nurses and Public Health Nurses. * Facilitate clinical practice placements for podiatry undergraduate students and other health care professionals as appropriate. * Support training needs arising within the major teaching hospitals from student and qualified nurses, students from other disciplines, undergraduate and postgraduate medical personnel, and to provide training and evaluation as required. * Supervise, mentor and provide peer support of less experienced members of staff within the team and advise the project lead/podiatry manager of needs required. * Liaise with relevant outside agencies such as universities and professional bodies in order to promote the profession. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.   **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.** |
| **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 an advanced level of clinical knowledge / can clearly and methodically assess and analyse complex problems / situations. * Demonstrates an awareness of the signs/ symptoms of conditions for which podiatry is / is not indicated. * Demonstrates sound knowledge of complex presenting conditions of the patients / clients. * Demonstrates specialist knowledge of the various theoretical models and approaches that apply in current podiatry practice. * Knowledge and experience of effective models of Podiatry assessments and treatments including:   + A knowledge of and ability to undertake a comprehensive assessment of the vascular and neurological status of the lower limb including use of Doppler waveform analysis, Ankle Brachial Pressure Index calculation, and tests for sensory and motor dysfunction.   + Knowledge of advanced vascular and neurological investigation.   + A high standard of local wound care including sharp debridement skills and knowledge of international best practice clinical guidelines on standard and advanced topical therapies.   + The ability to detect signs of infection, determine level of infection, referral for imaging investigations and antibiotic therapy if necessary, and ability to effectively carry out investigations such as wound swabs and biopsies.   + A sound knowledge of antibiotic therapies for diabetes foot infections and the ability to interpret microbiological and radiology reports.   + Knowledge of dermatological conditions associated with diabetes.   + Good theoretical knowledge and experience in nail surgery and the use of local anaesthesia.   + Experience in computerised gait analysis and evaluation of plantar pressures   + Knowledge and experience in prescription and fitting of orthotic devices in line with international best practice clinical guidelines, casting techniques, and provision of off-loading devices.   + Knowledge and clinical expertise in interpreting and advising on the results of diagnostic testing. * 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. * Demonstrates knowledge of health promotion and disease management. * Knowledge of the HSE Primary Care Strategy and how it relates to Podiatry. * Maximises the use of IT with a willingness to develop IT skills as relevant to the role.   **Planning and Managing Resources**  *For example:*   * Balances clinical work with other research and educational responsibilities. * Demonstrates effective time management. * Provides flexible interventions to meet the varied needs of individual service users. * Demonstrates the ability to plan and manage the delivery of an optimum service in an effective and resourceful manner, within a model of person-centred care. * Demonstrates a high level of initiative, flexibility and adaptability in response to workforce demands. * Promotes the delivery of a holistic, user-focused approach, which encompasses a multi-professional and inter-professional perspective.   **Managing and Developing (Self and Others)**  *For example:*   * Demonstrates advanced leadership and team skills including the ability to lead by example. * Demonstrates a commitment to manage and develop self and others in a busy working environment. * Deals positively and constructively with obstacles and conflict within teams. * Demonstrates commitment to continuing professional development (CPD) and facilitates staff development by providing support such as; supervising, mentoring, coaching and formal development planning. Develops and/or implements systems to support a CPD culture within the service.   **Commitment to providing a Quality Service**  *For example:*   * Demonstrates a commitment to and the ability to lead on the delivery, design and implementation and evaluation of a high quality, person centred service. * Designs and develops new, innovative and non-traditional service delivery models which aim to promote a comprehensive and integrated quality service within evolving healthcare structures, overcoming any resource limitations. * Demonstrates and promotes collaborate working relationships as well as having the ability to work independently and exercise a high degree of professional autonomy. * Displays awareness and appreciation of service users and the ability to empathise with and treat others with dignity and respect.   **Evaluating Information and Judging Situations**  *For example:*   * Exercises a high degree of professional autonomy in the analysis of highly complex facts or situations that contribute to the implementation of a treatment or management strategy for the service user. * Demonstrates the ability to effectively analyse and critically evaluate complex information and make appropriate decisions. * Explains the rationale behind decisions confidently when faced with opposing or competing demands. Is objective but also aware of sensitivities in their approach. * Regularly quantifies and evaluates activities against service plans and takes timely action to correct potential difficulties and/or to respond to changing needs. Recognises how service constraints impact on service delivery. * Demonstrate evidence based practice through the process of clinical reasoning and decision making, allowing knowledge to be applied to complex/different situations.   **Communications and Interpersonal Skills**  *For example:*   * Displays effective communication skills (written & verbal) e.g. presents written information in a clear, concise and well-structured manner / communicates complex information by tailoring the communication method and the message to match the needs of the audience. * Demonstrates sound interpersonal skills including the ability to collaborate effectively with a wide range of people, colleagues, families, carers etc. * Demonstrates sensitivity, diplomacy and tact when dealing with others and is patient and tolerant when dealing with conflict or negative attitudes from others. * Demonstrates strong negotiation skills, remains firm but flexible when putting forward a point of view. |
| **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. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **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, Clinical Specialist (XXXX)**

**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. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) |
| **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)