



## **Job Description and Person Specification**

### **Senior Podiatrist**

### **Permanent Vacancy**

**Reference: HR26E008**

**Closing Date for Applications: Wednesday, 4<sup>th</sup> February 2026**

**In-Person Interview Date: Thursday, 26<sup>th</sup> February 2026**

HR Business Services,  
St Vincent's University Hospital,  
Elm Park,  
Dublin 4.

Contact: +353 (1) 221 6062 or [recruitment@svuh.ie](mailto:recruitment@svuh.ie)



**Overview:** To work as part of multi-disciplinary teams in providing a quality, person centred, evidence based podiatry service to meet the needs of service users. The person appointed to this post will work within the Integrated Services Directorate; working as part of a multi-disciplinary team delivering a coordinated approach to client care.

**Job title / Grade:** Senior Podiatrist Diabetes

**Reports to:** Podiatrist Manager

## **Key Duties and Responsibilities**

### **Professional / Clinical**

- Data entry on the Cancer Database and/or other IT systems in accordance with relevant PPGs.
- Responsible for data quality of their own work and compliance with Data Entry Rules.
- Be aware of quality issues on the Cancer Database and inform relevant Line Managers of inaccuracies noted.
- Ensure accuracy and efficiency is maintained and that all aspects of work are kept up to date at all times.
- Validate data regularly to highlight potential data integrity problems and address data discrepancies and ensure correct action is taken.
- Implement and maintain processes to support efficient collection of data at relevant points throughout the patient pathway as service evolves.
- Validation cross-checker.
- Implement validation tracker for cross checking validated data.
- To assist with the preparation of reports for management and external agencies.
- To assist in the development of monthly trend analysis reports, which are circulated to key individuals and managers throughout the organisation.
- To liaise closely with the assigned Data Manager and/or MDT Coordinator.
- To attend MDT and clinics as required, Some MDT meetings can run early mornings, with start times of 6:30am.
- Adhere to Diabetic foot model of Care 2021 and future relevant associated publications.
- Ensure professional standards are maintained in accordance with CORU's "Standards of Proficiency for Podiatrists" and "Code of Professional Conduct and Ethics".
- 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 all staff as necessary with regard to patient care, write reports, present data as required and specifically collect required access data of the foot-care service that will allow hospital site to be audited.
- Provide data reports to the National Diabetes Programme, Working Group and Regional Co-ordinator of Clinical Programmes and RDO Offices as required
- 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 condition.
- Monitor and evaluate outcomes of treatment for individual patients
- Be responsible for the recording and updating of notes following assessment and treatment of patients

- Promote initiatives that will ensure professional practice and uniformity of standards.
- Develop and present Health Promotion packages for service stakeholders
- Work as part of a multi-disciplinary team and to 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
- Take responsibility for a number of specialist areas of practice working with a variety client groups (e.g. Diabetes foot disease, vascular, infectious disease, )
- Partake in the allocation of work amongst staff within the clinical area so as to ensure a high standard of service to patients and good staff morale
- Represent and promote the Podiatry profession confidently within service area and SVHG as a whole.
- Recognise when it is appropriate to ask for support, include others in decision-making or refer decisions to others.
- Manage own work life balance and support relevant others in the management of same

### **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
- Ensure that all newly qualified podiatrists have adequate induction and clinical supervision
- Discuss present performance and future development needs with the Clinical Specialist Podiatrist/ Podiatrist Manager
- Participate in continuous improvement and other quality initiatives
- Actively seek opportunities to improve client care within resources available
- Provide clinical placements and supervision of Podiatry Undergraduate students as required.
- Partake in induction and clinical supervision of staff grade podiatrists as requested.
- Discuss and partake in podiatry service development needs with Clinical Specialist and/or Podiatrist Manager as appropriate.
- 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
- Maintain professional registration with the Podiatrists Registration Board in CORU.

### **Health & 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
- Be responsible for risk minimisation and management of own area of work 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 and environment 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.

