



## Higher National Unit specification: general information

**Unit title:** Podiatry Assistant Clinical Practice

**Unit code:** H1T4 34

**Superclass:** PJ

**Publication date:** July 2012

**Source:** Scottish Qualifications Authority

**Version:** 01

### Unit purpose

This Unit has been designed to meet the range of skills required of candidates to develop as support practitioners in podiatry and allows them to practice clinical skills in a supervised environment. It draws together the theory and underpinning knowledge gained from the previous Units within the Group Award, PDA in Podiatry Support at SCQF level 7 and will support candidates in the provision of a podiatry assistant clinical role within a defined scope of practice. The knowledge and skills gained will enable candidates to provide safe and effective care to patients as part of an agreed treatment plan and undertake a range of duties delegated by the supervising HPC registered podiatrist.

On completion of the Unit the candidate should be able to:

- 1 Demonstrate safe and effective podiatry clinical practice within scope of practice.
- 2 Demonstrate the ability to set up a podiatry clinic and assist in a range of podiatry clinical areas.
- 3 Demonstrate skills in the implementation of a podiatric treatment plan and undertake a range of clinical and treatment procedures.

### Recommended prior knowledge and skills

Although entry is at the discretion of the centre it is recommended that candidates are currently employed as a podiatry assistant or trainee podiatry assistant and have at least 300 hours clinical work in a podiatry clinical setting.

Candidates should have good written and oral communication skills, have an understanding of the role and scope of practice of the podiatry assistant and have successfully completed the following SQA Units; *Dermatology and Nails*, *Functional Anatomy*, *Microbiology*, *Principles of Professional Practice* Unit (FN2C 34) and *Physiology for Care Professionals* Unit (FN2A 34).

## General information (cont)

### Credit points and level

1 Higher National Unit credit at SCQF level 7: (8 SCQF credit points at SCQF level 7\*)

*\*SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

### Core Skills

There are opportunities to develop the Core Skills of *Communication, Problem Solving* and *Working with Others*. There is no automatic certification of Core Skills or Core Skill components in this Unit.

Detail on the opportunities to develop aspects of Core Skills are highlighted in the Support Notes of this Unit specification.

### Context for delivery

If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

This Unit is mandatory within the Professional Development Award (PDA) in Podiatry Support at SCQF level 7. In terms of sequence of delivery, it is recommended this Unit follows on from completion of the *Dermatology and Nails Unit, Functional Anatomy Unit, Microbiology Unit, Principles of Professional Practice Unit (FN2C 34)* and the *Physiology for Care Professionals Unit (FN2A 34)*.

The knowledge and skills highlighted within this Unit draws together the theory and underpinning knowledge gained from the previous Units within the Group Award, PDA in Podiatry Support at SCQF level 7. Candidates will be required to provide evidence of participation in at least 300 hours clinical work in a podiatry clinical setting.

## Higher National Unit specification: statement of standards

**Unit title:** Podiatry Assistant Clinical Practice

**Unit code:** H1T4 34

The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

### Outcome 1

Demonstrate safe and effective podiatry clinical practice within scope of practice.

#### Knowledge and/or Skills

- ◆ Local health and safety at work guidelines
- ◆ Risk assessment of working environment
- ◆ Control of substances hazardous to health (COSHH)
- ◆ Moving and handling guidelines
- ◆ Safe handling and disposal of sharps
- ◆ Operation of podiatry equipment
- ◆ Incident and accident reporting
- ◆ Fault reporting procedures

#### Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ Demonstrate the application of relevant local service and health and safety guidelines in a clinical and patient treatment environment
- ◆ Show an awareness of local reporting protocols and procedures
- ◆ Identify hazards, apply risk assessment principles and take account of COSHH in a clinical and patient treatment environment
- ◆ Demonstrate safe moving and handling skills
- ◆ Demonstrate safe handling, storage and disposal of sharps
- ◆ Ensure podiatry equipment is in working order and suitable for use
- ◆ Demonstrate safe operation of podiatry equipment
- ◆ Record equipment data in the log book following local policy and guidelines
- ◆ Recognise, diffuse and report on potential unsafe situations
- ◆ Report equipment faults following local service policy and guidelines
- ◆ Demonstrate the local process to be followed in the event of sharps injury

## Higher National Unit specification: statement of standards (cont)

**Unit title:** Podiatry Assistant Clinical Practice

### Outcome 2

Demonstrate the ability to set up a podiatry clinic and assist in a range of podiatry clinical areas.

