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**Podiatrist, Senior**

**Job Specification, Terms and Conditions**

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| **Job Title and Grade** | **Podiatrist, Senior (Diabetes Services)**  *(Grade Code: 3346)* |
| **Campaign Reference** | SLKPODPERM |
| **Closing Date** | *19.04.2019 at 5pm* |
| **Proposed Interview Date (s)** | *To be confirmed* |
| **Taking up Appointment** | A start date will be indicated at job offer stage |
| **Location of Post** | **St. Luke’s General Hospital, and South East Community Health Care – Carlow/Kilkenny**  There is currently one permanent full time (1 WTE) vacancy available in this location.  A panel may be formed as a result of this campaign for St. Luke’s General Hospital for Carlow/Kilkenny from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Mary Ryan  **Email:** [maryf.ryan@hse.ie](mailto:maryf.ryan@hse.ie)  **Telephone:** 056 77 17105 / 087 189 3609 |
| **Details of Service** | The person appointed to this post will work across the Acute Hospital and Community Health settings, working as part of a mutli-disciplinary team, delivering a coordinated approach to client care - in line with the recommendations of the National Diabetes Programme for footcare. The National Footcare package for diabetes enables management in diabetes, is based on 3 risk categories.  The Diabetic Service is provided by a Consultant Physician with special interest in Endocrinology, Diabetes Nurse Specialists, Podiatrist and Dieticians. |
| **Reporting Relationship** | The post holder will report to the Medical Directorate Business Manager on day to day matters and to the Consultant Endocrinologist on clinical matters as appropriate. |
| **Purpose of the Post** | To work as part of multidisciplinary teams in providing a quality, person centred, evidence based podiatry service to meet the needs of service users in the prevention and treatment of diabetic foot ulcers and amputations. |
| **Principal Duties and Responsibilities** | **Professional / Clinical**  *The Podiatrist (Senior) will:*   * Adhere to the National Multi-disciplinary diabetes footcare model. * Ensure professional standards are maintained in accordance with “The Society of Chiropodists and Podiatrists (UK) Guidelines on Minimum Standards of Clinical Practice” for Podiatry. * 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. * Co-ordinate clinic appointments, organise time and ensure deadlines are met. * Communicate with senior and/or junior staff, write reports, present data as required and specifically collect required access data of footcare service that will allow hospital site to be audited. * Provide data reports to the National Diabetes Programme, Working Group and Regional Co-ordinator of Clinical Programmes and RDO Offices as required. * Be directly responsible for the assessment and treatment of patients referred, including those with a complex presentation using investigative analytical skills. * Interpret and analyse clinical and non clinical facts to form an accurate diagnosis and prognosis for a wide range of complex conditions. * Be responsible for the recording and updating of notes following assessment and treatment of patients. * 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. * 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. * Develop the ability to utilise professional judgment and decision making processes to refer patients/clients to other healthcare professionals as required. * Demonstrate the ability to provide clinical and professional leadership. * Expand and maintain clinical competence through participation in professional development initiatives specific to podiatry care provision. * Devise and participate in change management to meet institutional and patient/client needs. * Initiate, participate and evaluate audit. * Participate in in-service training, orientation and podiatry training programmes as required. * Engage in review of accidents, incidents and near misses in the area of responsibility, identify deficits and instigate actions to prevent recurrence. * Identify and critically analyze and disseminate current podiatry evidence into practice. * Participate in the future development of integrated care pathways where appropriate utilising evidence based guidelines. * Document a complete episode of care in an accurate, timely and appropriate manner. Communicate treatment plans with healthcare professionals within the wider healthcare environment. * Demonstrate the ability to accept responsibility for clinical decision making at senior podiatrist level. * Take responsibility for a number of specialist areas of practice, working with a variety of client groups (e.g. rheumatoid arthritis/chronic disease, high risk diabetes, chronic neuropathy, vascular diseases, wound management, tissue viability, biomechanics, nail surgery. * Identify and lead on research priorities. * Develop and lead on development of guidelines in current best practice recommendations which support the role and remit of the podiatry department   **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. * 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 * 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   **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. * 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. * Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s). * Demonstrate a working knowledge of the Health Information and Quality Authority (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 and comply with associated HSE protocols for implementing and maintaining these standards. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Administration.**  *The Podiatrist (Senior) 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 service manager. * Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, individual care plans and shared care arrangements. * Lead on the development and implementation of policies, procedures and protocols to support clinical practice and service provision. * 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. * Take responsibility and accountability for the care and maintenance of equipment and stock control and other such duties that may be assigned by the line manager, e.g. to be responsible and accountable for the economical use of resources of the Service. * Prepare, store and maintain such records / data as required * Be aware of the implications of the Freedom of Information/GDPR legislation. * Notify line manager of annual leave, in advance and sick leave, as soon as possible in accordance with policy. * Understand and adhere to the policies, procedures and protocols of the Service and participate in the development of such policies as appropriate.   **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** |
