

JOB DESCRIPTION

JOB TITLE:	Podiatry Apprentice
BAND/SALARY:	
DEPARTMENT:	
DIRECTORATE:	
REPORTING TO:	
ACCOUNTABLE TO:	

JOB SUMMARY

This is a developmental role via the Podiatry (Integrated Degree) Apprenticeship standard (Ref ST0493) over four years. You will work towards successful completion of a BSc (Hons) degree in Podiatry and recognition by the Health Care Professions Council (HCPC) as an Allied Health Professional (AHP) podiatrist. You will develop and maintain knowledge, skills and competencies related to the role of a Podiatrist through your apprenticeship within the service as well as through the completion of the Podiatry Apprenticeship Programme. This includes working in clinic and community care settings, and delivery of direct person-centred care. Whilst undertaking this training you will work within the service as a Podiatry Apprentice, where your role will reflect your learning.

The Podiatry Apprenticeship Programme combines and integrates academic and work-based learning through close collaboration between employers and education providers. You can expect to spend 60% of your time learning on the job and 40% of your time learning off the job. As a Podiatry Apprentice, you will be based as an employee within **Insert employer**, working in a variety of clinical settings. This will enable you to gain a wide appreciation of many health and care contexts, which will enable you to fulfil all the requirements of the BSc (Hons) Podiatry programme.

On successful completion of the programme, you will be equipped with the appropriate knowledge, skills, attitudes and behaviours to ensure competence at the point of qualification. You will have the capability to continue to meet Health and Care Professions Council regulatory standards and the Royal College of Podiatry professional standards throughout your professional career.

The academic part of the training will be provided by **Insert Education Provider** where you will undertake modules as detailed below: 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 for podiatry students:

Patients with problems related to endocrine & rheumatological function
Patients with problems related to musculoskeletal function and sporting activities
Patients with problems related to neurological function
Patients with problems related to the dermatological function
Patients requiring nail surgery
Patients are located in a variety of healthcare and community settings.

The funding for the training element of this post comes from the **Apprentice levy/Government funding –delete as appropriate**

KEY RESPONSIBILITIES

- To attend University and clinical placements as set out in the degree programme.
- To complete and pass academic modules and clinical placements to the required standard in order to progress through the programme.
- To ensure timely achievement of assignments and assessments in accordance with the academic programme requirements.
- To gain experience during the period of the Apprenticeship in a wide range of clinical areas.
- To participate in tripartite reviews, with the University and the employer. These are a requirement of the apprenticeship.
- To complete and pass the End Point Assessment.
- To organise and manage a clinical caseload, which will include gaining knowledge and experience of providing podiatric care for patients with a variety of conditions including diabetic, rheumatological and biomechanical problems.
- To gain knowledge and skills to assess, diagnose, develop and implement individualised treatment programmes for patients with a wide variety of clinical needs, including acute or chronic neuropathies, chronic diseases, vascular problems and wound management.
- To provide appropriate education to patients with diverse foot pathology, utilising analytical and reasoning skills in this process in order to empower the patient and others to participate in the patient's self-care.
- 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.
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MAIN DUTIES AND RESPONSIBILITIES (DELETE IF NOT APPLICABLE)

Patient and clinical Care

- To provide foot care to patients within agreed competencies and training as delegated by the Podiatrist.
- To carry out treatments using equipment for which adequate training has been given.
- To contribute to the clinical team by discussing their own and other's input around patients and ensuring a coordinated care plan.
- To be actively involved in the provision of Foot Health Education advice to patients, relatives and carers
- Deliver foot health education training to other health professionals as directed by the specialist podiatrist.
- To assist in minor surgery sessions within the scope of instructions laid down by the Podiatrist.
- To assist and support clients before and during specialist treatment

	<p>for example Nail Surgery, MSK and High-Risk Diabetic Foot Clinic.</p> <ul style="list-style-type: none"> • To have the capability to be able to safely treat those patients who may be immobile, wheelchair or bed bound often in a confined place. • To monitor the changing needs of the patient and where necessary, refer the patient back to the Podiatrist if their podiatric or medical condition needs to be reviewed. • To understand the implications in medication and medical conditions on care and treatment planning and relate this to the patient, family or carer as appropriate. Assessing the condition and risk status of the feet of an individual with diabetes and discussing the results of the examination with the individual and/or carer and explain any specific problems(s), which may require further tests or treatment and implement these referrals. • Recognise signs of infection in wounds and postoperatively, understand the implications, advise accordingly and use appropriate dressings.
Administration	<ul style="list-style-type: none"> • To maintain accurate records of activity and contribute input into trust information systems as directed • To maintain accurate records of all patient consultations and related work carried out at each clinical session, including computerised data collection.
Performance and Quality	<ul style="list-style-type: none"> • To take part in trust and service audit activity as may relate to own work and caseload • Contribute to wider audits, surveys and trials within the trust as indicated by the line manager or senior colleagues • To contribute to and comment upon Departmental and Trust policies when requested or desirable • To follow procedures and guidelines but have the discretion to make own judgements with robust evidence for them • To prioritise clinical time to best manage a clinical caseload, ensuring clinics are appropriately booked in order to maximise delivery of appropriate and effective care, liaising closely with clinical and support staff to achieve this • To plan own workload around such activities as domiciliary visits • To be flexible and provide cover for other members of the team at short notice or during periods of absence

