

# PROGRESS *your* CAREER



## Podiatry Apprentice Band 3 (Internal)

Job Description and Person Specification

# Job Description

**JOB TITLE:** Podiatry Apprentice  
**BAND:** Matched to current grading (3)  
**WORKING PARTTERN:** Full-time  
**CONTRACT:** Apprenticeship/ Fixed Term  
**RESPONSIBLE TO:** Podiatry Manager  
**KEY RELATIONSHIPS:**

Internal	External
NELFT Apprenticeship Team Podiatry Services Podiatry Clinical Educators Own Team Line Manager Other members of MDT	University of Plymouth (UoP) GP and primary care networks Acute Hospital/s Royal College of Podiatry Other healthcare Trust ( <b>Placements</b> )

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

### Aim of the role:

The expectation of this post holder will be to support their team, department and organisation to achieve the Trust’s Values in their day to day work. These are:

- We are kind
- We are respectful
- We work together with our communities

The apprentice degree programme provides a pathway to a career in Podiatry. The programme will help you to develop and maintain the knowledge, skills and competencies of a qualified Podiatrist while working as a Therapy Assistant for the NHS. Following successful completion of the programme, you will be awarded a degree-level equivalent qualification (level six) and can move into a role as a qualified Podiatrist. As an apprentice you will combine academic and work-based learning to become a qualified Podiatrist. During the programme you will be an employee of NELFT NHS Foundation Trust and a student at University of Plymouth.

This is a developmental role via the BSc (Hons) Podiatry (degree Apprenticeship route) fulltime over 3 years. You will work towards successful completion of BSc (Hons) in Podiatry and enable Health and Care Professions Council (HCPC) registration as an Allied Health Professional (AHP) Podiatrist. You will develop and maintain knowledge, skills and competencies related to the role of a Podiatrist through your apprenticeship within the Podiatry service as well as through

completion of the Podiatry Apprenticeship training programme. This includes working in clinic and community care settings, and delivery of direct person-centred care. Whilst undertaking this training you will work within the service as a Podiatry Apprentice, where your role will reflect your learning.

The apprentice experience assumes increasing importance in the quality monitoring of programmes and in particular within Podiatry as this has a significant impact on patient care and in retention of apprentices to become active citizens of the health and academic community to which they belong. This applies equally to the apprentice studying with the University of Plymouth. An apprentice's ability to negotiate the academic demands of a programme of study and integrate into peer networks is essential to their retention and success; apprentices will have the same opportunities provided through the University of Plymouth as all other students with full access to resources and supporting mechanisms. Apprentices will enter into a vibrant learning community with the additional benefit of a practice-oriented environment. The situational nature of the practice environment is pivotal to the apprentice experience, embedding learners into care teams they gain the ability to instantly apply received knowledge into the practice environment.

BSc (Hons) Podiatry (degree apprenticeship route) programme will be facilitated through a work-based learning approach underpinned via blended learning. The apprentice will be based, as an employee, within a particular organisation and the programme will integrate both academic and work-based learning approaches through the close collaboration established between the University of Plymouth and employers. The situating of the programme within the practice environment improves accessibility for students, removing the imperative of daily commutes whilst simultaneously due to student employment by NELFT. Students will spend a large proportion of their time on the programme within workplace-situated environments. In this environment they will learn under close supervision of experienced tutors and supervised in all aspects of clinical practice. The close nature of this learning environment provides opportunities not currently granted by a university-based programme of learning, namely the simultaneous integration of accrued knowledge into the practice environment.

Learning environments will be multiple within this arrangement, with students exposed to the delivery of podiatric practice in clinical, ward and domiciliary environments alongside organisational aspects of podiatric practice – case study conferences, meetings, and team activities. The variety in these settings provides the learner with a holistic learning experience, interacting inter-professionally through active participation in shared-care pathways.

The aim of the degree apprenticeship is to produce compassionate, competent, and confident Podiatrists at academic level 6 (BSc (Hons) Podiatry), qualified to deliver a wide range of clinical, care and interpersonal skills underpinned by a systematic knowledge base.

On successful completion of the programme, you will be equipped with the appropriate knowledge, skills, attitudes, and behaviours to ensure competence at the point of qualification. You will have the capability to continue to meet HCPC regulatory standards and the Royal College of Podiatry (RCoP) professional standards throughout your professional career.