#### Knowledge and/or Skills

- ◆ Routine clinic preparation and assistance
- ◆ Podiatry instruments
- ◆ Nail/minor surgery instruments
- ◆ Nail/minor surgery clinic preparation
- ◆ Supportive communication
- ◆ Padding and strapping
- ◆ Simple insoles and orthotics
- ◆ Clinical emergencies
- ◆ Nail/minor surgery guidelines
- ◆ Domiciliary visits
- ◆ Appointment scheduling
- ◆ Clearing up and reinstatement of clinical area

#### Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ Prepare the clinical environment for a general routine clinic
- ◆ Prepare the clinical environment for nail/minor surgery clinic
- ◆ Set out the podiatry instruments required for each treatment
- ◆ Identify supportive skills that underpin effective communication
- ◆ Communicate with patients in a caring and sensitive manner
- ◆ Carry out basic maintenance of podiatry instrument before and after use
- ◆ Manufacture and fit simple silicone orthotics and insoles
- ◆ Manufacture and apply a range of post treatment padding and strapping
- ◆ Assist an HPC registered podiatrist in undertaking nail/minor surgery procedures following local surgery guidance
- ◆ Recognise and assist or deal with clinical emergencies
- ◆ Set up a treatment area in a non-clinical environment such as a patients home
- ◆ Pack up used nail surgery instruments in accordance with local procedures
- ◆ Clear up a clinical area at the end of the treatment session.
- ◆ Schedule patient appointments in accordance with local systems

## Higher National Unit specification: statement of standards (cont)

**Unit title:** Podiatry Assistant Clinical Practice

### Outcome 3

Demonstrate skills in the implementation of a podiatric treatment plan and undertake a range of clinical and treatment procedures.

#### Knowledge and/or Skills

- ◆ Treatment records
- ◆ Onward referral to podiatry
- ◆ Patient treatment plan
- ◆ Clinical procedures
- ◆ Using podiatry instruments
- ◆ Nail drill
- ◆ Bleeding point
- ◆ Post treatment procedures
- ◆ Emollients and medicaments
- ◆ Support for self-care
- ◆ Skin care
- ◆ Patient education
- ◆ Communication

#### Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ Update a patient's drug and medical/surgical history and document this on the treatment record
- ◆ Identify any changes in the patient's medical/podiatric condition and recognise and action onward referral to the podiatrist if required
- ◆ Undertake a range of patient clinical procedures and treatments as part of the patient treatment plan
- ◆ Select and use podiatry equipment and instruments relevant to the patients presenting condition
- ◆ Apply post treatment padding/strapping and wound dressings
- ◆ Apply emollients and medicaments as part of a care plan
- ◆ Manage a bleeding point and recognise when haemostasis is not adequately achieved
- ◆ Provide support in enabling patients or their carers to self-care where appropriate
- ◆ Provide patient education and skin care advice appropriate to the patients presenting condition
- ◆ Document the treatment carried out in the patient treatment record in accordance with professional or local service standards
- ◆ Communicate information sensitively with individual patients and their carers utilising a person centred approach
- ◆ Communicate with the supervising podiatrist and other health care professionals regarding a patient treatment

## Higher National Unit specification: support notes

**Unit title:** Podiatry Assistant Clinical Practice

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

### Guidance on the content and context for this Unit

This Unit is mandatory within the Professional Development Award (PDA) in Podiatry Support at SCQF level 7 and is designed to meet the range of skills required of candidates to develop as support practitioners in podiatry and allows them to practice skills in a supervised environment. It draws together the theory and underpinning knowledge gained from the previous Units within the Group Award, PDA in Podiatry Support at SCQF level 7. It will support candidates in the provision of a podiatry assistant clinical role within a defined scope of practice. The knowledge and skills gained will enable candidates to provide safe and effective care to patients as part of an agreed treatment plan and undertake a range of duties delegated by the supervising HPC registered podiatrist.

Trainee podiatry assistants studying this Unit as part of the PDA in Podiatry Support SCQF level 7 will be working with patients in a podiatry clinical environment. In this environment, candidates will be under direct supervision by a Health Professions Council (HPC) registered podiatrist who will identify patients with podiatry conditions that are suitable for the candidate's level of training.