## **Administration**

- Participate in relevant planning activities to ensure that the foot protection services provided are adequate and developed according to patients needs in consultation and agreement with service manager
- 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. Agreed KPI's to be monitored as part of this process.
- Be responsible and accountable for the care and maintenance of equipment and stock control and other such duties that may be the Clinical Lead, 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 the Clinical Lead
- Be aware of the implications of the Freedom of Information legislation
- Notify the Podiatrist Manager of leave in accordance with hospital policies and procedures

**The above Job Description 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 him/her from time to time and to contribute to the development of the post while in office. This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.**

**The Hospital Structure is currently under review and therefore, reporting relationships may change.**

**Informal Enquiries or Role Specific Enquiries:** Ms Aideen O'Donoghue, Podiatrist Manager.  
Contact Number: 01 221 3389 or email [aodonoghue@svhg.ie](mailto:aodonoghue@svhg.ie)

## Person Specification

Factors	Essential	Desirable
<b>Qualifications</b>	<p><b><u>1. Statutory Registration, Professional Qualifications, Experience, etc.</u></b></p> <p>(a) Eligible applicants will be those who on the closing date for the competition:</p> <p>(i) Be registered, or be eligible for registration, on the Podiatrists Register maintained by the Podiatrists Registration Board at CORU.</p> <p style="text-align: center;"><b>AND</b></p> <p>(iii) 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.</p> <p style="text-align: center;"><b>AND</b></p> <p>(iii) Provide proof of Statutory Registration on the Podiatrists Register maintained by the Podiatrists Registration Board at CORU <b><u>before a contract of employment can be issued.</u></b></p> <p><b><u>2. Annual registration</u></b></p> <p>(i) Practitioners must maintain annual registration on the Podiatrists Register maintained by the Podiatrist Registration Board at CORU.</p> <p style="text-align: center;"><b>AND</b></p> <p>(ii) Confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).</p>	<p>Post graduate qualification within the area of Diabetes, Vascular, Wound Management, biomechanics, renal, orthopaedics</p>
<b>Experience (length and type)</b>	<p>Have 3 years fulltime (or an aggregate of 3 years) post qualification clinical experience.</p>	<p>Have a minimum of three years satisfactory post qualification clinical experience, two of which must be in the acute setting.</p> <p>Have the clinical, managerial and administrative capacity to discharge the functions of the role</p> <ul style="list-style-type: none"> <li>• Demonstrate depth and breadth of experience working with the Diabetic foot, to include working as</li> </ul>

		<p>part of a multidisciplinary team.</p> <ul style="list-style-type: none"> <li>• Experience and knowledge of diabetic foot pathologies.</li> <li>• Demonstrate 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.</li> <li>• Knowledge of advanced vascular and neurological investigation</li> <li>• A high standard of local wound care including sharp debridement skills and knowledge of standard and advanced topical therapies (e.g. wound dressings, negative pressure wound therapy</li> <li>• The ability to detect signs of infection and referral pathways as appropriate.</li> <li>• A sound knowledge of antibiotic therapies for diabetes foot infections.</li> <li>• Knowledge of dermatological conditions associated with diabetes.</li> <li>• Knowledge of wound management - Ability to liaise with other professionals in the care of the patient</li> <li>• Experience and knowledge of lower limb musculoskeletal</li> </ul>
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		<p>assessment and gait analysis</p> <ul style="list-style-type: none"> <li>• Knowledge of and experience in prescription and fitting of orthotic devices, and provision of off-loading devices/ casting.</li> <li>• Knowledge of tissue viability and experience in treating chronic diabetes foot ulceration.</li> <li>• Demonstrate depth and Breadth of experience working in specific clinics such as Diabetes, Wound Care, Nail Surgery, Neuropathy, vascular as relevant to the role</li> </ul>
<b>Core Competencies</b>	<ul style="list-style-type: none"> <li>• Demonstrate evidence of effective planning and organising skills including awareness of resource management and importance of value for money.</li> <li>• Decision Making &amp; Judging Situations: Demonstrate the ability to evaluate information, problem solve and make effective decisions.</li> <li>• Setting Standards &amp; Ensuring Quality: Demonstrate a commitment to providing a quality service and is sympathetic and understanding of the needs and expectations of others.</li> <li>• Managing Individual Performance: 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</li> <li>• Being the communication channel: Demonstrate effective communication and interpersonal skills.</li> <li>• Embracing the Change &amp; Service Development: Demonstrate clinical knowledge and understanding</li> </ul>	

