

JOB DESCRIPTION

Job Title:	Podiatry Assistant
Location:	Noble's Hospital - Integrated Primary and Community Care Services
Accountable to:	Podiatry Service Manager
Reports to:	Podiatry Team Leads
Pay Band:	Band 3
Job Evaluation Reference No:	0929v2/JE/16
Organisation Chart: (attached)	

JOB PURPOSE

The post holder is expected to:

Provide a clinical service to a specialist client group based on the guidance given by the designated podiatrist.

This will involve a significant degree of single handed clinical and domiciliary working, which will be provided in a variety of working environments.

Provide professional, quality programmes of care to patients referred to them by a Podiatrist in accordance with the Care Plan.

Be a proactive member of the Podiatry Team.

KNOWLEDGE, TRAINING & EXPERIENCE REQUIRED TO DO THE JOB

The post holder will:

- Have experience working within a Health and Social Care environment.
- Good hand and eye co-ordination is essential.
- Commit to the Society of Chiropractors and Podiatrists training course for Podiatry Assistants and embrace the in-house training provided.
- Be responsible for own Continual Professional Development by attending organised departmental events. Continual Professional Development must be recorded in personal portfolio.
- Attend all mandatory training in line with IOM Department policies.



- Train, to a reasonable level of competency, in the use of information technology provided by the department. This will include electronic patient records, email and accessing the Internet.
- Hold a current driving licence.

MAIN DUTIES & RESPONSIBILITIES

CLINICAL

The post holder is expected to:

- Understand, implement and adhere to Care Plans developed by a Podiatrist in a variety of settings, including clinic, residential homes and domiciliary visits.
- Work single handedly following a care plan, seeking advice from a Podiatrist as deemed appropriate.
- Carry out nail reduction of pathological and non-pathological nails using appropriate electrical and non-electrical equipment on patients who may be classed as a higher risk. This would include assessed diabetics and patients taking higher risk medication such as anticoagulants, steroids etc.
- Use aseptic technique to apply dressings to any wound found on the foot.
- Identify new developed foot pathologies, communicate implications to the patient and make appropriate referrals to the Podiatrist and/or Nurse/GP.
- Review patient medication on a regular basis.
- Prepare a sterile field and assist in nail surgery.
- Encourage patients to adhere to their care plan and attend their planned review with the Podiatrist.
- Maintain instruments and equipment, ordering replacements as required.
- Assist patients with their footwear and hosiery where necessary.
- Adhere to the Departmental policies regarding prevention of cross infection, the control of substances hazardous to health and moving and handling when providing clinical services.

NON CLINICAL/PLANNING AND ORGANISATIONAL

- The post holder is expected to:
- Carry out routine visual checks of electrical and non-electrical equipment to ensure continued safe use and to report any defects or to request replacement.
- Ensure that instruments and equipment are kept clean/ sterilised before use or before being returned for repair/ replacement.
- Order, maintain levels and secure clinical stocks and chemical substances.
- Maintain accurate, contemporaneous records of all patient consultations using appropriate language and recognised abbreviations only.
- File and retrieve patient notes as necessary.
- To be responsible for managing a delegated caseload.
- Attend departmental meetings and, where appropriate, contribute to discussions and consultations



regarding departmental and local policies, procedures and best practices.

- Maintain patient confidentiality, protect their privacy and dignity and respect their values, culture, individual rights and personal choices.
- To prepare and assist with Foot Healthcare promotion.

PROFESSIONAL

- To maintain and work within Professional, Service and Departmental Policies, Procedures and Guidelines at all times.
- To be aware of and act at all times within the Infection Control Policy of the Department.
- To participate fully in individual Performance Development through portfolio based assessment.

TRAINING, EDUCATION & RESEARCH

All staff are expected to successfully complete during the first year of employment:

- The Society of Chiropractors and Podiatrists (College of Podiatry) training syllabus for Assistant Practitioners (Podiatry).

When requested to:

- Take part in clinical audits.
- Apply relevant evidence based research to practice.
- Provide Patient/carer education either on a one to one or group basis. This includes tailored advice to ensure patients and/or carers achieve optimum care for their particular condition e.g. dressing supervision, hygiene issues, footwear difficulties.

