

## Job description

<b>Job title:</b>	<b>Podiatry Apprentice</b>
<b>Reports to:</b>	<b>Practice-based Educator</b>
<b>Place of work:</b>	<b>Area covered by the organisation (including Suffolk and South Norfolk)</b>

### Job Background & Overview

This is a developmental role over 4 years in compliance with the Podiatry (Integrated Degree) Apprenticeship standard (Ref ST0493). The post-holder will work towards successful completion of a BSc (Hons) degree in podiatry and recognition by the Health Care Professions Council (HCPC). The post-holder will be an employee of Suffolk GP Federation CIC. The funding for the training element of this post comes from the apprenticeship levy.

The Podiatry Apprenticeship Programme combines and integrates academic and work-based learning through close collaboration between employers and education providers. The post-holder can expect to spend the majority of their time learning on the job, with the remainder learning off the job. Whilst undertaking this training the post-holder will work within the service as a Podiatry Apprentice, where the role will reflect current learning and experience.

The post-holder will work in a variety of clinical/healthcare settings, enabling them to develop and maintain relevant knowledge, skills and competencies in order to fulfil the requirements of the BSc (Hons) Podiatry programme.

The academic part of the training will be provided by the University of London (UEL) where the following modules will be undertaken:

- Professional practice and mental health
- Anatomy and physiology
- Podiatric practice, pathology, pharmacology,
- Musculoskeletal (MSK) assessment and management
- Clinical reasoning and research methods

Key areas of practice-based learning for Podiatry students include:

- Problems related to endocrine & rheumatological function
- Problems related to MSK function and sporting activities
- Problems related to neurological function
- Problems related to dermatological function
- Problems that require nail surgery

## Main Duties & Responsibilities

### Clinical Responsibilities:

- To be part of a highly motivated specialist podiatry team, working flexibly under the delegation/supervision of designated podiatrist in a variety of settings, and providing a high standard of quality clinical care
- To provide appropriate assessment, treatment and education to patients, relatives and carers within agreed competencies and training
- To participate in minor surgery and other specialist sessions within the scope of instructions laid down by the overseeing podiatrist
- To comply with organisational and service policies, procedures and guidelines
- To maintain accurate records of all patient consultations and related work using organisational information systems as directed
- To contribute to organisational and service audit, surveys and trials within the organisation as appropriate
- To be flexible and provide cover for other members of the team at short notice or during periods of absence
- To be responsible for the care and maintenance of instruments and equipment as delegated
- To take part in student placement schemes offering demonstrational opportunities for both podiatry students and students from other disciplines as appropriate
- To establish and maintain positive interpersonal relationships with other healthcare staff as appropriate
- To ensure effective communication of sensitive and confidential information to referrers, other healthcare staff, patients, relatives and carer's using interpersonal, negotiating skills and empathy as required

### Apprenticeship:

- To attend university and clinical placements as set out in the degree programme
- To participate in tripartite reviews with the university and Suffolk GP Federation
- To ensure timely achievement of assignments and assessments in accordance with the academic programme requirements
- To complete and pass academic modules and clinical placements to the required standard, including the end point assessment
- To gain experience during the period of the apprenticeship in a wide range of clinical areas including diabetes, rheumatology, biomechanics, tissue viability, nail surgery and wound management. To gain knowledge and skills to assess, diagnose, develop and implement individualised treatment programmes in these areas as appropriate
- To contribute to self-development through reflective learning

## PERSON SPECIFICATION

<b>JOB TITLE:</b>	<b>Podiatry Apprentice</b>
<b>BAND:</b>	<b>Equivalent Band 5 Annex 21</b>
<b>DEPARTMENT:</b>	<b>Suffolk Podiatry</b>
<b>DIRECTORATE:</b>	<b>Alliance Community Services</b>
<b>REPORTING TO:</b>	<b>Practice-based Educator</b>
<b>ACCOUNTABLE TO:</b>	<b>Alliance Community Services Manager</b>

