



**Staff Bank Chiropodist / Podiatrist,
Banc Foirne – Círopodyaí / Podiatraí**

**HSE Dublin & South East / FSS Bhaile Átha Cliath agus an Oirdheiscirt,
Job Specification & Terms and Conditions**

Job Title, Grade Code	Staff Bank Chiropodist / Podiatrist, (Grade Code: 3352)
Remuneration	The salary scale for the post is (as at 01/06/2026): €45,514 €47,910 €49,882 €51,319 €52,545 €53,849 €55,150 €56,520 €57,894 €59,277 €60,737 €62,287 €63,831 65,068 LSI Salary Scales are updated periodically and the most up to date versions can be found here: https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html
Campaign Reference	SBCP091026
Closing Date	Monday 26th October 2026 @ 12:00 Noon <i>We recommend that candidates submit their application a minimum of 1 hour before the closing date and time to ensure their application form has been uploaded successfully to Rezoomo. Applications will not be accepted after this date and time, no exceptions will be made.</i>
Proposed Interview Date (s)	Proposed interview dates will be indicated at a later stage. Please note you may be called forward for an interview at short notice.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	FSS Bhaile Átha Cliath agus an Oirdheiscirt HSE Dublin & South East Staff Bank currently have indefinite duration and hours as required vacancies available across the HSE Dublin and South East Region. Candidates at application stage will be asked to choose their preferred county of choice. • Dublin South • Wicklow • Carlow • Kilkenny • South Tipperary • Wexford • Waterford
Informal Enquiries	Please email RecruitmentStaffBankDSE@hse.ie
Reasonable Accommodations	Candidates who require a Reasonable Accommodation/s to support their participation, at any stage, in the recruitment and selection process, should email RecruitmentStaffBankDSE@hse.ie
Details of Service	HSE Dublin and South East Region Staff Bank employees can choose a flexible work contract- Hours as Required, Indefinite Duration. The HSE Staff Bank gives you the opportunity to work shifts that fit around your lifestyle, providing greater control and flexibility over when, where and how often you work, while contributing to high-quality patient care and supporting services across the DSE. As a DSE/HSE Staff Bank employee, you can support services when they need it most, contribute to patient care across the health service, and enjoy the freedom to choose when

and where you work.

Benefits of Joining the Staff Bank

Boost Your Earnings

- Top up your income at your convenience
- Hours worked through the HSE Staff Bank count towards reckonable service for pension purposes, subject to scheme rules

Flexibility to suit your lifestyle

- Choose when you work
- Select shifts that fit your lifestyle and commitments
- Enjoy the freedom to increase or reduce your hours as needed

Expand Your Experience

- Choice of working across HSE services and Health Regions
- Gain valuable experience in different healthcare settings
- Support your career development and progression opportunities
- HSE Dublin and South East was established as part of the Sláintecare program, combining
- South East Community Healthcare, Community Healthcare East and the Ireland East
- Hospital Group with three hospitals from the South/South West Hospital Group: University
- Hospital Waterford, Tipperary University Hospital, and Kilcreene Orthopaedic Hospital. The
- new regional health region confidently takes on the responsibility of providing acute and
- community healthcare services across the counties of South Dublin, Wicklow, Wexford,
- Waterford, Carlow, Kilkenny, and South Tipperary to a population of 971,093, 18.9% of the
- population (2022 Census).

The person appointed to this post will work as part of a multidisciplinary team, details of which will be made available at job offer stage. As the majority of the funding is currently provided under the Sláintecare plan under the remit of the national Diabetes Programme. Further details are provided below.

In line with Sláintecare (2017) and the Department of Health's Capacity review (2018), a shift in healthcare service provision is now required to place the focus on integrated, person-centred care, based as close to home as possible. In order to enable this, the Integrated Care Programme for the Prevention and Management of Chronic Disease (ICPCD) is supporting the national implementation of a model of integrated care for the prevention and management of chronic disease as part of the Enhanced Community Care Programme (ECC). The Model of Care for the Integrated Prevention and Management of Chronic Disease has a particular focus on preventive healthcare, early intervention and the provision of supports to live well with chronic disease.