The Outcomes for this Unit are congruent with the sections on the administrative role and the clinical role of the assistant practitioner contained within the training manual developed by the Society of Chiropractors and Podiatrists (SOCP) for Podiatry Assistant Practitioners. The clinical content of this training manual is a useful reference source.

#### Outcome 1

The aim of this Outcome is to assess the practical application of health and safety guidance and principles. Candidates will be able to demonstrate safe and effective podiatry clinical practice within scope of practice in a variety of clinical settings. This range of settings may include podiatry clinics within health centres, community clinics, GP practices and hospitals. It may also include a patient's own residence which could be their own home or a nursing or residential home.

General safety precautions include COSHH, fire prevention, sharps disposal and associated hazards. Candidates should be able to demonstrate an awareness of these in clinical practice.

## Higher National Unit specification: support notes (cont)

### Unit title: Podiatry Assistant Clinical Practice

Candidates should be familiar with the risk assessment process and be able to undertake a risk assessment of a treatment area and make a decisions based on the Outcome of this assessment. Candidates should take measures to minimise risk in a clinical environment. It may be possible to defuse a potentially unsafe situation where a patient or relative may demonstrate aggressive behaviours. Candidates should be able to recognise a potentially unsafe situation and make attempt to manage or de-escalate this in accordance with local policy. Any risk events should be recorded in local systems and candidates should be able to describe or demonstrate the local procedure for reporting any deficiencies.

Candidates should be aware of correct positioning and posture and be able to adjust the operators and treatment chair to the optimum level for safe practice. Similarly candidates should be able to adjust and operate the patient treatment chair and lighting at a safe working height.

Candidates should have a working knowledge of moving and handling guidance and be able to apply the theory in real life situations such as when assisting patients on or off the treatment chair or when moving items of equipment.

Prior to using any podiatry equipment, it is important that safety checks are carried out and recorded. For example, there are daily and weekly checks that need to be carried out on sterilisers with the results recorded in a log book. The log books are subject to audit and should be completed in accordance with local guidelines. Candidates should be aware of the action to take when faults in equipment are identified and be able to describe the local reporting procedure.

A range of equipment will be used in podiatry clinics such as nail drills, sterilisers, ultrasound cleaners, treatment chair and washer/disinfectors. Candidates should be able demonstrate safe operation of any and all pieces of podiatry equipment that are used in their practice setting.

Candidates should be able to differentiate between clinical and non-clinical waste and follow the local service policy for handling, storage and disposal of each category of waste. A separate process applies to the safe use of and disposal of sharps. Candidates should be able to demonstrate safe practice with sharps in a clinical setting and dispose of these in accordance with local service policy. There is a need for candidates to be able to describe the procedure to be followed if the event of a sharps injury.

Within a practice setting there will be reporting procedures in place for any accidents, incidents, injuries or near miss situations that occur. Candidates should be able to describe or demonstrate in practice the local reporting process that should be adhered to.

## Higher National Unit specification: support notes (cont)

**Unit title:** Podiatry Assistant Clinical Practice

### Outcome 2

This Outcome builds on the learning from Outcome 1 where candidates will have become familiar with the policies and procedures that underpin a safe and effective clinical environment in podiatry practice. Candidates will develop the skills and knowledge required to set up a range of podiatry clinical environments and provide assistance to an HPC registered podiatrist.

Prior to commencing any clinical treatment session, the environment and equipment require to be prepared and checked. The clinical Unit should contain sufficient supply of essential stock items that may be used before, during and after treatment. The particular items will be subject to local guidance and may include cotton wool balls, chlorhexidine gluconate, latex free non sterile gloves, face mask, safety goggles, sterile dressing, antiseptic, emollient, padding and strapping items.

Candidates should ensure there is a supply of previously decontaminated and clean podiatry instruments or nail/minor surgery packs adequate for the number of patients booked in to the clinic session. These should be easily accessible and stored within the dedicated clean area in the clinic.

