**Podiatrist (Staff Grade)**

**HSE South West**

**Job Specification & Terms and Conditions**

**AMENDED**

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| **Job Title, Grade Code** | **Podiatrist Staff Grade**  **(Grade Code: 3352)** |
| **Remuneration** | The salary scale for the post is:  €44,122, €46,471, €48,404, €49,810,€51,000,€52,265, €53,528, €54,857,€59,191,€57,534,  €58,951, €50,454, €61,953, **€63,151 LSI**  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Campaign Reference** | PODPC112502 |
| **Closing Date** | 8th April 2025 by 12 noon |
| **Proposed Interview Date (s)** | To be confirmed; candidates may be called for interview at short notice. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | There are a number of posts available across Cork and Kerry.  **Please note no panel will be formed as a result of this recruitment campaign.**  No additional jobs will be offered to candidates successful at interview.Once the vacancies are filled, the candidate pool will be disbanded and no further vacancies will be filled.  ‘Recommendation to Proceed’ invitations will be sent to candidates in order of merit. If candidate number 1 refuses or does not respond, it moves to candidate number 2 and so forth until the post is filled. Location of posts will be specified at Recommendation to Proceed stage. |
| **Informal Enquiries** | For Kerry posts:  [Miriam.osullivan3@hse.ie](mailto:Miriam.osullivan3@hse.ie)  For Cork posts:  [EileenP.Cronin@hse.ie](mailto:EileenP.Cronin@hse.ie) |
| **Details of Service** | The person appointed to this post will work as part of multi-disciplinary teams delivering a coordinated approach to client care. S/he will be required to work as a key worker for particular cases. |
| **Reporting Relationship** | The successful candidate will have a line management reporting structure to the Community Healthcare Network Manager/Operation Lead Chronic Disease and will receive clinical supervision and support from the Therapy Manager. |
| **Key Working Relationships** | The successful candidate will work collaboratively and dynamically with a range of internal and external stakeholders to include but not limited to:   * Community Healthcare Network Manager * Operational Manager Chronic Disease * Therapy Manager * Physiotherapy Colleagues * Occupational Therapy Colleagues * Speech and Language Therapy Colleagues * Podiatry Manager * Podiatry Colleagues * Dietician Colleagues * Social Work Colleagues * Administration team Colleagues * Public Health Nursing Department Colleagues   And any other stakeholders in order to achieve organisational expectations, service need and service objectives. |
| **Purpose of the Post** | To work as part of multi-disciplinary teams in providing a quality, person-centred, evidence based podiatry service to meet the needs of service users. |
| **Principal Duties and Responsibilities** | *The Podiatrist Staff Grade will*  **Professional / Clinical**   * Ensure professional standards are maintained in accordance with the requirements as set out by CORU <https://www.coru.ie/files-codes-of-conduct/podrb-code-of-professional-conduct-and-ethics-for-podiatrists.pdf> * Work as part of the podiatry team and assist in the day to day running, co-ordination and prioritisation of the podiatry service within the designated work / activity areas. * Co-operate 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. * Collect access data on the footcare service that will allow the hospital site to be audited. * Provide data reports to Primary Care using nationally agreed metric templates or for acute reports to the National Diabetes Programme, Working Group and Regional Co-ordinator of Clinical Programmes. * Manage a clinical caseload appropriate to the post. * Support models of best practice / evidence based practice. * Be directly responsible for the assessment and treatment of patients referred. * Inform and facilitate clients in assessing other appropriate healthcare and support services, including referral to more specialist services if required. * Be responsible for the recording and updating of notes following assessment and treatment of patients. * Monitor and evaluate outcomes of treatment for individual patients. * Work as part of a multi-disciplinary team and liaise with other staff and disciplines, attend case conferences, and meetings as appropriate. * Engage in team building and change management initiatives. * Participate in community needs assessment and ongoing community involvement. * Participate in the development and presentation of Health Promotion packages for service stakeholders. * Develop and maintain good working relationships with team members, hospital staff and specialist services to ensure an integrated service for clients. * Coordinate clinical appointments, manage time efficiently and ensure that deadlines are met. * Participate in specialised clinics under supervision. * Work independently or as part of a team. * Understand and adhere to the policies, procedures and protocols of the Service and to participate in the development of such policies as appropriate.   **Education and Training**   * 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. * Participate in continuous improvement and other quality initiatives supervised by a designated mentor / Senior Podiatrist / Podiatry Manager. * Provide training and supervision to other staff as required, sharing knowledge to maintain professional standards and good work practice. * Discuss present performance and future development needs with the Podiatry Manager / Senior Podiatrist or designated mentor. * Actively seek opportunities to improve client care within resources available. * Work effectively using common computer software packages and engage in Information Technology development as it applies to client and service administration. * Be responsible for keeping up to date with organisational development within the Health Service Executive. * To participate in the practice education of student Podiatrists. * Engage in the HSE performance achievement process in conjunction with your Line Manger and staff as appropriate.   **Health and Safety**   * 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. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility 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). * Have 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 as appropriate to the role. