**PODIATRY ASSISTANT**

ROLE PURPOSE: *perform clinical support tasks to increase the efficiency and quality of the podiatry service by optimising clinician scope of practice*.

*Clinical decision making is always outside of SCOPE OF PRACTISE*

**TASKS**

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| **FRONTLINE** | **BACK OFFICE** |
| 1. Manage clinical environment – treatment room; obtain dressings, instruments and equipment; restock, prep chart documentation
 | 1. Instruments monitored and delivered to/from central sterilisation
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| 1. Escort patient from reception to and from tx room (perhaps with mobility aids), assist patient into tx position, assist patient with shoes or garments as required,
 | 1. Use software programs- appointment queries, chart locations, label prints, contact details etc
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| 1. Take down dressings, Clean wound/s, Redress wound/s as delegated
 | 1. Use Referrals software to find referral docs as required
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| 1. Prepare and maintain sterile field
 | 1. Stock and consumables ordering using stock software
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| 1. Scribe documentation, copy paperwork, search medical records and imaging, draft correspondence etc as instructed
 | 1. Manage cash stock and non cash-stock
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| 1. Take clinical photos, save and print for chart
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| 1. Offload footwear as delegated
 | 1. Random tasks eg. Edit procedures, log IT or equipment jobs
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| 1. Conduct clinical measurements as delegated (blood pressure or toe pressure, foot screenings) and report values to clinician
 | 1. Enter data into software
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| 1. Conduct low risk foot care as delegated
 | 1. Contribute to quality improvement and audit activities
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| 1. Inpatients – assist with wound care at bedside as delegated
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| 1. Screening – deliver Foot screening form, screen the pager and other internal referrals or calls as directed
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**KEY SKILLS**

* Aseptic technique
* Dressing techniques
* Relevant Clinical Measurement proficiency
* Clinical task instructions and/or Cert IV Podiatry units
* Clinician “soft skills” such as patient rapport
* Manual handling
* Medical record/chart protocols
* Privacy and confidentiality
* Tolerance for unpleasant smells and scenes