In preparation for a nail/minor surgery session, candidates should be able to set up the clinic area in accordance with local guidelines. This will include maintenance of a clean and dirty working area or trolley, ensuring that personal protective equipment is available for use and that the correct supplies for the procedures to be carried out are accessible and in date. Candidates should be able to name the podiatry instruments used for a particular procedure and demonstrate the process for unwrapping a sterile instrument pack and placing this in the clean working area. Assisting practice in nail surgery will vary within podiatry clinics. Frequently there is requirement for podiatry assistants to specifically document the tourniquet on and off times, phenol batch number and expiry date, local anaesthetic batch number, expiry date and document all information in the patients treatment record.

Candidates should check that all podiatry equipment to be used such as the patient chair, operator's chair, clinic light and clinic Units/trolleys are clean and in good working order before and after use. Any faults reported should be followed up through the local system and any log books completed for service audit.

The appointment or scheduling list for the session should be reviewed in preparation for a clinic session. Candidates should retrieve the treatment records for that session from the filing system (where a paper based system is in use) and keep these to hand for ease of reference in the correct sequential order. At the end of each session, treatment records should be completed and refiled in accordance with the local system.

In a non-standard clinic environment such as a patient's own home, it is important that health and safety issues are taken into consideration when setting up a potential treatment area. This will include making best use of the available items within that person's home to make the working environment as safe as possible for the treatment to be carried out, accepting the limitations this may impose.



## Higher National Unit specification: support notes (cont)

### Unit title: Podiatry Assistant Clinical Practice

Every podiatry clinic will have an appointment system that may be manual or IT based. Candidates should be able to describe the local appointment system used and be able to book a return appointment for a patient or advise them of how to access the service if this is required.

Candidates should be able to provide support to the podiatrist in the operation of a routine clinic. This will include providing support to the patient in the removal of footwear and hosiery and prepare a patients feet for treatment. Following treatment by the podiatrist, candidates may be asked to apply post-operative dressings or padding/strapping. There may also be a requirement to manufacture and fit simple insoles or orthotics for a patient.

Candidates should be aware of the impact of supportive communication skills such as ensuring a person centred approach, active listening, positive body language, tone, stance, etc. On occasion, a patient may become anxious or upset during the treatment session and candidates should be able to recognise the features of distressed behaviour and demonstrate a supportive and caring approach to help manage that distress.

Clinical emergencies may arise at any time and candidates should be able to recognise the signs and symptoms associated with fainting or anaphylaxis. Candidates should be able to seek appropriate assistance and provide support for the patient in accordance with local guidance.

At the end of a treatment and/or clinic session candidates should demonstrate the ability to clear and clean the clinical area to an acceptable standard. Any used instruments should be prepared for decontamination/transport to sterilisation services and sharps should be disposed of in accordance with local guidelines.

Candidates should be able to demonstrate clinical practice competences of all the above knowledge and skills in at least three patient cases while being observed by a supervising HPC registered podiatrist.

### Outcome 3

The aim of this Outcome is to build on the competences developed in Outcomes 1 and 2 and further support the development of these skills in the implementation of a podiatric treatment plan. It will also develop skills and knowledge that will allow candidates to undertake a range of clinical and treatment procedures

Changes or alterations to patients medical or drug history may impact on the suitability of the patient to be treated by a podiatry assistant. Any alterations must be written, dated and signed in the patient treatment record. There are particular drugs such as anticoagulants or corticosteroids that may require referral back to the podiatrist. Similarly there are specific conditions such as a diagnosis of rheumatoid arthritis or stroke that would require referral of the patient back to the podiatrist. Candidates should exhibit an awareness of this in a clinical practice setting and act accordingly within their scope of practice.

## Higher National Unit specification: support notes (cont)

### Unit title: Podiatry Assistant Clinical Practice

The treatment plan to be followed will have been documented in the patient's treatment record by the HPC registered podiatrist. As an example this could state the following: reduction of thickened nails, application of emollients to dry skin around heel area and reinforcement of skin care and footwear advice. The treatment plan would note when the patient should be reassessed by the HPC registered podiatrist. If the treatment plan is not specific in its instruction, the candidate should seek any clarity required from the HPC registered podiatrist.

Candidates should be able to demonstrate a range of clinical procedures that will include the following:

- ◆ reduction of toe nails using nail nippers and nail file
- ◆ clearing and smoothing of the edges and nail sulcii using a blacks file
- ◆ reduction of thickened nails using a nail drill
- ◆ reduction of non-pathological callus using a callus disk

The correct choice of instruments is important in ensuring patient comfort and safety and candidates should be able to select and demonstrate safe and effective clinical practice relevant to the patients presenting condition.

