

## Job Description

<b>Job Title:</b>	Diabetes Specialist Podiatrist
<b>Band / Grade:</b>	Indicative Band 6/7 depending on experience
<b>Location:</b>	North East Essex
<b>Reports to:</b>	Lead Podiatrist

## Job Purpose

The post holder will work collaboratively as part of the diabetes and vascular teams to deliver specialist podiatric care to people with diabetes in North East Essex in both the inpatient and outpatient setting at Colchester General Hospital.

## Clinical Responsibilities – (Specific)

- Assess foot wounds/tissue breakdown on all Diabetic feet identified by Ward staff, EAU, A & E, either identified on admission or throughout stay (including pressure damage on Diabetic feet).
- Provide Specialist Podiatry input in the care plan of Diabetic Foot pathology, particularly in regards to debridement, antibiotics, dressings and offloading/Pressure relief to both inpatients and outpatients.
- Provide specialist Podiatry input into joint Vascular and Diabetic MDT ward rounds and MDT outpatient clinics for those Diabetic foot patients that require an MDT approach (including Diabetologist, Vascular consultant, Vascular Nurse, Orthopaedics where appropriate).
- Be the link between Inpatient (medical and surgical teams) and Outpatient care for patients with Diabetic foot complications to ensure appropriate follow-up on discharge locally and the pathway of care between community/primary care and secondary care is as seamless as possible.
- To manage a caseload of high-risk diabetes patients requiring complex communication skills, clinical skills and dexterity within a specialist clinic.
- Liaise with Ipswich Hospital Diabetic Foot Clinic Team regarding Suffolk patients who are admitted to the Colchester Vascular Hub for treatment (e.g., bypass surgery) and ensure appropriate hand back/follow-up occurs on discharge or repatriation.

## Educational Responsibilities

- Plan and deliver Diabetic foot care education to healthcare professionals (formalised training e.g. tissue viability/diabetes link nurses training days etc.) and ad-hoc individualised training to ward staff, vascular and orthopaedic teams, student nurses etc. as identified

- Be an active member of the Focus on Feet Group and Regional Diabetes Foot Care Network.

### **Professional Development**

- To ensure own practice is up to date and evidence based, and be able to demonstrate an awareness of current relevant research through educating other clinicians and peer review
- Where appropriate, keep up to date with prescribing updates
- To undertake an annual appraisal and personal development reviews.
- To attend and facilitate CPD sessions for Healthcare professionals.
- To contribute to the development of protocols and standards on Diabetic foot care.
- To undertake the measurement and critical evaluation of own work and current practices through the use and application of evidence based practice and audit, making recommendations to changes in clinical practice.

### **Leadership**

- Take ownership of a specific area of the service, providing updates to the Lead podiatrist and contributing to service development initiatives.
- Implement evidence based, procedures, policies, protocols and guidelines.
- Contribute to local policy making within the agreed Organisation strategy.
- Act as an ambassador for the Organisation in professional and public settings.
- To belong to diabetes interest groups at local and national levels, undertake presentations and disseminate information gained to HCP as appropriate.

### **Audit & Research**

- Assist in the collection of data for National Diabetes audits including Diabetic Foot audit and devise local audits to determine impact of the Podiatrist role and areas for improvement in delivering the pathway of care/education requirements etc. Involvement in route cause analysis of major amputations undertaken.

### **KEY WORKING RELATIONSHIPS**

- Senior Managers
- Consultant Physicians and registrars
- Consultant Vascular Surgeons and registrars
- General Practitioners
- Specialist Diabetes Nurses

- Specialist Vascular Nurses
- Allied Health Professionals
- Community Podiatry Team
- Ipswich Hospital Diabetic Foot Team
- Service Managers
- Hospital Staff
- Professional and pathway leads
- Social Care senior staff
- People with diabetes

### **Financial and Physical Resources**

- To be responsible for ensuring the security of information and to comply with the Data Protection Act. This also includes passwords to computers containing confidential reports and information.
- To be responsible for office security along with all the team.
- To assist in the development of services to reduce costs and ensure value for money.

### **Human Resources**

- To be responsible for your own day to day work allocation and supervision of junior staff.
- To contribute to the training and development of the team.
- To be involved in the recruitment process.
- To assist in the induction of new members of staff.
- To ensure all mandatory training is undertaken.

### **Information Resources**

- To ensure databases within department are maintained and data is stored in accordance with Caldicott Guidelines and that patient confidentiality is maintained at all times, changing database functions and fields as necessary.

### **Freedom to Act**

- To take the initiative to contact and consult with staff and the Service Manager as appropriate as this is a post that requires unsupervised working and exercise of judgment in seeking assistance.
- To prioritise own workload according to service needs and to manage conflicting priorities.
- To have the confidence to make decisions.

### **Physical Effort**

- To work at different locations and different settings including at a work station on a desktop/laptop PC for varying length of time and will be required to be near the telephone at all times.

- To work in a variety of settings which require moderate, physical effort and carry out a combination of sitting, walking or standing.

### **Mental Effort**

- To exercise a high level of concentration in order to ensure patient treatment plans are implemented in a safe and effective way, reports, referrals and letters are processed and dealt with accurately and professionally.
- To manage frequent interruptions in the working day via telephone calls, emails and requests from managers and clinicians.
- To prioritise own workload according to the service needs and to manage conflicting priorities and deadlines.
- May require a high level of communication skills when dealing with distressed patients and their families.

### **Emotional Effort**

- To manage situations with occasional exposure to distressing or emotional circumstances with regards to staff or patients issues.

### **Working Conditions**

- To use VDU equipment more or less continuously on most days.
- To occasionally deal with verbal aggression from patients, relatives or clinicians and deal with these appropriately, escalating as necessary.
- Drive at all times of the day including in the dark.

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**Amending the job description:** It is expected that as the organisation develops and changes it may be necessary to vary the tasks and/or the responsibilities of the post holder. This will be done in consultation with the post holder and it is hoped that agreement can be reached to any reasonable changes.

**Confidentiality:** The post holder must at all times maintain complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The post holder must respect patient named confidentiality in keeping with “Caldicott principles”.

**Data Protection:** The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtaining, processing and/or using information held on a computer in a fair and lawful way, holding data only for the specified registered purposes and using or disclosing data only to authorised persons or organisations as instructed.

**Policies & Procedures:** The post holder will be expected to comply with all statutory legislation, the organisations governance framework and approved national and local policy. All employees are expected to comply with all of the organisations Policies and Procedures.

**General:** The post holder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the post holder. As the organisation develops, the requirements of the job may change and the post holder is expected to adapt to these changes.

**Health & Safety:** Employees must share responsibility for abiding by health and safety policies and regulations, infection prevention and control policies and act in accordance with the Risk Management Policy. This includes compliance with The Health Act 2006 Code of Practice for the prevention and control of healthcare associated infection. In addition, be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for themselves, other employees and visitors.

**Equal Opportunities Policy and Anti-Harassment:** The post holder will immediately report to their line manager any breach or suspected breach of both equal opportunity and anti-harassment guidelines

**Safeguarding Children:** Everyone employed by the organisation regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the Southend Essex and Thurrock (SET) child protection procedures and the organisations safeguarding policy to ensure you are equipped to carry out your duties effectively, you must also attend mandatory child protection training and updates at the competency level appropriate to the work you do.

**Safeguarding Adults:** Everyone employed by the Organisation regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow relevant policies in relation to safeguarding vulnerable adults. To ensure you are equipped to carry out your duties effectively, you must also attend mandatory vulnerable adult protection training and updates at the competency level appropriate to the work you do.

## Organisation Chart

