



<b>Job Title and Grade</b>	<b>Podiatrist (Senior Grade)</b>
<b>Campaign Reference</b>	NEPOD
<b>Closing Date</b>	Monday 19 August 2014 at 5pm
<b>Proposed Interview Date (s)</b>	Week commencing Monday 8 <sup>th</sup> September 2014
<b>Taking up Appointment</b>	October 2014
<b>Location of Post</b>	Meath 1 post, Louth (Dundalk/Drogheda) 1 post, Cavan/Monaghan 1.0 posts
<b>Organisational Area</b>	Health Service Executive (HSE North East area)
<b>Details of Service</b>	<p>The person appointed to this post will work within the Integrated Services Directorate; working as part of a multi-disciplinary teams delivering a coordinated approach to client care.</p> <p>As a Senior Podiatrist working in the area of the High Risk foot, the post holder will have the vision and drive to bring together professionals working in different areas of healthcare in the regional referral area, Together, they will provide optimal diagnoses and treatment in order to improve outcomes for patients who are at increased risk of, or have developed, serious foot complications.</p> <p>The Podiatrist will be responsible for the commencement, development and continued provision of a quality, responsive and effective podiatry service to both prevent deterioration in foot health and, to minimise the necessity for hospital admissions for limb salvage.</p> <p>The Podiatrist will provide education and training to both patients/patient groups and other health care providers so that together, disease prevention can be optimised in the population.</p> <p>In this role the Podiatrist will be expected to actively participate in the co-ordination of strategic planning and development of Chiropody/Podiatry services in consultation other stakeholders.</p>
<b>Reporting Relationship</b>	<p>Administration, employment and outcomes reporting will be under the line management structure of Diabetes Ireland.</p> <p>Professional reporting relationship for clinical governance and clinical supervision will be to the Head of Discipline through the HSE's regional area professional line management structure.</p> <p>Until such time as arrangements have been finalised on a system for the management of the day to day operation of teams within the Integrated Services Directorate, existing reporting relationships to the HSE's regional area Head of Discipline will continue.</p>
<b>Purpose of the Post</b>	To provide a quality, person centered, evidence based podiatry service to meet the needs of service users as part of a multi-disciplinary team.

	<p>The post holder will be expected to undertake the following duties:</p> <ul style="list-style-type: none"> <li>• To accept and manage the transfer of patients from the current Diabeteswatch Podiatry Service. Patients to be categorised and managed as per National Footcare Model. 'Model of care for the diabetic foot'</li> <li>• To identify, treat and manage a clinical caseload of patients who are at risk of developing foot complications across all care groups (patients with Diabetes, Rheumatoid Arthritis, Peripheral Vascular Disease, Neurological complications). To utilise effectively their clinical skills and their skills in Biomechanics, gait analysis, insoles, orthotics, footwear prescription and off loading practices.</li> <li>• Liaise closely with other members of the multidisciplinary team, consultants and hospital personnel, patients, carers and others on matters relating to the management and treatment of patients with foot problems.</li> <li>• To develop local care pathways in accordance with nationally agreed clinical pathways for diabetic foot care and develop pathways for the management of at risk patients.</li> <li>• To promote foot health and advise on self-care.</li> <li>• To facilitate clinical practice placements for podiatry undergraduate students and others as appropriate.</li> <li>• To facilitate community healthcare staff to identify, manage, and treat appropriately at risk patients through guidance, training and support.</li> </ul>
<p><b>Principal Duties and Responsibilities</b></p>	<p><b>Professional / Clinical</b></p> <p><i>The Podiatrist (Senior) will:</i></p> <ul style="list-style-type: none"> <li>• Adhere to the National Multi-disciplinary Footcare model.</li> <li>• Ensure professional standards are maintained in accordance with "The Society of Chiropodists and Podiatrists (UK) Guidelines on Minimum Standards of Clinical Practice" for Podiatry.</li> <li>• 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.</li> <li>• Co-ordinate clinic appointments, organise time and ensure deadlines are met.</li> <li>• Communicate with senior and/or junior staff, provide case supervision to less experienced Podiatrists, write reports and present data as required.</li> <li>• Be directly responsible for the assessment and treatment of patients referred, including those with a complex presentation using investigative analytical skills.</li> <li>• Provide a comprehensive holistic patient assessment and a care process devised in collaboration with the multidisciplinary team in the hospital/community setting ensuring the optimum treatment for patients referred.</li> <li>• Interpret and analyse clinical and non clinical facts to form an accurate diagnosis and prognosis for a wide range of complex conditions through the HSE's Professional Line Management structure.</li> <li>• Monitor and evaluate outcomes of treatment for individual patients through the HSE's Professional Line Management structure.</li> <li>• Be responsible for the recording and updating of notes following assessment and</li> </ul>