	of quality issues relating to services. <ul style="list-style-type: none"> <li>• Creating Team Spirit, being a leader and role model</li> </ul>	
<b>Health</b>	Candidates 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.	
<b>Character</b>	Candidates for and any person holding the office must be of good character.	

### Particulars of Office:

**The appointment is:** Wholetime, Permanent, and Pensionable.

**Panel:** A panel may be formed to fill upcoming permanent and temporary, whole time and part-time vacancies over the next 6 months.

**Annual Salary:** Chiropodist / Podiatrist, Senior (3346 grade) as at 01/08/2025, pro rata

1	2	3	4	5	6	7	8	9
€63,912	€65,275	€66,681	€68,073	€69,467	€70,933	€72,478	€74,018	€75,254

These particulars are subject to change in line with overall public pay policy.

**Candidates should expect to be appointed on the minimum of the salary range and in accordance with the Department of Finance guidelines.**

**Probationary Period:** The appointee shall hold office for a probationary period of six months – The Hospital's Probation and Induction policy will apply.

**Pension Scheme:** The candidate will be entered into one of the Hospital Superannuation Schemes.

**Working Hours:** The person appointed will work a basic 35 hour week. You will be required to work the agreed roster / on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8am – 8pm over seven days to meet the requirements for the extended day services in accordance with the terms of the Framework Agreement. (Reference HSE HR Circular 003/2009). Flexibility on hours of attendance in response to service needs will be a requirement.



**Annual leave entitlement:** 29 days per annum pro rata each year. Annual leave accrued must be taken within the duration of the contract or calendar year and as agreed between the candidate and the Head of Department.

### **Additional Information**

#### **Confidentiality:**

During the course of employment staff may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

#### **Hygiene:**

During the course of employment staff members are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St Vincent's University Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

#### **Policies / Legislation:**

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

#### **Protected Disclosure Policy:**

See link below for more information on our Protected Disclosure Policy as per the Protected Disclosure (Amendment) Act 2022;

[Protected Disclosures - St. Vincent's University Hospital \(stvincents.ie\)](https://www.stvincents.ie/protected-disclosures)

#### **Please note the following:**

- The Hospital Board is not responsible for loss or theft of personal belongings
- Fire orders must be observed and staff must attend the fire lectures periodically
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital Building is not permitted.
- All staff are advised to avail of Hepatitis B Vaccination with Occupational health
- The use of personal mobile phones is prohibited.
- St. Vincent's University Hospital buildings and grounds are **smoke-free**.

**Application Process:** St. Vincent's University Hospital is an equal opportunities employer and is committed to promoting an environment free from discrimination in accordance with the Employment Equality Acts 1998 and 2004. The Hospital values diversity and recognises the benefits of having a workforce that reflects the community we serve. We are committed to equality of access to positions within the Hospital. All recruitment activity and documentation will encourage applications from all potential candidates without discrimination.

Interested candidates should apply for vacancies of interest by visiting the Hospital Careers pages: <http://www.stvincents.ie/Home/Careers.html>

- Note the closing date(s) for the submission of electronic applications are specified on the list of vacancies. St. Vincent's University Hospital are not able to accept late applications.
- It is the applicant's responsibility to ensure that they apply well in advance of the closing date.
- Any applications which are still in progress but have not been submitted after the closing date will not be registered.
- Applications for St. Vincent's University Hospital job vacancies will only be accepted through our Career website.
- St. Vincent's University Hospital may only take into account technical issues raised by an applicant if advised to our Human Resources Department prior to the advertised closing date.