| **Eligibility Criteria**  **Qualifications and/ or Experience** | **Each candidate must on the closing date for receipt of applications:**  **1. Professional Qualifications, Experience etc.**   1. Hold the B.Sc. (Hons) in Podiatry of the National University of Ireland   **or**   1. Hold a qualification equivalent to (a)   **or**   1. Be on the list of podiatrists / chiropodists approved by the HSE to practise in the   publicly funded health service on or before the 30th April 2010  **and**  (d) Have a minimum of three years satisfactory post qualification clinical experience  **and**  (e) Have the clinical, managerial and administrative capacity to discharge the functions of the role  **2. Health**  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.  **3. Character**  Each candidate for and any person holding the office must be of good character  **4. Age**  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. |
| **Post Specific Requirements:** | **Candidates must demonstrate:**   * 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. * Knowledge of advanced vascular and neurological investigation * Experience in lower limb musculoskeletal assessment and gait analysis, including computerised gait analysis and evaluation of plantar pressures * Knowledge of and experience in prescription and fitting of orthotic devices, casting techniques, and provision of off-loading devices * Knowledge of tissue viability and experience in treating chronic diabetes foot ulceration * A high standard of local wound care, including sharp debridement skills and knowledge of standard and advanced topical therapies (e.g. wound dressing, Versijet, negative pressure wound therapy) * 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. * Demonstrate a sound knowledge of antibiotic therapies for diabetes foot infections and the ability to interpret microbiological and radiology reports * Knowledge of dermatological conditions associated with diabetes * Be proactive and self-directed with an innovative approach and a desire to promote excellence and life-long learning |
| **Other requirements specific to the post** | Access to appropriate transport as post will involve frequent travel |
| **Skills, Competencies and/or Knowledge** | ***Candidates must:***   * Demonstrate knowledge and experience of effective models of Podiatry assessments and treatments including: * Demonstrate clinical knowledge and understanding of quality issues relating to services. * Knowledge of tissue viability and experience in treating chronic diabetes foot ulceration. * Demonstrate good theoretical knowledge and at have at least some undergraduate experience in nail surgery and the use of local anaesthesia. * Demonstrate involvement in health promotion and disease management. * Demonstrate the ability to be pro-active and self-directed with an innovative approach and a desire to promote clinical excellence and life-long learning. * Demonstrate the ability and/ or experience of supervision of junior staff / students in the clinical setting and knowledge / experience of a mentor scheme for junior staff. * Demonstrate evidence of effective planning and organising skills including awareness of resource management and importance of value for money. * Demonstrate the ability to work independently as well as part of a team. * Demonstrate effective communication and interpersonal skills. * Demonstrate a commitment to providing a quality service and is sympathetic and understanding of the needs and expectations of others. * Demonstrate innovation, enthusiasm and self motivation in their approach to service delivery, health promotion and customer care. * Demonstrate the ability to evaluate information, problem solve and make effective decisions. * Demonstrates good working knowledge of common computer software * 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 disease, high risk diabetes, chronic neuropathy, vascular diseases, wound management, tissue viability, biomechanics. * Demonstrates knowledge of national issues/developments in Podiatry * Demonstrates involvement in Podiatry issues/developments in Podiatry * Demonstrates knowledge of the HSE Primary Care Strategy and how it relates to Podiatry |
| **Campaign Specific Selection Process**  **Ranking / Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or 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.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, information for candidates”.  Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, information for candidates or on [www.cpsa.ie](http://www.cpsa.ie). |
| **The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.**  **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.** | |



**Podiatrist, Senior**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available for this post is permanent and fulltime. This post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full time or part time duration may be filled. The tenure of these posts will be indicated at "expression of interest" stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004. |
| **Remuneration** | The Salary Scale (as at 01/10/19) for the post is: €52,162 – €53,274 – €54,420 – €55,557 – €56,695 – €57,891 – €59,152 – €60,140 – €61,148 |
| **Working Week** | The standard working week applying to the post is to be confirmed at job offer stage.  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post is to be confirmed at job offer stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Probation** | Every appointment of a person who is not already an officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Persons Reporting Child Abuse Act 1998** | 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. |
| **Infection Control** | 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 and comply with associated HSE protocols for implementing and maintaining these standards. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)