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| **Job Specification; Sample Content****Podiatrist Senior (3346)** |
| **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.** |
| **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, Senior 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 a team or independently to ensure effective day-to-day co-ordination and prioritisation of the podiatry service within the designated work / activity areas.
* Co-ordinate clinic appointments, organise time and ensure deadlines are met.
* Communicate with senior and / or junior staff, write reports, present data as required and specifically collect required access data of foot care service that will allow hospital site to be audited.
* Be directly responsible for the assessment and treatment of patients referred, including those with a complex presentation using investigative analytical skills.
* Interpret and analyse clinical and non-clinical facts to form an accurate diagnosis and prognosis for a wide range of complex conditions.
* Monitor and evaluate outcomes of treatment for individual patients.
* Be responsible for the recording and updating of notes, following assessment and treatment of patients.
* Develop and present Health Promotion packages for service stakeholders.
* 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.
* Develop and maintain good working relationships with team members, hospital staff and specialist services to ensure an integrated service for clients.
* Work independently as well as part of a wider healthcare team.
* Partake in the allocation of work amongst staff within the clinical area so as to ensure a high standards of service to patients and a good staff morale.

**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.
* Act as a mentor, providing advice and support to junior staff, sharing knowledge to maintain professional standards and good work practice.
* Discuss present performance and future development needs with the Clinical Specialist Podiatrist.
* Participate in continuous improvement and other quality initiatives.
* Actively seek opportunities to improve client care within resources available.
* Work effectively using common computer software and engage in Information Technology development as they apply to client and service administration.
* Be responsible for keeping up to date with organisational development within the Health Service Executive.
* Actively participate in the placement, supervision and mentoring of undergraduate podiatry students.
* Engage in the HSE performance achievement process in conjunction with your Line Manager 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 with adequate and developed according to patients needs in consultation and agreement with Clinical Specialist Podiatrist.
* Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, individual care plans and shared care arrangements.
* Understand and adhere to the policies, procedures and protocols of the Service and participate in the development of such policies as appropriate.
* Carry out clinical/administrative audit to ensure standards are met by junior staff, and co-operate with any audit processes undertaken by the line manager.
* Be responsible and accountable for the care and maintenance of equipment and stock control and other such duties that may be assigned by the line manager, e.g. to be responsible and accountable for the economical use of resources of the Service.
* Prepare, store and maintain such records / data as required by theline manager.
* 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:** Demonstrate a high level of clinical knowledge / can clearly and methodically assess and analyse the problem / situation.
* Demonstrates an awareness of the signs/ symptoms of conditions for which podiatry is / is not indicated
* Demonstrates appropriate knowledge of the presenting condition of the patient/ client in this situation
* Demonstrates 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 prescription and fitting of orthotic devices, casting techniques and provision of off-loading devices.
	+ Knowledge of tissue viability and experience in treating chronic diabetes food ulceration.
	+ Knowledge of advanced vascular and neurological investigation
	+ A high standard of local wound care including sharp debridement skills and knowledge of standard and advanced topical therapies (e.g. wound dressings, Versajet, negative pressure wound therapy).
	+ 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.
* 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.
* 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:** Demonstrates the ability to plan activities and co-ordinate resources to ensure value for money and maximum benefit for the organisation
* Demonstrates the ability to work in a structured and planned manner
* Is flexible and adaptable; prioritises the most important tasks on an ongoing basis
* Delegates tasks appropriately

**Managing and Developing (Self and Others)***For Example:** The ability to work independently as well as part of a team
* Adapts management style to suit the demands of the situation and the people involved
* Works with staff and students to set and achieve goals in line with departmental and organisational objectives
* Demonstrate the ability to be pro-active and self-directed with an innovative approach and a desire to promote clinical excellence and life-long learning.

**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.
* Demonstrate innovation, enthusiasm and self-motivation in their approach to service delivery, health promotion and customer care.
* Clinical knowledge and understanding of quality issues relating to services.
* Is open to change; promotes and embraces change and improvements

**Evaluating Information and Judging Situations***For Example:** Formulates, articulates and demonstrates sound clinical and professional judgement consistent with accepted models of Podiatry practice
* The ability to evaluate information, problem solve and make effective decisions.
* The ability to make decisions in a transparent manner by involving and empowering others where appropriate.
* The ability to explain the rationale behind decisions confidently when faced with opposing or competing demands.
* Balances professional concerns with the practices and protocols of the administrative function in an appropriate manner

**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. Demonstrates sensitivity, diplomacy and tact when dealing with others. Is patient and tolerant when dealing with conflict or negative attitudes from others.
* Maintains a professional relationship in all communications, treating others with dignity and respect
* Strong negotiation skills, remains firm but flexible when putting forward a point of view.
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