

AGE UK REDBRIDGE, BARKING AND HAVERING, BARKING & HAVERING

JOB DESCRIPTION Ref: 04/2023

JOB TITLE:	Foot Health Practitioner
HOURS:	Zero hours' contract
SALARY:	£13 per hour
REPORTS TO:	Senior Manager for Befriending, Falls and Home Support Services.
LEAVE:	5.6 working weeks pro rata, inclusive of any public/bank holidays, averaged from hours actually worked
MAIN AIM	To provide a Nail Cutting Service for elderly clients within a venue setting

MAIN RESPONSIBILITIES AND DUTIES:

- 1.To provide high quality Foot care services to clients.
- 2.To deliver cost effective, quality Foot care services which are in line with Age UK RBH'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, recognising when treatment needs to be escalated to a more senior clinician to ensure the best outcome for the patient. Ability to act upon this and ensure timely onward referral.
- 4.Prepare the clinical area for use, being aware of risk of cross infection and infection control. Always maintaining adequate supply of materials required
- 5.Ensure that up to date records are maintained and any changes in client's personal circumstances, medical history and medications are recorded at each appointment

6. 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.
7. Monitor treatment plans and decide when alternative courses of action need to be implemented.
8. Actively promote foot health education to patients and carers
9. Encourage service users to feedback on their experiences, ensuring this information is shared with members of the team and is used to improve satisfaction.
10. Interact positively with clients and staff to deliver service improvements where required.
11. Support the management of risk with the service by highlighting concerns to the Senior Manager by recording any risks and working proactively to reduce risk.
12. To ensure effective communication of confidential clinical information to clients and other health professionals.
13. 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.
14. To deal appropriately with any problems or requirements presented by the client either directly or via referral to the Senior Manager.
15. To provide regular reports concerning progress in relation to clients' care plans and agreed outcomes to the Senior Manager.
16. To provide flexible cover for colleagues in the event of sickness etc. and work as part of a team.
17. To adhere to guidelines set in relation to conflict of interest
18. To follow daily duties including handling of payment and storage of cash

GENERAL

1. Attend regular supervision sessions and annual appraisal meetings.
2. Attend staff meetings, training courses and appropriate meetings as required by Age UK Redbridge, Barking and Havering.
3. Undertake such other duties that are consistent with the general nature and level of the post as required by the Senior Manager or CQC Registered Senior Manager.
4. Comply with all Age UK Redbridge, Barking and Havering policies, with particular regard to the equalities and diversity, health and safety, safeguarding adults, and confidentiality policies.

Age UK Redbridge, Barking and Havering Person Specification Foot Health Practitioner

Knowledge and Experience

1. Relevant Foot Health Practitioner Qualification or equivalent (essential)
2. Previous experience of providing Toe Nail Cutting Service (desirable but not essential)
3. Understand the issues which affect older people

Skills and Abilities - Able to

1. Organise, prioritise and plan clinics acceptable to clients
2. Ability to observe, record and report back to the Senior Manager changes in the clients' health, needs or circumstances
3. Abilities to maintain accurate records for monitoring, evaluation and auditing purposes
4. Ability to use databases
5. Work as part of a team and be able to communicate with Senior Manager
6. Work unsupervised and use own initiative
7. Communicate effectively – in both written and verbal form

General

1. Awareness of the need to provide a consistent level of service whilst looking for opportunities to improve the service
2. A flexible and positive approach
3. A commitment to continuous improvement and self-development
4. Commitment to all Age UK Redbridge, Barking and Havering policies, with particular regard to the equalities and diversity, health and safety, safeguarding adults, and confidentiality policies.
5. Willing to undergo an enhanced check by the DBS prior to commencement