

**Diabetes Ireland
Basic Grade Podiatrist
Job Specification
2017**

Purpose of the Post

To provide a quality, person centred, evidence based podiatry service to patients.

Principal Duties and Responsibilities.

You will work as a basic grade podiatry post dealing with high risk patients: as such a high degree of clinical supervision will be provided by the High Risk Senior Podiatrist/Podiatry Manager. As a basic grade podiatrist you will have routine clinical and record keeping audits; manage your high risk case load under the direction and supervision of the High Risk Senior Podiatrist/Podiatry Manager.

You will:

Ensure adequate clinical records and statistical information systems are maintained.

Provide all statistical information required for monthly, quarterly and annual statistical reports.

Have a full understanding of instrument decontamination and sterilization responsibilities and procedures.

Maintain a professional and safe clinical environment.

CLINICAL DUTIES:

- Discharge clinical duties in a professional manner.
- Work as part of the Podiatry Team. Assisting in the day to day running, co-ordination and prioritisation of the Podiatry service, within the designated work/activity areas.
- Work within departmental and organisational procedures, protocols and guidelines and observe good practice. e.g . decontamination and sterilization.
- Health and safety; confidentiality and sickness absence reporting.
- Be responsible for the assessment, diagnosis and treatment of patients.
- Manage a varied case load of patients in a time effective a manner.
- Under the direction of the High risk Senior Podiatrist/Podiatry Manager participate in High Risk Wound care clinics.
- Advise High Risk Senior Podiatrist/Podiatry Manager of caseload status to gain support and direction in caseload management as dictated by the needs of the service.

- Be responsible for the recording and updating of notes, following assessment and treatment of patients.
- Ensure that all clinical notes are legible and follow the SOAP format.
- Work as part of a multi-disciplinary team and to liaise with other staff and disciplines.
- Develop and maintain good working relationships with team members, hospital staff and specialist services to ensure an integrated service of patients.
- Co-ordinate Clinic Appointments, organise time and ensure deadlines are met.
- Communicate on a daily basis with patients, patients' carers and representatives regarding podiatry treatment options and agreed programme. Deliver education and training to patients and their carers in accordance with the treatment plan, ensuring that consideration is given to lifestyle, gender and cultural background and that all communication is dealt with confidentially and in line with data protection.

GENERAL DUTIES

You will:

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 Diabetes Ireland High Risk Podiatrist and Podiatry Manager.

Support the Podiatry staff, sharing knowledge to maintain professional standards and good work practice.

Be responsible and accountable for the care and maintenance of equipment and other such duties, that may be assigned by the High Risk Senior Podiatrist/Podiatry Manager, e.g. to be responsible and accountable for the economical use of resources of the Service.

Prepare and maintain such records, as are required by the High Risk Senior Podiatrist and Podiatry Manager.

Be responsible for risk minimization and management of own area of work and report any potential hazards of any aspect of the service to the line manager.

Understand and adhere to the policies, procedures and protocols of the Service and to participate in the development of such policies as appropriate.

Decisions and Judgements:

You will:

Be responsible for your own patients and caseload and be expected to make autonomous decision around when further support from senior members of staff is required. Examples are as follows:

Clinical Care;

1. Make decisions around diagnosis, assessment and treatment of all patients
2. Is treatment effective?
3. What care package does the patient require?

Seek Guidance:

1. Know when to request assistance from the High Risk Senior Podiatrist/Podiatry Manager

Standard and Quality Care:

You will:

Monitor and evaluate outcomes of treatment for individual patients.

Ensure professional standards are maintained in accordance with “The Society of Chiropractors and Podiatrists (UK) Guidelines on Minimum Standards of Clinical Practice” for Podiatry.

Education and Staff Development

You will:

Maintain and develop personal specialist skills.

Discuss present performance and /or DFI High Risk Podiatrist.

Participate in continuous improvement and other quality initiatives supervised by a designated mentor/Senior High Risk Podiatrist/Manager.

Actively seek opportunities to improve patient care.

Work effectively using common computer software.

Be responsible for keeping up to date with organisational development within the Health Service Executive.

Act at all times as an effective role model by demonstrating skilled Podiatry practice within the clinical situation.

Administration:

You will:

- Answer the phone and make appointments for patients as required.
- Ensure the correct completion, storage and handling of records and reports.
- Be aware of the implications of the freedom of information legislation.
- Participate in data collection of statistics as appropriate.

The above job description is not intended to be a comprehensive list of all duties involved and consequently, you may be required to perform other duties as appropriate to the post which may be assigned to you from time to time and to contribute to the development of the post while in office.

Post Specific Requirements: Additional qualifications and/or experience required:

You must possess:

Local analgesia administration certificate.

Completed the validation process for podiatry in Republic of Ireland.

Skills, competencies and/or knowledge:

You must:

- Demonstrate knowledge and experience of effective models of Podiatry assessments and treatments.
- Demonstrate clinical knowledge and understanding of quality issues relating to services.
- Demonstrate good theoretical knowledge and at least some undergraduate experience in nail surgery, and the use of local anaesthesia.
- Demonstrate involvement in health promotion and disease management.
- Demonstrate awareness and appreciation of the service user
- Demonstrate evidence of effective planning and organization skills including awareness of resource management and importance of value for money.

Organisational Knowledge:

Demonstrate knowledge of the HSE Primary care strategy and how it relates to Podiatry and The National Footcare Programme.

Demonstrate knowledge of HSE and the external environment.

Demonstrate a willingness to continue learning and evolving as a clinician.

Demonstrate knowledge of national issues/developments in podiatry.

Core Aptitudes:

Demonstrate effective communication skills including:

Ability to liaise with Senior High Risk Podiatrist.

Ability to present/relay information in a clear and concise manner.

Demonstrate the ability to manage a caseload of patients both clinically and administratively.

Demonstrate good working knowledge of common computer software packages, and be aware of podiatry computer packages available.

Demonstrate excellent interpersonal skills and ability to engage with patients in a patient and persistent manner.

Be proactive, innovative, enthusiastic and self-motivated.

Be sympathetic and understanding.

Other Requirements specific to the post:

- Car Owner/Driver

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

Tenure	The appointment is an initial 12 month contract.
Remuneration	The Salary range for the post is between €33,969 to €45,030 based on relevant experience.
Working Week	The standard working week applying to the post is: 37 hrs.
Annual Leave	<p>The annual leave associated with the post is: 25 days plus 9 public holidays. Diabetes Ireland also grants courtesy leave of:</p> <p style="text-align: center;">Christmas - 24th December and the next working day immediately following 26th December</p> <p style="text-align: center;">Easter - Good Friday</p>
Pension	Diabetes Ireland facilitates access to a PRSA pension scheme where it will match your contribution up to 5% of your annual salary.
Probation	Every appointment of a person shall be subject to a probationary period of 6 months.
Protection of Persons Reporting Child Abuse Act 1998	This post is one of those designated in accordance with Section 2 of the Protection of Persons Reporting Child Abuse Act, 1998. You will remain a designated officer for the duration of your appointment in this post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. Such officers will, on receiving a report of child abuse, formally notify the Senior Social Worker in the community care area in which the child is living.