**Senior Podiatrist**

**Primary Care Community Healthcare South West (Cork& Kerry)**

**Job Specification & Terms and Conditions**

**AMENDED**

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| **Job Title, Grade Code** | **Podiatrist Senior**  **(Grade Code: 3346)** |
| **Remuneration** | The salary scale for the post is:  €62,038, €63,362, €64,726, €66,077, €67,430, €68,854, €70,353, €71,448, **€73,048 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** | PODPC11259 |
| **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 post inquiries: [Miriam.osullivan3@hse.ie](mailto:Miriam.osullivan3@hse.ie)  For Cork post inquiries: [Catherine.brugger@hse.ie](mailto:Catherine.brugger@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 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 * Therapy Manager * Physiotherapy Colleagues * Occupational Therapy Colleagues * Speech and Language Therapy Colleagues * 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** | The provision of a quality Podiatry Service service in line with standards of Podiatry practice. To provide quality, client-centred Podiatry assessment and treatment to identified client groups at designated centres as directed by the Podiatry Manager. |
| **Principal Duties and Responsibilities** | *The Podiatrist, Senior 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 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 foot care service that will allow hospital site to be audited. * 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. * Monitor and evaluate outcomes of treatment for individual patients. * Be responsible for the recording and updating of notes, following assessment and treatment of patients. * Develop and present Health Promotion packages for service stakeholders. * 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. * 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. * Partake in the allocation of work amongst staff within the clinical area so as to ensure a high standards of service to patients and a good staff morale.   **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. * Act as a mentor, providing advice and support to junior staff, sharing knowledge to maintain professional standards and good work practice. * Discuss present performance and future development needs with the Clinical Specialist Podiatrist. * 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. * Actively participate in the placement, supervision and mentoring of undergraduate podiatry students. * Engage in the HSE performance achievement process in conjunction with your Line Manager 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 with adequate and developed according to patients needs in consultation and agreement with Clinical Specialist Podiatrist. * Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, individual care plans and shared care arrangements. * Understand and adhere to the policies, procedures and protocols of the Service and participate in the development of such policies as appropriate. * 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. * Be responsible and accountable 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 by theline manager. * Be aware of the implications of the Freedom of Information legislation and GDPR.   **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 them from time to time and to contribute to the development of the post while in office.** |
| **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:**   1. Be registered, or be eligible for registration, as a Podiatrist by the Podiatrist Registration Board at CORU.   **AND**   1. Have 3 years full time (or an aggregate of 3 years full time) post qualification clinical experience.   **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**  **(iii)** Provide proof of Statutory Registration on the Podiatrist 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** | **Professional Knowledge and Experience**   * Demonstrate a high level of clinical knowledge / can clearly and methodically assess and analyse the problem / situation. * Demonstrates an awareness of the signs/ symptoms of conditions for which podiatry is / is not indicated * Demonstrates appropriate knowledge of the presenting condition of the patient/ client in this situation * Demonstrates knowledge of the various theoretical models and approaches that apply in current podiatry practice * Knowledge and experience of effective models of Podiatry assessments and treatments including: * 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 prescription and fitting of orthotic devices, casting techniques and provision of off-loading devices. * Knowledge of tissue viability and experience in treating chronic diabetes food ulceration. * Knowledge of advanced vascular and neurological investigation * A high standard of local wound care including sharp debridement skills and knowledge of standard and advanced topical therapies (e.g. wound dressings, Versajet, 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. * 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. * 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. * Demonstrates knowledge of health promotion and disease management. * 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**   * Demonstrates the ability to plan activities and co-ordinate resources to ensure value for money and maximum benefit for the organisation * Demonstrates the ability to work in a structured and planned manner * Is flexible and adaptable; prioritises the most important tasks on an ongoing basis * Delegates tasks appropriately   **Managing and Developing (Self and Others)**   * The ability to work independently as well as part of a team * Adapts management style to suit the demands of the situation and the people involved * Works with staff and students to set and achieve goals in line with departmental and organisational objectives * 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.   **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. * Demonstrate innovation, enthusiasm and self-motivation in their approach to service delivery, health promotion and customer care. * Clinical knowledge and understanding of quality issues relating to services. * Is open to change; promotes and embraces change and improvements   **Evaluating Information and Judging Situations**   * Formulates, articulates and demonstrates sound clinical and professional judgement consistent with accepted models of Podiatry practice * The ability to evaluate information, problem solve and make effective decisions. * The ability to make decisions in a transparent manner by involving and empowering others where appropriate. * The ability to explain the rationale behind decisions confidently when faced with opposing or competing demands. * Balances professional concerns with the practices and protocols of the administrative function in an appropriate manner   **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. Demonstrates sensitivity, diplomacy and tact when dealing with others. Is patient and tolerant when dealing with conflict or negative attitudes from others. * Maintains a professional relationship in all communications, treating others with dignity and respect * Strong negotiation skills, remains firm but flexible when putting forward a point of view. |
| **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](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **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 (Senior)**

**Terms and Conditions of Employment**

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| **Tenure** | 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.**  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)