ATTRIBUTES	CRITERIA	ESSENTIAL/ DESIRABLE	SELECTON METHOD (S/I/T)
<b>Education/ Qualification/ Training</b>	<p>Grade C in GCSE English and Maths</p> <p>Applicants are expected to demonstrate evidence of recent academic achievement (within last 5 years) such that they may be deemed capable of study at degree level.</p> <p>120 UCAS points including:</p> <p>Access to HE Diploma (QAA approved) with 60 credits overall and 45 level 3 credits at distinction including Biology or Chemistry</p> <p>3 A Levels (BBB) including Biology &amp; Chemistry</p>	<p>E</p> <p>E</p> <p>E</p>	
<b>Experience</b>	<p>Previous experience of working within a health / care setting</p>	D	
<b>Knowledge and Skills</b>	<p>Linked to level 4 / 5/ 6 of academic learning</p> <p>Able to convey tasks and actions to colleagues and service users.</p> <p>Ability to assist patients to achieve safe working environments for treatments to be carried out.</p> <p>Ability to perform treatments in a variety of settings such as clinics, residential homes, patients own homes and nursing care sites.</p> <p>Ability to drive, access to own transport, current driving licence, transporting equipment needed for patient care and education sessions in and out of a car</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	

	<p>Fine motor dexterity which will become more advanced throughout the apprenticeship to enable use of fine instruments in podiatry treatment</p> <p>Sufficient keyboard skills for data input and letter writing and ability to use MS office or similar internet and email</p> <p>Ability to use patient information systems to input data and clinical treatment</p> <p>Ability to plan, organise and co-ordinate work under own initiative, be flexible and prioritise competing demands to provide best care available to patients which may involve changing plans where necessary.</p> <p>Excellent communication skills, both verbally and in writing; confident and articulate</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
<b>Other</b>	<p>Understanding of the scope of the role of the Podiatrist and Podiatry Technician in context of the team and the organisation, and how the role may contribute to service development</p> <p>Ability to develop &amp; maintain positive working relationships with professionals and non-professional colleagues &amp; clients</p> <p>Ability to receive distressing news from patients when discussing treatment plans and during consultations when patients share their life experiences</p> <p>Ability to empathise and sympathise with a diverse range of people remaining professional at all times</p> <p>Ability to work effectively as a team player under appropriate supervision, and as part of a multi-disciplinary team</p> <p>Ability to reflect and evaluate own strengths and development needs, seeking advice where appropriate</p> <p>Ability to develop skills needed to provide direct care patient, with frequent exposure to highly unpleasant working conditions (ulcer debridement, tissue breakdown and body fluids, dusts and adhesives)</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	

## Indicative Job Plan

Academic Level	Competencies to be developed and demonstrated over the 4-year programme	To be completed by end of academic level
<p><b>Level 4</b> Job Plan and clinical competencies</p>	<p>Objective: to build core clinical, patient management and assessment skills</p> <ul style="list-style-type: none"> <li>• Clinical management and administration – record keeping, managing appointments and waiting lists, stock control and maintaining a safe clinical environment</li> <li>• Nail pathology caseload in clinical setting</li> <li>• Routine clinics alongside qualified podiatrist for non-ulcerated patients using scalpel to manage skin pathologies including callus and corns, padding, offloading, deflection devices, simple insoles</li> <li>• Support and assist podiatrists on domiciliary visits and on ward rounds</li> <li>• Assist in nail surgery and diabetic foot clinics in community and acute settings</li> <li>• Offer holistic person-centred education</li> </ul>	E
<p><b>Level 5</b> Job Plan and clinical competencies</p>	<p>Objective: in addition to level 4 – to develop assessment and surgical skills</p> <ul style="list-style-type: none"> <li>• Moderate risk new patient assessment</li> <li>• Vascular assessment alongside podiatrist</li> <li>• Nail surgery assessments and associated woundcare</li> <li>• Assessment and treatment of stable/non-complex ulcers</li> </ul>	E
<p><b>Level 6</b> Job Plan and clinical competencies</p>	<p>Objective: in addition to level 4 and 5 – to develop and consolidate complex practice skills</p> <ul style="list-style-type: none"> <li>• Participate in MDT clinic in assessment and treatment of more complex ulcers</li> <li>• High risk / complex patient assessment on patients with co-morbidities and complex podiatric needs</li> <li>• Administer local anaesthesia and perform nail surgery under supervision</li> <li>• Basic biomechanics assessment and treatment planning</li> </ul>	E

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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 General Data Protection Regulation. 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 Structure Chart