	<ul style="list-style-type: none"> To follow Departmental and Organisation policies, procedures and guidelines but have the discretion to make own justified diagnosis and decisions within professional guidelines as may be beneficial to the patient
Financial and Physical Resources	<ul style="list-style-type: none"> Wherever possible, make the best use of time and resources in order to maximise the benefit to both the patient and the organisation. In this way, the post holder will support the organisation in delivering value for money. To be responsible for monitoring stock levels in own service area and request new equipment as appropriate. Be responsible for the care and maintenance of instruments and equipment as delegated.

KNOWLEDGE AND SKILLS

Knowledge, Training and Experience	<ul style="list-style-type: none"> Linked to levels 4 / 5/ 6 of academic learning
Supervision	<ul style="list-style-type: none"> To take part in student placement schemes offering demonstrational opportunities for both podiatry students and students from other disciplines as appropriate To take part in induction programmes for new staff Actively contribute their development and learning through supervision and reflection.
Communication and Relationships	<ul style="list-style-type: none"> To work effectively with other staff and members of the community (e.g. District Nurses, care staff, carers and relatives) in order to implement patient care plans as determined by the podiatrist. To ensure good communications are maintained at all times to achieve the desired outcomes. To liaise with clerical staff around appointments and communication with patients and professionals. To establish and maintain positive interpersonal relationships with other staff which are characterised by open communication, trust and respect. To ensure effective communication of sensitive and confidential information to patients, relatives and carers where there may be barriers to understanding, which requires interpersonal and negotiating skills. To demonstrate empathy with clients, carers, families and colleagues ensuring that effective communication is achieved, particularly when barriers to understanding exist.

	<ul style="list-style-type: none"> • To deal with patient expectations and needs sensitively and persuasively. • To maintain accurate records of all patient consultations and related work carried out at each clinical session, including computerised data collection. • To ensure that all information relating to clients and staff gained through employment with the Trust is kept confidential.
IT	<ul style="list-style-type: none"> • To maintain accurate records of activity and contribute input into trust information systems in a timely manner as directed. • Literate in IT/Computer Skills

JOB DESCRIPTION AGREEMENT

This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service or because of the introduction of new technology. This job description may be reviewed from time to time and changed, after consultation with the postholder.

PERSON SPECIFICATION

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ATTRIBUTES	CRITERIA	ESSENTIAL/ DESIRABLE	SELECTION METHOD (S/I/T)
Education/ Qualification/ Training	Grade C in GCSE English and Maths	E	
	Applicants are expected to demonstrate evidence of recent academic achievement (within the last 5 years) such that they may be deemed capable of study at degree level.	E	
	Qualifications and Credit Framework Level 3 in Care or equivalent in terms of both academic attainment and previous care experience	D	
	Access to HE Diploma (QAA approved) with 60 credits overall and 45 credits at level 3 – All distinctions including Biology or Chemistry	D	
	120 UCAS points / A Levels with a science background	D	
Experience	Previous experience working within a health/care setting	D	
Knowledge and Skills	Able to convey tasks and actions to colleagues and service users.	E	
	Ability to assist patients to achieve safe working environments for treatments to be carried out.	E	
	Ability to perform treatments in a variety of settings such as clinics, residential homes, patients' own homes and nursing care sites.	E	
	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	E	
	Fine motor dexterity will become more advanced throughout the apprenticeship to enable the use of fine instruments in podiatry treatment	E	

	<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 coordinate work under own initiative, be flexible and prioritise competing demands for attention to provide the best care available to patients in cases 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>	
Other	<p>Understanding of the scope of the role of the podiatrist and podiatry assistant in the context of the team and the organisation, and how the role may contribute to service development</p> <p>Ability to develop & maintain positive working relationships with professionals and non-professional colleagues & clients</p> <p>Ability to hear 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>Insight into how to reflect and evaluate own strengths and development needs, seeking advice where appropriate.</p> <p>Ability to develop skills needed to provide direct care to patients, with frequent exposure to highly unpleasant working conditions. (ulcer debridement, tissue breakdown and body fluids, dust and adhesives).</p>	<p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	