

Foot Health Practitioner (Job Description)

Age UK Herefordshire & Worcestershire are an independent, local charity and brand partner of Age UK, working in the two counties and striving to make Herefordshire and Worcestershire a great place to grow older.

Are you **passionate** about **helping to improve the quality of life for older people** and would like to help us to **promote choice, opportunity and independence** in your new role?

Location: Malvern Gate Office, WR2 4BN (with occasional travel to other venues across Herefordshire & Worcestershire).

Responsible to: Home Support Service Manager

Salary: £19,066 FTE (pro rata for 30 hours £15,458)

Hours: 30 hours over 4 days

Plus, additional benefits of 5.6 weeks holiday (pro rata), pension and optional healthcare scheme.

Main Purpose of the Job:

The post holder will plan and manage a client caseload, which will include providing a range of interventions in accordance with scope of practice, requiring developed skills and demonstrable knowledge and experience. Such clients are at risk from infection, ulceration and potentially loss of limb (such as people with diabetes, peripheral vascular disease, rheumatoid arthritis and biomechanical problems).

The post holder will manage the Footcare and Podiatry Service with day to day responsibility for budgets and personnel management including Podiatrists, Volunteers and administration staff. They will also be responsible for development and expansion of the service across the geographical area covered by Age UK Herefordshire and Worcestershire. The post holder will work in Worcestershire in the first instance.

Main responsibilities and duties:

1. To provide high quality Footcare/Podiatry services to patients within the service by being an effective member of a highly motivated team which embraces multidisciplinary working.
2. Deliver cost effective, quality Footcare and Podiatry services which are in line with commissioner's expectations and targets, meet national podiatry standards where applicable and respond to the needs of the client group.
3. Follow appropriate care pathways in managing conditions and promoting providing care at the right time to the right people and in the right place.
4. As a team member work within AGEUK guidelines, policies and procedures to ensure seamless and consistent delivery of care to clients.

5. Encourage service users to feedback on their experiences, ensuring this information is shared with members of the team and is used to improve satisfaction.
6. Interact positively with clients and staff to deliver service improvements where required.
7. Responsible for the maintenance of health records in line with national guidance (e.g. data protection act) and internal information governance policies.
8. Ensure relevant documentation is kept up to date, including auditable data for external inspection as required. Complete data collection reports for departmental statistical returns and in line with the programme of audit.
9. Support the management of risk with the service by highlighting concerns to the Service Manager by recording any risks and working proactively to reduce risk.
10. To ensure effective communication of confidential clinical information to clients and other health professionals.
11. Support colleagues within the service to ensure high quality service delivery in accordance with their role.
12. Report incidents where high quality is not achieved to prevent reoccurrence. Manage incidents by suggesting changes to reduce risk and improve knowledge within the service.
13. Actively promote foot health education to patients, carers and other health care professionals on an individual basis or as part of a group training exercise.

Patient Care:

1. To deliver packages of care for clients whose clinical and podiatric problems put them at risk of lower limb morbidity. This requires the continual assessment; re-evaluation of the patient and their foot health needs.
2. To work to the requirements of the service, as outlined in the service description and eligibility criteria – ensure those clients not eligible for treatment are discharged/signposted to other organisation to continue any follow-on treatment.
3. Assess each individual client need, diagnosing, planning and implementing an appropriate course of treatment in collaboration, with colleagues as appropriate, where appropriate discharging when appropriate.
4. Assess the foot at risk, using and interpreting appropriate diagnostic tools where applicable and giving safe and appropriate advice and treatment as necessary.
5. Using evidence-based practice and with sound knowledge of appropriate dressings provide good, effective wound care management.
6. Involve clients in developing treatment plans, ensuring all options are explored and communicated clearly to prevent misunderstanding.

7. Be able to communicate with clients to gain implied and written consent to treatment and to inform/agree expected treatment outcomes.
8. To assess and provide debridement of lesions with a view to facilitating healing or reducing risk of tissue breakdown.
9. To have the capability and knowledge to risk assess and to move and handle clients, whose mobility may be reduced following and interpreting manual handling guidelines.
10. To work in domiciliary situations where seating and lighting may be fail to reach recommended standards for safe and effective practice. This includes risk assessing the clinical needs of the client against the risk of practising in these conditions
11. To provide a comprehensive, and appropriately documented, review and assessment, in the context of the patient's general health and personal situation.
12. To recognise when treatment needs to be escalated to a more senior clinician to ensure the best outcome for the patient – act upon this and ensure timely onward referral.
13. Monitor treatment plans and decide when alternative courses of action need to be implemented.
14. Prepare the clinical area for use, being aware of risk of cross infection and infection control.
15. Commit to Continuing Professional Development, ensuring regular attendance at recognised/relevant courses/conference which relate to the role and/or service – evidence

Budget Responsibilities:

1. The post holder will be responsible for the ordering and maintenance of stock in line with allocated budgets.

Responsibilities for Staff and Training:

1. The post holder will support colleagues and where necessary, demonstrate procedures to colleagues, carers and volunteers.
2. Provides information and support for clinic administration staff.
3. Undertake all mandatory training as required for the role.
4. Undertake PDRs of administrative staff and volunteers.

Other Factors:

1. There is a requirement to travel across Worcestershire and Herefordshire to meet the needs of the service – this will include attending clinics, meetings and other events as required.
2. Actively participate in and contribute to staff meetings

Registered charity number 1080545. Company number 3942023.

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3. Deal with telephone enquiries, faxes and emails as required
4. To ensure that Health and Safety Legislation is complied with at all times including COSHH, Workplace Risk Assessment and Control of Infection

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.

Other Information:

- Age UK Herefordshire & Worcestershire is a Brand partner of Age UK nationally.
- Age UK Herefordshire & Worcestershire is a member of, and works within, the philosophy and principles of the Age England Association.
- Age UK Herefordshire & Worcestershire is committed to equal opportunities, principles and practice.
- All staff, in their roles and working collaboratively, will be expected to pursue the aims and objectives of Age UK Herefordshire & Worcestershire set out in the overall strategic plan of the Organisation.
- All staff must work within the policies and guidelines adopted by the Organisation
- All staff will participate in the supervision and appraisal systems adopted by the Organisation.

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job. Please demonstrate how you meet all of the essential criteria provided on the Person Specification and, where appropriate, the desirable criteria, when completing your application form.

When short-listing applicants for interview, the panel will consider the requirements on the person specification.

You are, therefore, advised to ensure that your application form responds to these requirements. All criteria will be assessed initially through your application form where appropriate.

Please note due to the volume of applications we may not be able to respond personally to all applicants.

How to apply: Visit our [website](#) to download an application form and send to jobs@ageukhw.org.uk Alternatively you can phone 0800 008 6077 or email jobs@ageukhw.org.uk for more information

Closing date: TBC

Interview date: TBC