The academic part of the training will be provided by Plymouth University, whilst Practice Placements will be arranged by NELFT, where you will undertake modules as detailed below: -

<b>BSc Podiatry</b>
Introduction to podiatric practice
An introduction to podiatric clinical practice
Human anatomy and physiology
Lower limb studies 1
Person-centred care
Professional and inter-professional working
Research methods
Pharmacology
Minor surgery
Complex podiatric medicine
Leadership and clinical education

### Key Responsibilities:

- To attend University and clinical placements as set out in the BSc (Hons)Podiatry programme.
- To complete and pass academic modules and clinical placements to the required standard in order to progress through the programme.
- To ensure timely achievement of assignments and assessments in accordance with the academic programme requirements.
- To gain experience during the period of the apprenticeship in a wide range of clinical areas.
- To participate in tripartite reviews, with the University and the employer. These are a requirement of the apprenticeship.
- To complete and pass the End Point Assessment.
- To organise and manage a clinical caseload, which will include gaining knowledge and experience of providing podiatric care for patients with a variety of conditions including diabetes, rheumatological and biomechanical problems.
- To gain knowledge and skills to assess, diagnose, develop and implement individualised treatment programmes for patients with a wide variety of clinical needs, including acute or chronic neuropathies, chronic diseases, vascular problems and wound management.
- To provide appropriate education to patients with diverse foot pathology, utilising analytical and reasoning skills in this process in order to empower the patient and others to participate in the patient's self-care.
- To gain experience during the period of the apprenticeship in a wide range of clinical

areas including diabetes, rheumatology, biomechanics, tissue viability, nail surgery and wound management.

### Clinical Skills

- To work under supervision of the Podiatrist – see tables (main duties and responsibilities) below.

### BSc (Hons) Podiatry – on successful completion graduates should have developed:

INTENDED PROGRAMME LEARNING OUTCOMES		
		Teaching/learning methods and strategies
A. Knowledge & Understanding of	<ol style="list-style-type: none"> <li>1. Demonstrate fitness for purpose, practice and professionalism in the discipline of podiatry.</li> <li>2. Identify the possibility of new concepts within existing knowledge frameworks and approaches.</li> <li>3. Techniques and methods of assessment, intervention and outcome measuring embedded in an evidence-based practice philosophy.</li> <li>4. Reliability, validity and significance of evidence to support conclusions and / or recommendations.</li> </ol>	<p>The programme utilises a variety of learning and teaching methods. Knowledge is gained through webinars, seminars, video content, podcast, critique of research papers and guided study. Tutorials are used to provide students with opportunities to develop and clarify their understanding. All learning is supported by directed study of textbooks, journal articles (hard copy or electronic) and other online resources. The research evidence available to podiatrists is emphasized throughout the programme. Inter-professional learning takes place within clinical practice and is driven through e-portfolio learning outcomes.</p> <p>Assessment</p> <p>A variety of assessment methods are used to assess knowledge and understanding, for example – essays, viva voce's, group work, poster presentations and the e-portfolio which utilized to assess knowledge, practical skills and understanding of the student. Formative and summative assessments are used to help students to develop confidence in the assessment process.</p>

		Clear criteria are provided for all assessments in the module handbook.
B. Cognitive & intellectual skills – able to:	<ol style="list-style-type: none"> <li>1. Work with ideas at a level of abstraction, arguing from competing perspectives.</li> <li>2. Demonstrate confidence and flexibility in identifying and defining complex problems.</li> <li>3. Apply knowledge in unfamiliar contexts, synthesising ideas or information to generate novel solutions.</li> <li>4. Identify, select and uses investigative strategies and techniques to undertake a critical analysis, evaluating the outcomes.</li> <li>5. Use critical reflective processes for the advancement of podiatry care delivery and continuing professional development.</li> </ol>	<p>Reflective, analytical and critical skills are developed both in the academic and practice environment by seminars, tutorials, webinars and supervised clinical practice. Lead lectures are used to identify key issues. Sessions may be delivered by University lecturers, outside specialists, carers or clients. The use of the e-portfolio will enable students to take responsibility for their own learning. Research skills enable students to further develop the intellectual skills of critique, analysis, synthesis and evaluation.</p> <p><b>Assessment</b></p> <p>The assessment of cognitive skills is achieved by the use of individual project work, essays, case study reports, presentations and viva voce's. The students will take responsibility for their own learning through the implementation of a research project with guidance from a research tutor.</p>
C. Key and Transferable skills – students will be expected to:	<ol style="list-style-type: none"> <li>1. Demonstrate and evaluate effective oral and written communication skills.</li> <li>2. Demonstrate highly developed analytical skills.</li> <li>3. Work effectively as a member of a team collaboratively and proactively to promote best practice.</li> <li>4. Accurately summarise information and convey logically critiqued and</li> </ol>	<p>Transferable skills are covered in a variety of modules and are developed through the e-portfolio, webinars and discussion. Interactive electronic resources and e-learning materials are available through the University Portal and VLE</p> <p><b>Assessment</b></p> <p>Transferable skills are assessed in a variety of modules by essays, viva voce, presentations and the e- portfolio. Formative online assessments enable students to develop confidence in handling electronic resources</p>