COMMUNICATION

The post holder will be expected to:

- Have developed the skills to be able to relate information regarding foot health to their patients and or their carer in an understandable, caring manner.
- Use effective communication to promote confidence in the service in order to reinforce advice on the health and social well-being of the patient.
- Communicate with patients who may have physical, psychiatric or learning disability or difficulty in order to provide treatment and advice.
- Deliver a health promotion plan for each patient, using both verbal and non-verbal methods to understand their condition and maximise compliance.
- Participate in relevant health promotion initiatives undertaken by the Department.
- Liaise with Podiatrists and healthcare professionals on issues relating to the patient's foot health or general well-being, across all sectors.

MANAGERIAL/LEADERSHIP

- The post holder may be expected to share in the mentorship of the newly appointed or trainee Podiatry Assistant in a limited capacity as directed by a Podiatrist.



CLINICAL GOVERNANCE

- Involvement in the assessment and management of clinical risk.
- To ensure that Health and Safety Legislation is complied with at all times including COSHH, Workplace Risk Assessment, Control of Infection, Sharps Policy and Lone Worker Policy.
- To undertake risk assessments and initiate changes in practice to ensure safe working within the department is maintained.
- To report untoward incidents as outlined by Departmental Policies.

SYSTEMS & EQUIPMENT

- Electrical nail drill with dust extraction - Regular use and maintenance check and recording.
- Cars - Stock control and vehicle maintenance.
- Cameras - as policy use
- Computers - IT use and access to Podiatry patient appointment booking system, Medway.
- Telephones/Mobiles - as policy use.
- Instruments - Daily inspection and appropriate decontamination and sterilisation as Departmental Policy.
- Clinic and domiciliary equipment, including visiting cases - use, maintenance and stock control.
- Knowledge and understanding of how to report equipment/system failures.

DECISIONS AND JUDGEMENTS

The post holder is expected to:

- Understand, implement and adhere to Care Plans developed by a Podiatrist in a variety of settings, including clinic, residential homes and domiciliary visits.
- Work alone within scope of practice and seek advice and have knowledge of when to refer to a HCPC Podiatrist as necessary.
- Able to recognise where there are barriers to understanding i.e. learning, disability, deafness , dementia etc.

Confidentiality

In the course of your duties you may have access to confidential material about patients, members of staff or other business of Manx Care. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and /or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as gross misconduct which could result in disciplinary action being taken against you. In the case of information held on computer systems, you may be held personally liable if you in any way knowingly contravene the appropriate terms of the Data Protection Act 2018.

Health & Safety/Security



It is the duty of all employees to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

Safeguarding

The Isle of Man is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects staff to share this commitment.

Staff must work in accordance with all health and social care policies relating to safeguarding.

CARE

In Manx Care we pride ourselves on being committed, appreciative, respectful and excellent. CARE represents what we are about, what we stand for and what we value. All our recruitment, performance management and development is based on our CARE ethos.

AGREEMENT OF ABOVE DESCRIPTION

I have read and agree with the above description, and accept that the role will be reviewed annually as part of the development review process.

Job Holder's Name (please print)

Job Holder's Signature:

Date:

