



Job Description

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| Job Title | Podiatrist |
| Responsible to | Director |
| Salary | Dependent on Experience |
| Hours | Part-time – to be discussed |

Job Purpose

To provide a high standard podiatry service undertaking all aspects of clinical duties, ensuring customers have excellent treatment experience.

Main duties and responsibilities

- To provide a high standard podiatry service, being responsible for the treatments' outcome and ensuring a satisfactory experience and service to the patient.
- To perform a wide range of podiatry treatments including but not limited to biomechanics, Swift Microwave Therapy, Nail Surgery, Diabetic Assessment and foot healthcare, Corns, Callus, and nail care.
- To keep accurate electronic records of treatment and advice given on Cliniko.
- To keep the work-station clean, tidy, and stocked with the relevant tools/supplies.
- To regularly inspect equipment and report any defects or problems.
- All used equipment is to be removed from the treatment room after each patient and sterilized.
- Cleaning the treatment room between each patient and to help with the end of day cleaning the clinic.
- To promote the full range of products within the clinic, share with patients to improve sales.
- To deal effectively with complaints, ensuring that these are dealt with according to the procedures and escalated when necessary.
- To work as part of a team to implement new procedures and protocols regarding health, safety, hygiene, clinical standards, and treatment protocols across the clinic, proposing and recommending improvements in all areas of the podiatry clinic.
- To assist and attend training sessions when asked and to identify development needs to promote continuous development of company staff.
- Act as an ambassador and undertake representation duties as required on behalf of the company to events, press, clients, and other bodies.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall objectives. Any other duties which may be regarded as within the nature of the duties and responsibilities of the post as defined, subject to the provision that normally any changes of a permanent nature shall be incorporated into the job description in specific terms following consultation.

Person Specification

| Qualifications | Essential | Desirable |
|------------------|--|--|
| | Podiatry Degree registered with the HCPC Experience working with clinic software | Experience working with Cliniko |
| Experience | | |
| | Strong focus of exceptional customer facing role. | Proven experience as a Podiatrist Proven experience of working within a clinic environment. |
| Skills/knowledge | | |
| | Managing workplace activities safely Manage resources effectively Organised and a team player | Evidence of working well under pressure |
| Motivation | | |
| | Commitment to the clinic's ethos & values Build effective relationships Client focused and professional approach | |
| Other Factors | | |
| | Willingness to undertake appropriate professional development Excellent written and oral communication skills Able to display a high level of integrity and discretion/confidentiality Take ownership and control | Current First Aid Certificate or willing to undertake |