	synthesised interpretations in a coherent manner.	
D. Employment related skills – students will be expected to:	<ol style="list-style-type: none"> <li>1. Engage in and promote CPD and lifelong learning.</li> <li>2. Application of management and leadership theory to organisational culture.</li> <li>3. Manage time and prioritise financial, physical and human resources to optimise podiatry practice.</li> </ol>	<p>Transferable skills are covered in a variety of modules and are developed through the e-portfolio, webinars and discussion. Interactive electronic resources and e-learning materials are available through the University portal and VLE</p> <p>Assessment</p> <p>Transferable skills are assessed in a variety of modules by essays, viva voce, presentations and the e-portfolio. Formative online assessments enable students to develop confidence in handling electronic resources</p>
E. Practical skills – able to:	<ol style="list-style-type: none"> <li>1. Demonstrate safe practice through achieving a pass level of competency in each section of the e-portfolio.</li> <li>2. Appropriate range of established subject-specific techniques.</li> <li>3. Demonstrate understanding of appropriate delegation and accountability for professional tasks.</li> <li>4. Take responsibility for engaging and utilising the outcomes of research activity.</li> </ol>	<p>Practical and professional skills are key aspects of a professional programme and occur in all years in academic modules studied and are promoted within the e-portfolio. The apprentice undertakes eight hours of supervised clinical practice per week.</p> <p>Clinical Educators meet regularly with students as part of the supervision process to consider learning needs and placement objectives. Academic Workplace tutors with Clinical Educators and apprentices maintain close links in order to help apprentices integrate theory and practice throughout the curriculum. The Clinic Educators across England will undertake a Clinical Educator Learning Development programme before their apprentice starts the programme. An online community will be facilitated to support Clinical Educators in their role, to share best practice and collaboration.</p> <p>Assessment</p> <p>Professional and practical skills and attributes are assessed in a range of ways including practical demonstrations, viva voce, e-portfolio and presentations and</p>

		within the clinical environment. Self-appraisal and reflection are assessed through the e-portfolio, essays and assignments.
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## Leadership

- To participate in the development of an effective team and the development of productive working relationships throughout the Trust.
- To actively promote integrated health professional working internally and externally.
- To support the development of a positive and supportive team culture.
- To take an active interest in working parties and groups within the Trust to develop and improve on service delivery, protocols and guidelines.
- To participate in the audit process, linking in with the clinical governance agenda.
- To advise, encourage and share knowledge utilising the latest research and practice development, through literature and peer reviews.

## Administration

- To be computer literate.
- To ensure accurate recording of actions, and updating patient's records, maintaining confidentiality at all times.
- To take part, and assist, in the planning and administration relating to day to day running of the caseload.

## Communication

- To work effectively with other staff and members of the community (e.g. District Nurses, care staff, carers and relatives) in order to implement patient care plans as determined by podiatrist. To ensure good communications are maintained at all times to achieve the desired outcomes.
- To liaise with clerical staff around appointments and communication with patients and professionals.
- To establish and maintain positive interpersonal relationships with other staff which are characterised by open communication, trust and respect.
- To ensure effective communication of sensitive and confidential information to patients, relatives and carer's where there maybe barrier's to understanding, which requires interpersonal and negotiating skills.
- To demonstrate empathy with clients, carers, families and colleagues ensuring that effective communication is achieved, particularly when barriers to understanding exist.
- To deal with patient expectations and needs sensitively and persuasively.

- To maintain accurate records of all patient consultations and related work carried out at each clinical session, including computerised data collection.
- To ensure that all information relating to clients and staff gained through employment with the Trust is kept confidential.