The investment in the ECC programme will be delivered on a phased basis with a view to national coverage being achieved within a two to three year period. Three priority areas have been identified as follows:

1. Structural reform of healthcare delivery within the community with Community Health Networks (CHNs) becoming the basic building blocks for the organisation, management and delivery of community services across the country;
2. Creating Specialist Ambulatory Care Hubs within the community to support primary care management of chronic disease and older people with complex needs; and,
3. Scaling Integrated Care for Older People and Chronic Disease through the recruitment of specialist integrated care teams including Frailty at the Front Door Teams.

	The focus is on providing an end-to-end pathway that will reduce admissions to acute hospitals by providing access to diagnostics and specialist services in the ambulatory care hubs in a timely manner. For patients who require hospital admission, the emphasis is on minimising the hospital length of stay, with the provision of post-discharge follow up and support for people in the community and in their own homes, where required. A shared local governance structure across the local acute hospitals and the associated CHO will ensure the development of a fully integrated service and end-to-end pathway for individuals living with chronic disease. <i>Team Structure:</i> Acute Setting: As an Acute Staff grade Podiatrist in Diabetes, the post holder will augment and assist with the work being carried out by Senior and Clinical Specialist Podiatrists. These Senior Clinicians will provide clinical support and mentoring as required. The Staff grade Podiatrist Diabetes will assist in bringing professionals in the hospital group referral area together, from different areas of healthcare, to allow optimal diagnoses and treatment, and to improve outcomes for those with diabetic foot complications. CDM hub: Community Based: The person appointed to the post of Staff Grade Podiatrist Community Chronic Disease Hub (Diabetes) will work closely with the Chronic Disease Management Team. This team includes Endocrinologist, DNS, Dietician, GPs, PHNs and Practice Nurses. This Foot Protection Team (FPT) will provide integrated care for In Remission, High and Moderate Risk Diabetics within a designated community with a focus on prevention of Diabetes related foot complications. They may also share care for Active Diabetic Foot disease with the Acute Service, on occasion, through shared care agreement. This role will focus primarily on prevention with education and early intervention. The Staff grade Podiatrist will be mentored and supported by Senior and Clinical Specialist Podiatry Staff within the team. CHN: The person appointed to this post of Staff Grade Podiatrist Community health Network will work as part of the primary care team in an Integrated Care structure. These new post holders along with the existing podiatry workforce will be required to deliver services that aspire to the eight fundamental principles of the Sláintecare report. A person centred, quality, evidence based service to all other patients referred, who do not have Diabetes. This service will include Active foot Disease, In Remission, High and Moderate Risk groups within a designated Network area. Early Intervention, Health Education and prevention are key. The Staff grade Podiatrist will be mentored and supported by Senior and Clinical Specialist Podiatry Staff within the team.
Reporting Relationship	To a designated Manager, assigned at job offer stage.
Key Working Relationships	- Acute: Multidisciplinary team: Endocrine Consultant, Diabetes Nurse Specialist, Dietician, Foot Protection team, Microbiologist, Radiologist, Vascular Consultant, Orthopaedic Consultant, Orthoptist, GP and PHN - CHN Podiatrist: Primary Care team: Network Manager, Therapy Manager, Clinical Coordinator, Keyworker, GP Lead and GPs, Dietician, OT, SLT, Physio, Social work, PHN. Vascular Consultants, Orthopaedic Consultant, Dermatologist and Rheumatologist, Orthotist as necessary. - CDM Podiatrists: Foot Protection team: Clinical Specialist Podiatrist, Staff Grade Podiatrist, Dietician, Integrated Consultant, GP Lead and GPs, Diabetes Nurse Specialist, Practice Nurse, Orthotist, CDM Operational Lead and Therapy Manager
Purpose of the Post	The person appointed to this post of Podiatrist will work as part of the a multi-disciplinary Team The Podiatrist will provide a quality, person-centred, evidence-based podiatry service.
Principal Duties and Responsibilities	Professional / Clinical <i>The Podiatrist will:</i>