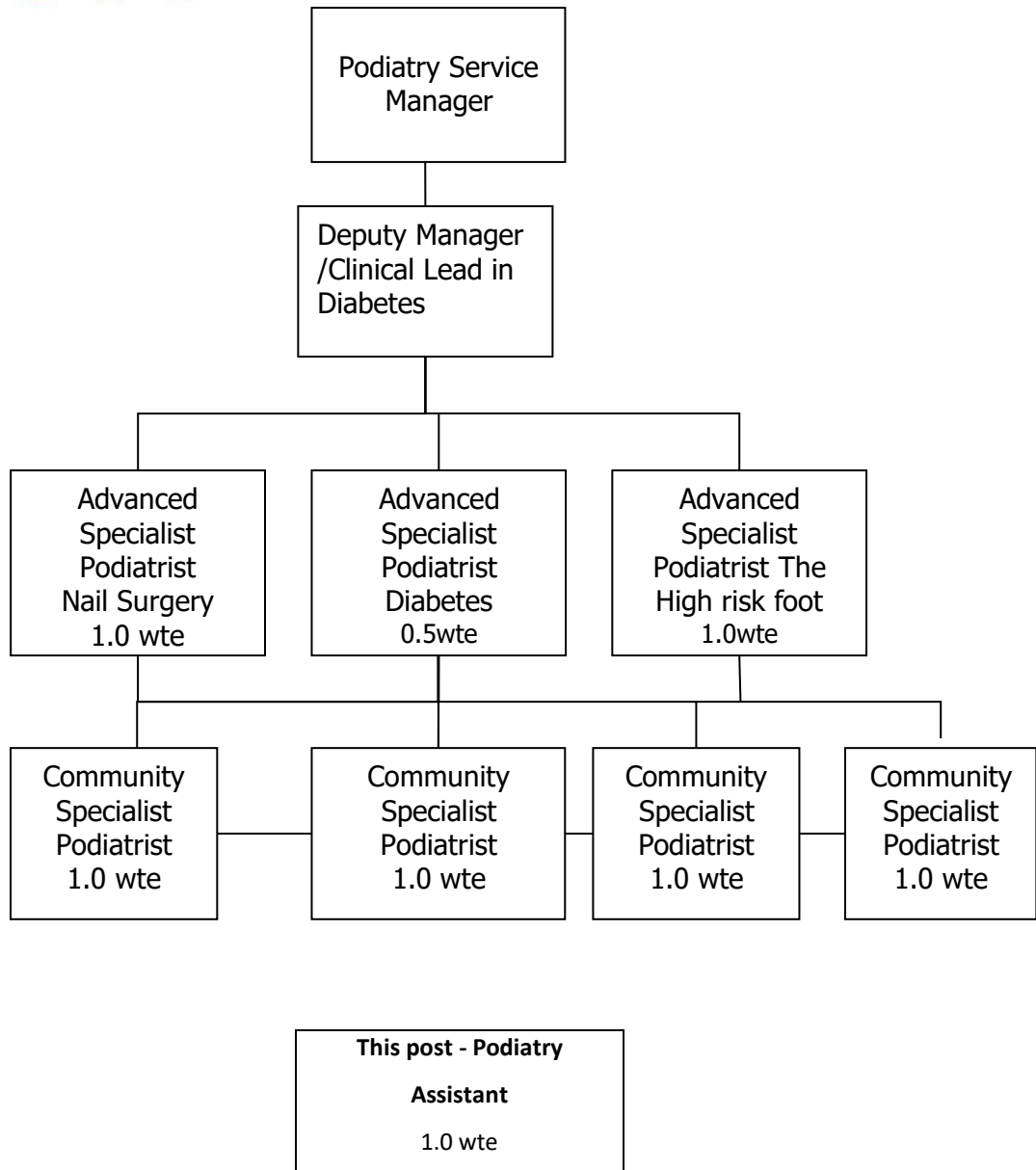
Line Manager's Name (please print)

Line Manager's Signature:

Date:



Manx Care
Podiatry Organisation Chart





AND WORKING CONDITIONS

This section should describe the nature, level, frequency and duration with which you will be expected to deal with physical, mental and emotional effort and the nature, level, frequency and duration of demands arising from inevitably adverse environmental conditions.

PHYSICAL, MENTAL & EMOTIONAL DEMANDS OF THE JOB

Physical Effort

- Sitting for long periods.
- Raising arm above the horizontal.
- Repetitive squeezing action.
- Lifting swollen and immobile limbs.
- Frequently crouching or bending to aid patients to remove or replace hosiery and footwear.
- Manoeuvring wheelchair bound patients.
- Carrying domiciliary bags and other equipment to and from car, clinic and patient homes.
- Frequent need to bend, twist, crouch and remain in uncomfortable/awkward positions when treating certain aspects of the foot or environments e.g. when the patient is unable to use clinical furniture.

Mental Effort

- The post holder will be working single handed without a receptionist and thus is highly likely to be interrupted with telephone, mobile phone, knock on the door, unscheduled arrival of patients and enquires from other health care professionals. The post holder will be required to stop their clinical treatment, deal with these enquiries at the time.

Emotional Effort

- Providing treatment and informing patients who have lesions that are limb threatening.
- Providing treatment to terminally ill or patients with long term chronic conditions.
- Providing treatment to distressed & abusive patients.
- Providing care to patients with mental or physical disabilities.