## Training

- BSc (Hons) Podiatry is linked to academic level 4/5/6.
- To ensure own continued professional development and support a culture of lifelong learning in self and others.
- To undertake, and assist, in the planning of own mandatory training and workshops.
- To undertake a regular appraisal, developing a personal development plan that includes clinical competencies reflecting the health needs of the local population and relates to Trust strategy.
- To support new staff and their integration within the team.
- To support training as part of the role including changes to professional development and implementation of new policies and guidelines.
- To take part in student placement schemes offering demonstrational opportunities for both podiatry students and students from other disciplines as appropriate
- Actively contribute own development and learning through supervision and reflection.

## Additional Information

Additional information about protocols and guidelines while working at NELFT are outlined in [this document](#).

### Key Performance Indicators (KPI) and Objectives

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

### Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

### Other Duties

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.

**Date last reviewed:** 21<sup>st</sup> April, 2026

**Date to be reviewed:** 21<sup>st</sup> April, 2027

## Person Specification

Please note if you do not meet all the criteria listed in the person specification, we encourage you to still apply, and development needs can be discussed at the interview.

Demonstration of Trust Values	Essential	Desirable	Measurement
<ul style="list-style-type: none"> <li>We are kind</li> <li>We are respectful</li> <li>We work together with our communities</li> </ul>	✓		Application Form Interview

Qualifications	Essential	Desirable	Measurement
Grade A* - C (9 – 4) in GCSE English and Maths or equivalent. <a href="#">Click here for guidance on qualification levels.</a>	✓		Application Form Interview
GCSE minimum grade C/4 in a science subject		✓	Application Form Interview
120 UCAS points / A Levels with a science background or equivalent (e.g. Level 3 in Care, Access to HE Diploma)	✓		Application Form Interview
Must meet University of Plymouth entry requirement – <a href="#">BSc (Hons) Podiatry Degree Apprenticeship - University of Plymouth</a>	✓		Application Form Interview
Care Certificate	✓		Application Form Interview

Permanent member of NELFT staff and have completed your probationary period	✓		Application Form Interview
Currently and lawfully resident in the UK for the last 3 years	✓		Application Form Interview
Right to work in the UK for the duration of the planned apprenticeship	✓		Application Form Interview
Not be undertaking any other government funded training programme	✓		Application Form Interview

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Measurement</b>
Previous experience of working in a relevant assistant role	✓		Application Form Interview
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>Measurement</b>
An awareness of NHS priorities	✓		Application Form Interview
Understanding of the scope of the role of the Podiatrist and Podiatry assistant in context of the team and the organisation, and how the role may contribute to service development	✓		Application Form Interview

<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Measurement</b>
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Sufficient keyboard skills for data input and letter writing and ability to use MS office or similar internet and email	✓		Application Form Interview
Ability to use patient information systems to input data and clinical treatment	✓		Application Form Interview
Ability to empathise and sympathise with a diverse range of people remaining professional at all times.	✓		Application Form Interview
Ability to plan, organise and co-ordinate work under own initiative, be flexible and prioritise competing demands for attention to provide best care available to patients in case which may involve changing plans where necessary.	✓		Application Form Interview
Able to convey tasks and actions to colleagues and service users.	✓		Application Form Interview
Ability to develop & maintain positive working relationships with professionals and non-professional colleagues & clients	✓		Application Form Interview

Ability to work effectively as a team player under appropriate supervision, and as part of a multi-disciplinary team	✓		Application Form Interview
Ability to assist patients to achieve safe working environments for treatments to be carried out.	✓		Application Form Interview
Ability to perform treatments in a variety of settings such as clinics, residential homes, patients own homes and nursing care sites.	✓		Application Form Interview
Insight into how to reflect and evaluate own strengths and development needs, seeking advice where appropriate.	✓		Application Form Interview
Fine motor dexterity which will become more advanced throughout the apprenticeship to enable use of fine instruments in podiatry treatment	✓		Application Form Interview
Ability to develop skills needed to provide direct care patient, with frequent exposure to highly	✓		Application Form Interview

unpleasant working conditions. (ulcer debridement, tissue breakdown and body fluids, dusts and adhesives)			
Ability to hear distressing news from patients when discussing treatment plans and during consultations when patients share their life experiences	✓		Application Form Interview
Excellent communication skills, both verbally and in writing, confident and articulate	✓		Application Form Interview

Other	Essential	Desirable	Measurement
To be able to travel efficiently throughout the area	✓		Application Form Interview
Ability to drive, access to own transport, current driving licence, transporting equipment needed for patient care and education sessions in and out of a car	✓		Application Form Interview