treatment of patients.

- Participate in Health Promotion activities making use of available local and national tools and opportunities.
- Work as part of a multi-disciplinary team and to 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
- Take responsibility for a number of specialist areas of practice working with a variety client groups (e.g. rheumatoid arthritis/ chronic disease, high risk diabetes, chronic neuropathy, vascular diseases, wound management/tissue viability, biomechanics, footwear fitting, off-loading techniques and nail surgery).
- Participate in community needs assessment and ongoing community involvement
- Partake 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.
- Provide an excellent, high standard of service to patients, in terms of sharp debridement and ulcer management and good staff morale.

### **Education and Training**

*The Podiatrist (Senior) will:*

- 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 and Diabetes Ireland initiatives.
- Act as a mentor, providing advice and support to junior staff, sharing knowledge to maintain professional standards and good work practice
- Ensure that all newly qualified podiatrists have adequate induction and clinical supervision
- Discuss present performance and future development needs with the Podiatry Manager and Diabetes Ireland CEO.
- 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 and Diabetes Ireland.

### **Health & Safety**

*The Podiatrist (Senior) will:*

- 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.

	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s).</li> </ul> <p><b>Administration</b></p> <p><i>The Podiatrist (Senior) will:</i></p> <ul style="list-style-type: none"> <li>• 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 line management.</li> <li>• Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, individual care plans and shared care arrangements.</li> <li>• Understand and adhere to the policies, procedures and protocols of the Service and participate in the development of such policies as appropriate.</li> <li>• 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</li> <li>• Be responsible and accountable for the care and maintenance of equipment and stock control and other such duties that may be assigned by the Podiatry Manager, e.g. to be responsible and accountable for the economical use of resources of the Service.</li> <li>• Prepare, store and maintain such records / data as required by the Podiatry Manager.</li> <li>• Be aware of the implications of the Freedom of Information legislation.</li> <li>• Notify the Podiatry Manager and Diabetes Ireland of annual leave in advance and sick leave, as soon as possible in accordance with policy.</li> </ul> <p><b>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</b></p>
<p><b>Eligibility Criteria</b></p> <p><b>Qualifications and/or experience,</b></p>	<p>Each candidate must:</p> <ul style="list-style-type: none"> <li>(a) hold the BSC (Hons) in Podiatry of the National University of Ireland, Galway</li> </ul> <p style="text-align: center;"><b>or</b></p> <ul style="list-style-type: none"> <li>(b) be on the list of podiatrists / chiropodists approved by the HSE to practise in the publicly funded health service on or before the 30<sup>th</sup> April 2010</li> </ul> <p style="text-align: center;"><b>or</b></p> <ul style="list-style-type: none"> <li>(c) Hold a qualification equivalent to (a)</li> </ul> <p style="text-align: center;"><b>and</b></p> <ul style="list-style-type: none"> <li>(d) have a minimum of three years satisfactory post qualification clinical experience</li> </ul> <p style="text-align: center;"><b>and</b></p> <ul style="list-style-type: none"> <li>(e) have the clinical, managerial and administrative capacity to discharge the functions of the role</li> </ul> <p><b>Health</b></p> <p>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.</p>