On occasion a small bleeding point may arise during clinical treatment and candidates should be able to demonstrate strategies to control the bleeding point and recognise when haemostasis is not fully achieved. Candidates should be able to apply an appropriate dressing, taking measures to reduce the risk of infection and consider if discussion or onward referral to the podiatrist is required.

Candidates should be able to demonstrate the application of emollients or medicaments where this has been indicated on the treatment plan. In addition, candidates should be able to manufacture and apply any pads or strapping indicated in the patient's treatment plan or renew and fit simple orthoses or insoles if indicated.

A person centred approach to patient care is crucial in ensuring that patients feel involved in their treatment and are supported to self-care where this possible and appropriate. Candidates should be sensitive in their approach, demonstrate active listening skills and showing consideration of patient's needs or concerns about their condition or treatment. The provision of any foot health education or advice should be tailored to meet the needs of individuals or their carers. Any concerns about the patient's condition or treatment should be communicated with the supervising podiatrist or other Health Care Professional where indicated.

Any treatment provided to a patient should be documented in the patient treatment record using black ink and only using any approved abbreviations. This should be signed and dated in accordance with local and professional standards and guidance

## Higher National Unit specification: support notes (cont)

**Unit title:** Podiatry Assistant Clinical Practice

### Indicative reading

Baran, R. and Dawber, R. eds. 2001. *Baran and Dawber's diseases of the nail and their management*. 3<sup>rd</sup> ed. Oxford: Blackwell Science

British Medical Association. 2011. *British National Formulary*. [online] Available from: [www.bnf.org/bnf/](http://www.bnf.org/bnf/)

Control of Substances Hazardous to Health (COSHH) Regulations (1999) Stationary Office, London

Levy, L and Thomson, A. 1992. *Podiatric Medical Assisting*. Churchill Livingstone

Lorimer, D. L. ed. 2006. *Neale's disorders of the foot*. 7<sup>th</sup> ed. Edinburgh: Elsevier Churchill Livingstone

Safe Disposal of Clinical Waste (1999). Health Services Advisory Committee, London

The Society of Chiropodists and Podiatrists Training Manual for Podiatry Assistant Practitioners. 2012. The Society of Chiropodists and Podiatrists, London

Yates, B. 2009. *Merriman's assessment of the lower limb*. 3<sup>rd</sup> ed. Edinburgh: Elsevier Churchill Livingstone

### Web Pages

Podiatry Dermatology Guidelines [online] Available from: <http://www.podiatryguidelines.co.uk/default.asp>

### Guidance on the delivery of this Unit

This Unit is most likely to be studied by candidates undertaking the Group Award. It is primarily designed to equip trainee podiatry assistants with the underpinning knowledge and skills to work with patients with a footcare need.

This Unit is mandatory within the Professional Development Award (PDA) in Podiatry Support at SCQF level 7. In terms of sequence of delivery, it is recommended this Unit follows on from completion of the *Dermatology and Nails Unit*, *Functional Anatomy Unit*, *Microbiology Unit*, *Principles of Professional Practice Unit* (FN2C 34) and the *Physiology for Care Professionals Unit* (FN2A 34).

Each Outcome is mutually supportive of each other and build on knowledge and skills in a sequential way. An understanding of each of the Outcomes will be required in order to evidence all the Outcomes of this Unit.

## Higher National Unit specification: support notes (cont)

**Unit title:** Podiatry Assistant Clinical Practice

### Guidance on the assessment of this Unit

This Unit could be assessed using a range of assessment instruments and strategies and these could be integrated for all the learning Outcomes where possible. These could include observation in practice, multiple choice and extended response questions, clinical presentations and review of the candidates portfolio and competency record.

In order to achieve this Unit, candidates are required to submit sufficient evidence to demonstrate they have met the knowledge and skills requirements for each Outcome.

An understanding of the both theory and its application to clinical practice is a requirement for all three Outcomes. For the complete Unit, this could take the form of extended response questions in a closed-book environment.

Candidates will be required to submit evidence of participation in at least 300 hours of clinical work in a podiatry clinical setting.

Ongoing assessment can be carried out through practice observation by the supervising HPC registered podiatrist. Competences will be formally assessed and recorded by the supervising podiatrist/mentor with practice undertaken in a range of clinical settings where possible including routine clinics and nail surgery.