**Non-European Economic Area Applicants:** While St. Vincent's University Hospital is an equal opportunities employer, in line with current Department of Jobs, Enterprise and Innovation Employment Permit requirements, applications from non-European Economic Area (EEA) will only be considered in the event that an EEA citizen cannot be found to fill the vacancy. Please note that if you are a NON-EEA applicant and are unable to supply documents (listed on [www.djei.ie](http://www.djei.ie)), you are not entitled to participate in this recruitment competition. This is in accordance with the EU Community Preference Rule. Further information is available at [www.djei.ie](http://www.djei.ie).

**Former Public Service employees:** Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including:

- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Collective Agreement: Redundancy Payments to Public Servants

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

**Persons in receipt of a pension from specified Superannuation Schemes:** Former Health Service and Public Sector Employees must adhere to the relevant prohibition of re-employment provisions where they have previously availed of a Public Service Voluntary Early Retirement or Ill Health Retirement Pension from any of the following Pension schemes:

- Local Government Superannuation Scheme (LGSS)
- Health Service Executive Employee Superannuation Scheme
- Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non-Officers)
- Nominated Health Agencies Superannuation Scheme (NHASS)
- Other Public Service Superannuation Scheme

Among the Voluntary Early Retirement Schemes referred to above are the following:

- Incentivised Scheme of Early Retirement (ISER)
- Voluntary Early Retirement Scheme 2010 (VER)

Prospective candidates must satisfy themselves as to their eligibility to be employed applying / competing for posts to be filled through this recruitment campaign.

**Abatement of Pension (Section 52 of Public Service Pensions Act 2012):** Where a person who is in receipt of a Public Service Pension (e.g. retired on voluntary age grounds) is subsequently appointed to another Public Service post, the Abatement of Pension Regulations apply. This means that in a situation where the total of a person's pension combined with their salary from their new post, exceeds the uprated (current) salary of the position from which they retired, his/her pension is reduced by any such excess amount. This provision applies irrespective of whether the relevant pension was accrued in the same Pension Scheme which applies to the new appointment, or in another Public Service Pension Scheme.

**Shortlisting:** Shortlisting will be carried out on the basis of information supplied on your curriculum vitae. The criteria for shortlisting are based on the requirements of the post as outlined in the Person Specification. Failure to include information regarding these requirements on your CV may result in you not being called forward to the next state of the recruitment process.

All overseas qualifications must be validated. No candidate can work in the Hospital without validated qualifications. If professional registration is also a requirement, candidates must provide documentation of same.

Canvassing will automatically disqualify.

Please note that you will be contacted mainly by mobile phone and email. It is important that your mobile phone number, postal address and email address are correct. It is your responsibility to ensure that you have access to your mobile voice mails and emails. We recommend that you use an email address that you have regular access to.

Competency based interviews follow the shortlisting stage of the recruitment process. Credit is awarded by the interview panel to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the person specification. Candidates will normally be given at least one weeks' notice of interview. All interviews are held in person unless it is specifically noted otherwise in the Job Description. No subsequent or alternative dates to dates given will be offered to candidates. All posts are located in St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description.

**Disability:** Please let us know if you need any special assistance at interview, e.g. if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

Candidates are notified of the result of their interview at the earliest possible date after the interview. The recommendation of the interview panel does not constitute a job offer. The process continues after the interview and includes clearance checks such as references, Garda clearance, overseas police clearance (if applicable)\*, occupational health clearance, validation of qualifications and experience. A job offer is made pending satisfactory clearances. SVUH reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances cannot be obtained or are deemed unsatisfactory.

*\* If you lived in any country for 6 months or more from the date of your 16<sup>th</sup> birthday other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries are the responsibility of the candidate. It is a process which can take an amount of time. Therefore we would strongly advise that you commence seeking international security clearances now.*

For some recruitment competitions a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel may, (within the life of the panel), be considered for subsequent approved vacancies. Candidates are placed on a panel in order of merit. A panel is typically live for 6 months.

It is normal procedure that candidates be placed on the first point of the relevant salary scale in accordance with the Department of Finance guidelines.

**Declaration:** Please read your application carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

**This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.**

**January 2026**