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Administration**   * 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 the Senior Podiatrist / Podiatry Manager. * Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, individual care plans and shared care arrangements. * Be responsible and accountable for the care and maintenance of equipment and stock control and other such duties that may be assigned by the Senior Podiatrist, e.g. to be responsible and accountable for the economical use of resources of the Service. * Communicate with senior and/ junior staff and write reports and present data as required. * Collate and submit activity data / prepare and maintain such records as are required by the Senior Podiatrist / Podiatry Manager. * Ensure the correct completion, storage and handling of records and reports. * Be aware of the implications of the Freedom of Information legislation and GDPR. |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application:**   |  | | --- | | **1. Statutory Registration, Professional Qualifications, Experience, etc.**  **Candidates for appointment must:**  **(i)** Be registered, or be eligible for registration, as a Podiatrist by the Podiatrists Registration Board at CORU.  **AND**  **(ii)** Candidates must have the requisite knowledge and ability (including a high  standard of suitability and professional ability) for the proper discharge of  the duties of the office.  **AND**  **(jii)** Provide proof of Statutory Registration on the Podiatrists Register maintained by the Podiatrists Registration Board at CORU before a contract of employment can be  issued |   **2. Annual registration**  (i) On appointment, practitioners must maintain annual registration on Podiatrists Register maintained by the Podiatrists Registration Board at CORU  **AND**  (ii) Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).  **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.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Other requirements specific to the post** | Have access to appropriate transport to fulfil the requirements of the role. |
| **Skills, competencies and/or knowledge** | *The candidate must demonstrate*  **Professional Knowledge and Experience**   * Demonstrates a high level of clinical knowledge to carry out the duties and responsibilities of the role. * Demonstrates knowledge of the various theoretical models and approaches that apply in current podiatry practice. * Demonstrates knowledge of a range of appropriate therapeutic interventions relevant to the client group and an ability to apply knowledge to best practice. * Demonstrates the knowledge, abilities and clinical skills required to provide safe, efficient and effective service in the area of practice. * Maximises the use of ICT; computer skills particularly Microsoft Office, Outlook etc. and willingness to develop IT skills relevant to the role.   **Planning and Managing Resources**   * Evidence of effective planning and organising skills including awareness of resource management and importance of value for money. * Effective time management skills including the ability to effectively prioritise tasks. * The ability to foresee potential problems or competing priorities and takes the appropriate actions. * Takes responsibility for the achievement of delivery targets.   **Team Player Skills**   * The ability to work independently as well as part of a team. * The ability to build and maintain relationships and understands and values individuals and their respective professional roles. * Actively communicates and consults with team members / relevant others as required * The ability to react constructively to setbacks and is able to both give and receive feedback.   **Commitment to Providing a Quality Service**   * A commitment to providing a quality service and is sympathetic and understanding of the needs and expectations of others. * Clinical knowledge and understanding of quality issues relating to services. * Innovation, enthusiasm, and self-motivation in their approach to service delivery, health promotion and customer care. * The ability to provide a flexible service, is adaptable and open to change.   **Evaluating Information and Judging Situations**   * Formulates, articulates and demonstrates sound clinical reasoning. * Within practice, demonstrates responsible decision making. * The ability to evaluate information, problem solve and make effective decisions. * The ability to establish integrity by ensuring that the professional, ethical and safety factors are fully considered in decisions. * The ability to recognise when it is appropriate to refer decisions to a higher level of authority or to include other colleagues in the decision.   **Communication and Interpersonal Skills**   * Effective communication skills (written and verbal). Tailors the communication method and the message to match the needs of the audience. * Effective interpersonal skills. Is patient and understanding and anticipates and recognises the emotional reactions of others when delivering sensitive messages. * Good negotiation skills and is assertive as required. |
| **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 progressing 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. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.  Read more about the HSE’s commitment to Diversity, Equality and Inclusion – [www.hse.ie](http://www.hse.ie) |
| **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 CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf). |
| 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 (Staff Grade)**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancies include part time and full time posts, both specified purpose contracts and permanent posts are available.  **Please note no panel will be formed as a result of this recruitment campaign.**  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting 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 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| Probation | Every appointment of a person who is not already a permanent 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 Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/). |
| **Infection Control** | Have a working knowledge of 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 as appropriate to the role. |
| **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 [writing your site or service safety statement](https://www2.healthservice.hse.ie/organisation/national-pppgs/writing-your-site-or-service-safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)