Candidates should be encouraged to complete a reflective log for all learning activities and to maintain this within a portfolio of evidence. This portfolio can be used to support the Evidence Requirements of the candidate's knowledge and skills in relation to all Outcomes.

Assessment of application within a clinical practice setting will be carried out in a live or simulated clinical setting. This should be applied for all three Outcomes and documented in a competency record. Candidates could be asked to present and discuss the evaluation of clinical findings on a minimum of three patient cases. The correct podiatry anatomical terms should be used in both verbal and written presentations.

### Assessment Guidelines

#### Outcome 1

An understanding of the underpinning theory and its application to clinical practice are required. For this Outcome this could take the form of extended response questions in a closed-book environment and observed practice in at least three patient cases and recorded in the competency record by the supervising HPC registered podiatrist:

- ◆ Identification and management of hazards in a range of clinical environments
- ◆ Carry out and record regular checks of podiatry equipment and follow local fault reporting procedures
- ◆ Provide assistance and support to patients in a clinical environment following moving and handling guidance
- ◆ Position and move podiatry equipment, lighting and furniture in the optimum place/height for safe working
- ◆ Operate podiatry equipment in a safe and effective manner
- ◆ Handling and disposal of sharps safely following local guidance

## Higher National Unit specification: support notes (cont)

### Unit title: Podiatry Assistant Clinical Practice

Supporting evidence from the candidate's workplace supervisor and competency record could be used to verify the assessment.

Candidates could provide written/oral evidence of local health and safety guidance and principles relating to COSHH, fire prevention, electricity, risk assessment, sharps disposal and associated hazards of this guidance in a range of clinical setting. Candidates should be observed demonstrating safe practice in all of these areas in a live or simulated clinical practice setting.

### Outcome 2

Assessment of theory relating to supportive communication, local guidance on nail/minor surgery assisting, domiciliary visit could be assessed through six multiple choice or short answer questions in a closed-book environment and observed practice in a live or simulated clinical setting and recorded in the competency record by the supervising HPC registered podiatrist in at least three patient cases.

- ◆ Preparation and set up of the clinical environment for a routine clinic
- ◆ Preparation of a non-standard clinical environment
- ◆ Preparation and set up of a nail/minor surgery clinic
- ◆ Manufacture and application of padding and strapping
- ◆ Manufacture and fitting of simple orthotics and insoles
- ◆ Communicating with patients in a caring and sensitive manner
- ◆ Assisting with nail/minor surgery procedures
- ◆ Packing up nail/minor surgery instruments in accordance with local decontamination procedures
- ◆ Reinstatement and clearing of a clinical area at the end of a treatment session
- ◆ Scheduling patient appointments in accordance with local systems

Supporting evidence from the candidate's workplace supervisor and competency record could be used to verify the assessment.

## Higher National Unit specification: support notes (cont)

**Unit title:** Podiatry Assistant Clinical Practice

### Outcome 3

Assessment of theory relating to onward referral of patients to the podiatrist, management of a bleeding point and the podiatry instruments used in particular procedures could be assessed through short answer questions in a closed-book environment and observed practice in at least three patient cases and recorded in the competency record by the supervising HPC registered podiatrist:

- ◆ Updating and documenting a patients drug and medical/surgical history on the treatment record
- ◆ Identification of any changes in the patient's medical/ podiatric condition and action onward referral to the podiatrist if required
- ◆ Demonstration of a range of patient clinical procedures and treatments as part of the patient treatment plan. This will include; reduction of nails and clearing the nail sulcii of thickened and normal toe nails, application of padding and strapping, application of emollients and medicaments, manufacture and fitting of simple insoles or orthotic devices
- ◆ Selection and use podiatry equipment and instruments relevant to the patients presenting condition
- ◆ Management of a bleeding point and recognise when haemostasis is not adequately achieved
- ◆ Provision of support in enabling patients or their, carers to self-care where appropriate
- ◆ Provision of patient education and skin care advice appropriate to the patients presenting condition
- ◆ Documenting the treatment carried out in the patient treatment record in accordance with professional or local service standards
- ◆ Communicating information sensitively with individual patients and their carers utilising a person centred approach
- ◆ Communicating with the supervising podiatrist and other Health Care Professionals regarding a patient treatment

Primary assessment of theory could be integrated for all three Outcomes.