	<p><b>Character</b> Each candidate for and any person holding the office must be of good character</p> <p><b>Age</b> Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.</p>
<p><b>Post Specific Requirements:</b></p>	<p>Candidates must demonstrate:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Knowledge of advanced vascular and neurological investigation.</li> <li>• Experience in lower limb musculoskeletal assessment and gait analysis, including computerised gait analysis and evaluation of plantar pressures.</li> <li>• Knowledge of and experience in prescription and fitting of orthotic devices, casting techniques, and provision of off-loading devices.</li> <li>• Knowledge of tissue viability and experience in treating chronic diabetes foot ulceration and other care group conditions.</li> <li>• A high standard of local wound care including sharp debridement skills and knowledge of standard and advanced topical therapies (e.g. wound dressings, Versijet, negative pressure wound therapy).</li> <li>• 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.</li> <li>• Demonstrate a sound knowledge of antibiotic therapies for diabetes foot infections and the ability to interpret microbiological and radiology reports.</li> <li>• Knowledge of dermatological conditions associated with diabetes.</li> <li>• Be pro-active and self-directed with an innovative approach and a desire to promote clinical excellence and life-long learning.</li> </ul>
<p><b>Other requirements specific to the post</b></p>	<p>Access to transport is necessary as post may involve travel.</p>
<p><b>Skills, competencies and/or knowledge</b></p>	<ul style="list-style-type: none"> <li>• Demonstrates knowledge and experience of effective models of Podiatry assessments and treatments</li> <li>• Demonstrates clinical knowledge and understanding of quality issues relating to services</li> <li>• Demonstrates good theoretical knowledge and at have at least some undergraduate experience in nail surgery and the use of local anaesthesia</li> <li>• Demonstrates experience of supervision of junior staff / students in the clinical setting and knowledge / experience of a mentor scheme for junior staff</li> <li>• Demonstrates experience of working in specialist clinics or using specialist skills in general clinics in the care of the following client groups: Rheumatoid arthritis/ chronic</li> </ul>

	<p>disease, high risk diabetes, chronic neuropathy, vascular diseases, wound management/tissue viability, biomechanics.</p> <ul style="list-style-type: none"> <li>• Demonstrate knowledge of national issues/developments in Podiatry</li> <li>• Demonstrates involvement in health promotion and disease management</li> <li>• Demonstrates evidence of effective planning and organising skills including awareness of resource management and importance of value for money</li> <li>• Demonstrates the ability to work independently as well as part of a team</li> <li>• Demonstrates effective communication and interpersonal skills</li> <li>• Demonstrates a commitment to providing a quality service and is sympathetic and understanding of the needs and expectations of others</li> <li>• Is innovative, enthusiastic, and self motivated in their approach to service delivery, health promotion and customer care</li> <li>• Demonstrates the ability to evaluate information, problem solve and make effective decisions</li> <li>• Demonstrate good working knowledge of common computer software packages</li> <li>• Demonstrate knowledge of the HSE Primary Care Strategy and how it relates to Podiatry</li> </ul>
<p><b>Campaign Specific Selection Process</b></p> <p><b>Shortlisting / Interview</b></p>	<p>A shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria 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.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>Those successful at the shortlisting stage of this process (where applied) will be called forward for interview.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.</p> <p>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.</p>	



**Podiatrist (Senior Grade)  
Terms and Conditions of Employment**

<b>Tenure</b>	The appointment is an initial 12 month contract but is expected to continue.
<b>Remuneration</b>	The Salary for the post is: €46,102 per annum.  The Salary Scale for the post is between €45,120 - €53,287.
<b>Working Week</b>	The standard working week applying to the post is: 37 hours WTE.
<b>Annual Leave</b>	The annual leave associated with the post is: 25 days plus 9 public holidays. Diabetes Ireland also grants courtesy leave of:  <b>Christmas</b> – 24 <sup>th</sup> December and the next working day immediately following 26 <sup>th</sup> December.  Diabetes Ireland offices normally close between 24 <sup>th</sup> December and 1 <sup>st</sup> January and re-open on the next working day. All working days in this period, except for the above days must be taken as annual leave.  <b>Easter</b> - Good Friday
<b>Pension</b>	Diabetes Ireland facilitates access to a PRSA pension scheme where it will match your contribution up to 5% of your annual salary.
<b>Probation</b>	Every appointment of a person shall be subject to a probationary period of 6 months.
<b>Protection of Persons Reporting Child Abuse Act 1998</b>	As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act. You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.
<b>Infection Control</b>	Have a working knowledge of 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.