

Diabetes Podiatry Assistant

Department: Health and Community Services

Division: Surgical

Reports to: Diabetes Specialist Podiatrist

JE Reference: HCS1038.1

Grade: CS06

JE Date: 3/12/2021

Job purpose

The post-holder will be responsible for running own clinics and supporting clinical staff in the delivery of person-centred care to all patients referred to the Multidisciplinary Diabetes Podiatry Service. This will involve a variety of challenging tasks involving nail care and wound care together with vital education. The post-holder will be required to be a team player and flexible in adapting to the different requirements of the post whilst being confident to work alone.

The post-holder will be expected to provide autonomous clinical work, involving supporting service delivery in a variety of locations including outpatient clinics, in-patient wards, residential and nursing homes.

Job specific outcomes

1 Main Duties

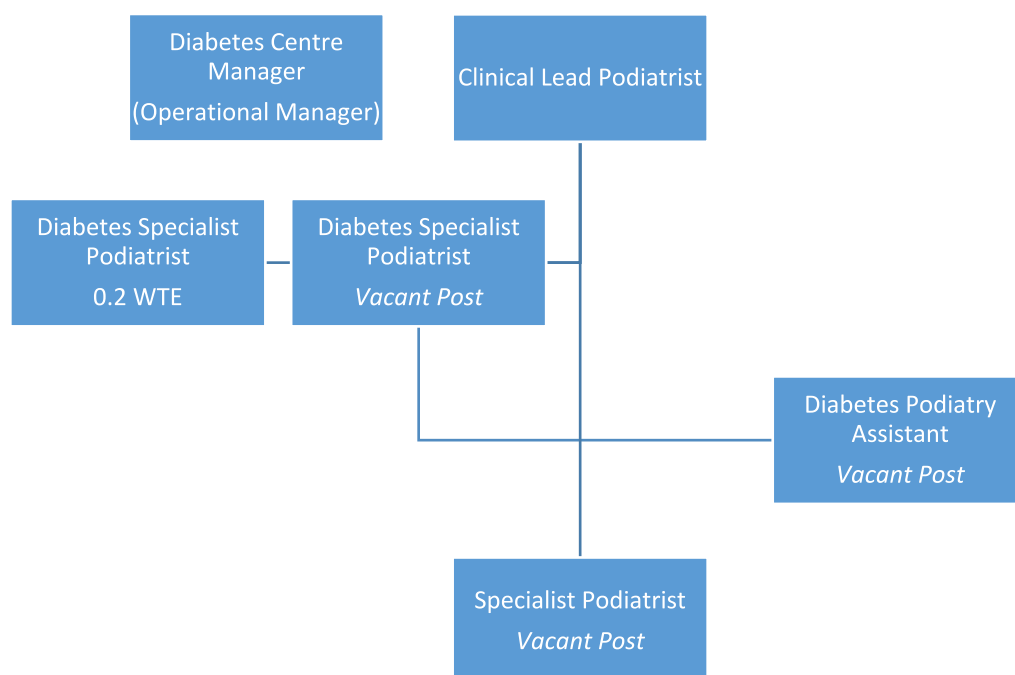
- 1.1 Provide frontline patient contact and facilitate movements of patients around the diabetes centre.
- 1.2 Take responsibility for booking in patients and providing follow-up appointments, ensuring patients with multiple appointments are synchronized and patient transport booked where appropriate.
- 1.3 Manage the clinical environment and patient waiting areas in accordance with infection control protocols; equipping clinical rooms with required stock, and equipment ensuring that stock levels are maintained during clinical sessions.
- 1.4 Provide appropriate wound therapy and pressure relief where required both autonomously and within Diabetes foot clinics.
- 1.5 Responsible for the fabrication of simple pressure relieving insoles.
- 1.6 Perform routine blood tests and blood glucose monitoring in line with policies and procedures and following appropriate training. Understand the normal range of glycaemia and report readings outside this range to the appropriate person.
- 1.7 Provide routine nail care and reduction on gryphotic nails using a nail drill.
- 1.8 Complete first level diabetes foot screening, reporting any identified risk factors to the podiatrist.

- 1.9 Assist in the development and be responsible for the provision of patient related education towards positive patient outcomes.
- 2.0 Ensure accurate documentation of all patient centred therapy in patient client records.
- 2.1 To facilitate and maintain standards of care provided by the Podiatry service and MDT.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.
Attend and participate in appropriate in-service training and development programmes.

Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Good standard of education to GCSE or equivalent, including English, Mathematics and General Science • NVQ3/QCF3 or equivalent in Health and Social Care 	
Knowledge	<ul style="list-style-type: none"> • Good understanding of healthy lifestyle • Knowledge of wound care principles 	Knowledge of diabetes and associated comorbidities
Technical / Work-based Skills	<ul style="list-style-type: none"> • The post holder must hold a current driving licence and have their own vehicle, as the post involves working at various clinics, community locations and residential homes. • Good IT skills 	<ul style="list-style-type: none"> • Phlebotomy qualification • Compression bandaging qualification
General Skills/Attributes	<ul style="list-style-type: none"> • Effective interpersonal and communication skills • Systematic and well-structured approach to problem solving with a self-motivated approach • Ability to deliver education to groups or individuals 	<ul style="list-style-type: none"> • Audit experience
Experience	<ul style="list-style-type: none"> • Ability to work with individual patients • Experience of working within a health/care environment or with the relevant patient group • Working knowledge of stock ordering systems and stock rotation • Basic administrative experience • Ability to manage own workload in a busy and fast-changing environment 	<ul style="list-style-type: none"> • Wound care experience • Understanding of the role of the profession • 1st level diabetes foot screening • Delivery of patient education
Criteria relating to Safeguarding	<ul style="list-style-type: none"> • Ability to work with vulnerable people • Experience of safeguarding in practice 	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.