The correct anatomical terms should be used by the candidate in any written and verbal descriptions. Supporting evidence from the candidate's workplace supervisor and competency record could be used to verify the assessment

### Online and Distance Learning

The theory elements within this Unit are suitable for online and distance learning with tutor support. It is the responsibility of the centre to ensure the authenticity of the candidates work. The Evidence Requirements stated must be met for all three Outcomes.

## Higher National Unit specification: support notes (cont)

**Unit title:** Podiatry Assistant Clinical Practice

### Opportunities for developing Core Skills

There are opportunities to develop the Core Skills of *Communication* and *Working with Others* at SCQF level 6 within this Unit, although there is no automatic certification of Core Skills or Core Skills components.

*Communication* (at SCQF level 6): could be developed through the practical aspect of working with patients in a clinical setting. Obtaining a pertinent history and recording clinical information in a structured format will support the development of verbal and written communication skills. There will be opportunity to develop the supportive communication approaches necessary when patients are distressed or anxious during a treatment session. Identifying and summarising information from reference sources will be required to support the Evidence Requirements for this Unit

*Working with Others* (at SCQF level 6): could be developed through interactions with patients and staff in a clinical environment. It is anticipated that candidates undertaking this Unit will be trainee podiatry assistants or podiatry assistants who will be working with patients within a podiatry department and supervised by an HPC registered podiatrist.

### Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements)

## History of changes to Unit

Version	Description of change	Date

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## General information for candidates

### Unit title: Podiatry Assistant Clinical Practice

This Unit has been designed to meet the range of skills you will require to develop as a support practitioner in podiatry and support you to practice clinical skills in a supervised environment. The Unit draws together the theory and underpinning knowledge gained from the previous Units within the Group Award, PDA in Podiatry Support at SCQF level 7 and will support you in the provision of a podiatry assistant clinical role within a defined scope of practice. The knowledge and skills gained will enable you to provide safe and effective care to patients as part of an agreed treatment plan and undertake a range of duties delegated by the supervising HPC registered podiatrist.

This Unit is made up of three Outcomes and on completion of these you should be able to:

- ◆ demonstrate safe and effective podiatry clinical practice within scope of practice
- ◆ demonstrate the ability to set up a podiatry clinic and assist in a range of podiatry clinical areas
- ◆ demonstrate skills in the implementation of a podiatric treatment plan and undertake a range of clinical and treatment procedures

Outcome 1 will allow you to develop knowledge and skills in the practical application of health and safety guidance and principles. You will develop the skills to provide safe and effective podiatry clinical care within your scope of practice in a variety of clinical settings.

Outcome 2 will develop the skills and knowledge you require to set up a range of podiatry clinical environments and provide assistance to an HPC registered podiatrist.

Outcome 3 will build on the competences developed in Outcomes 1 and 2 and further support the development of your skills in the implementation of a podiatric treatment plan. It will also develop skills and knowledge that will allow you to undertake a range of clinical and treatment procedures.

Although entry is at the discretion of the centre it is recommended that you have previous work or voluntary experience working in a health care environment and are currently employed as a podiatry assistant or trainee podiatry assistant with at least 300 hours clinical work in a podiatry clinical setting. You should have an understanding of the role and scope of practice of the podiatry assistant and have successfully completed the *Dermatology and Nails* Unit, *Functional Anatomy* Unit, *Microbiology* Unit, *Principles of Professional Practice* Unit (FN2C 34) and the *Physiology for Care Professionals* Unit (FN2A 34).

This Unit is mandatory if you are studying for the Professional Development Award (PDA) in Podiatry Support at SCQF level 7. If you are studying this Unit as part of the Group Award, it is recommended that you complete this Unit as the final stage in the process. The knowledge and skills highlighted within this Unit provide a theoretical and practical base for further study.

You may be assessed using a range of assessment instruments and strategies which could include multiple choice, extended response questions and discussion of the clinical findings. Clinical practice competences will be formally assessed by your supervising podiatrist and documented in a competency record.

Over the course of this Unit there may be opportunities for you to develop the Core Skills of *Communication* and *Working with Others*. If employed within the NHS you could use this as evidence of the Core Skills detailed within the Knowledge and Skills Framework.