Working Conditions

- Domiciliary visits in inclement weather– When undertaking domiciliary work the post holder may walk in wet/windy/snowy/frosty conditions.
- Excessive temperatures – The post holder may have to treat domiciliary patients in an environment which is too hot (excessive central heating) or too cold (no heating).
- Unpleasant smells/odours – These problems can be encountered by the post holder, both in a clinic and domiciliary setting, due to ulcers, poor patient hygiene, illness or neglect.
- Infectious material – Encountered by the post holder both in a clinic and domiciliary setting, due to fungal nail and skin infections and verruca infections.
- Body fluids, faeces and vomit – Can be encountered by the post holder, when undertaking domiciliary and nursing home work.
- Dust, dirt, fleas or lice - Can be encountered by the post holder when undertaking domiciliary work in patients' homes.
- Contaminated working areas - Can be a problem for the post holder, when treating patients in their own homes or domiciliary visits to homes/residential homes, due to pets, poor cleaning and poor patient hygiene. There will be exposure to infectious material i.e. wound/ulcer dressings, blood, pus, faeces, urine.
- The post holder may be required to work in confined spaces, with poor lighting, inadequate seating.
- The post holder will have exposure to pathogenic nail dust during routine treatment.
- Driving in normal situations – The post holder will be required to drive daily, to get to clinics or undertake domiciliary residential/nursing home visits. Driving in normal, dark and or adverse weather conditions.
- Driving may cover large rural areas; visits are often in remote locations e.g. farms.
- Foul linen - The post holder may occasionally have to treat patients in a care setting, where foul bed



linen is an issue.

- Chemical spills/hazardous chemicals – in the course of normal duties, the post holder will deal with the following hazardous chemicals; liquefied phenol B.P. and cleaning agents.
- Potentially aggressive behaviour – The post holder will frequently have to treat patients, particularly dementia patients in nursing homes who exhibit this behaviour.

This job description is not exhaustive or a permanent statement of the post but is an overall summary of the post as envisaged at the current time.

It will be subject to regular review, to which the post holder will contribute to meet the needs of the developing podiatry service.

It is essential for the post holder to be able to drive a motor vehicle, as the post can involve daily travel to all parts of the Isle of Man.

AGREEMENT OF ABOVE DESCRIPTION

I have read and agree with the above description.

Job Holder's Name (please print)

Job Holder's Signature:

Date:

Line Manager's Name (please print)

Line Manager's Signature:

Date:

MANX CARE

PRIMARY HEALTH CARE SERVICE

PERSON SPECIFICATION: PODIATRY ASSISTANT

CRITERIA FOR SELECTION	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
EDUCATION AND QUALIFICATIONS	5 GCSE's including English and maths or equivalent qualification. NVQ Level 3 or equivalent in Healthcare or related subject.	Society of Chiropodists and Podiatrists Podiatry assistant qualification.	CV/Pre-employment checks
SKILLS/ATTRIBUTES	Excellent communication and other personal skills. Good organisational and time management skills. Ability to teach practical skills. To manage and treat patients. Must be able to cope under pressure and cope with several tasks at once. Need to meet the travel requirements of the post to cover the geographical area of The Isle of Man Podiatry Department.	Good listener.	CV/Interview
PHYSICAL/MENTAL ABILITIES	Excellent hand and eye coordination. Able to move and handle patients who are immobile, wheelchair or bed bound, often working in difficult conditions. Computer literate.		CV/Interview
EXPERIENCE	Experience of working within a care environment or	A sound knowledge of wound care and healing	CV/Interview

	<p>with the relevant patient group.</p> <p>Evidence of team work.</p>	<p>techniques.</p> <p>Knowledge of RiO and/or Medway patient information systems.</p> <p>Working in a health or social care setting.</p>	
ATTITUDE	<p>Empathetic and caring attitude.</p> <p>Podiatry core values – 6 C's.</p> <p>Ability to work under pressure.</p> <p>Ability to work in isolation or as part of a team.</p> <p>Ability to use own initiative and take direction.</p>		CV/Interview
OTHER RELEVANT REQUIREMENTS	<p>Commitment to CPD.</p> <p>Satisfactory Police Check.</p> <p>Full, valid driving licence.</p>	<p>First Aid training.</p> <p>An understanding of the organisation and the role of the Podiatry Assistant programme.</p> <p>Isle of Man Worker.</p>	CV/Interview/Pre-employment Checks/ Application