- Adhere to the HSE Diabetic Foot Model of Care.
- Ensure professional competencies and standards are maintained in accordance with CORU standards of proficiency.
- Ensure professional standards are maintained in accordance with HSE and local policies Procedures Protocols and Guidelines including agreed Standard Operating Procedures
- Ensure Professional and Clinical responsibility is adhered to at all times.
- Provide standardised high-quality diabetes foot management to patients at risk of developing foot complications and those in remission from DFU. There may be requirement to provide continued care to those patients with active foot disease, in line with the care plan developed by the multi-disciplinary foot team, providing care closer to the patient's home in the community.
- 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 senior and/or junior staff, write reports, present data as required and specifically collect required access data of foot protection service that will facilitate audit.
- 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 conditions.
- Monitor and evaluate outcomes of treatment for individual patients.
- Be responsible for the recording and updating of clinical records following assessment and treatment of patients.
- Develop and present Health Promotion packages for service stakeholders.
- Work as part of foot protection 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 foot protection team members, and specialist services to ensure an integrated service for clients.
- Work independently as well as part of a wider healthcare team.
- Have a good understanding of a wide range of podiatric interventions and be able to apply them in a clinical setting as required. (Nail surgery, rheumatoid Arthritis, MSK)
- Participate in community needs assessment and ongoing community involvement.

Education and Training

The Podiatrist will:

- Act at all times as an effective role model by demonstrating skilled Podiatry practice within the clinical situation
- Maintain and develop podiatry 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 as agreed with Podiatry management
- Act as a mentor, providing advice and support to junior staff, sharing knowledge to maintain professional standards and good work practice
- 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 Podiatry Manager as appropriate.
- Participate in continuous improvement and other quality initiatives
- Actively seek opportunities to improve client care within resources available

- 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
- Register and maintain professional registration with the Podiatrists Registration Board in CORU.
- Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

Risk Management, Quality, Health & Safety

The Podiatrist will:

- 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, maintaining up to date knowledge.
- Be responsible for risk minimization 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.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.
- Adequately identifies, assesses, manages and monitors risk within their area of responsibility.

Administration

The Podiatrist will:

- Participate in relevant planning activities to ensure that the podiatry services provided are adequate, equitable and developed according to patients needs in consultation and agreement with podiatry 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, and co-operate with any audit processes undertaken by the podiatry manager.
- Be responsible and accountable for the care and maintenance of equipment and stock control and other such duties that may be assigned by the Podiatry Manager, e.g. to be responsible and accountable for the economical use of resources of the Service.
- Prepare, store and maintain patient records / data as required by GDPR Legislation.
- Be aware of the implications of the Freedom of Information legislation.
- Notify the Podiatry Manager of all leave in accordance with local policies and procedures.
- Act as spokesperson for the Organisation as required
- Demonstrate pro-active commitment to all communications with internal and external stakeholders

The above job specification 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
Eligibility Criteria Qualifications and/ or experience	<i>We welcome applications from Podiatry undergraduates due to qualify no later than 31st December 2026.</i> Candidates must have at the latest date of application: <u>1. Statutory Registration, Professional Qualifications, Experience, etc.</u> (a) Eligible applicants will be those who on the closing date for the competition: (i) Be registered, or be eligible for registration, on the Podiatrist Register maintained by the Podiatrists Registration Board at CORU. And (ii) 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. And (iii) Provide proof of Statutory Registration on the Podiatrists Register maintained by the Podiatrists Registration Board at CORU before a contract of employment can be issued <u>2. Annual Registration</u> (i) Practitioners must maintain annual registration on the Podiatrist Register maintained by the Podiatrist Registration Board at CORU. And (ii) Confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). <u>3. Health</u> 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. <u>4. Character</u> Each candidate for and any person holding the office must be of good character. Note 1: 2026 undergraduate students who are due to qualify no later than 31st December 2026 are eligible to apply. These applicants if successful at interview will be recorded as dormant. This means that they will remain on the panel but will not be offered any posts until they inform us in writing that they are in receipt of their final qualification (with recognition of this qualification from CORU where applicable). Podiatry qualifications awarded outside the Republic of Ireland must be assessed through a process of 'recognition' by CORU. Candidates who have completed a Podiatry Qualification outside the Republic of Ireland and have not yet received recognition of their qualification with CORU will be recorded as Dormant. This means that if they are successful at interview and placed on the panel, they will not receive any expressions of interest until they provide us with proof of recognition with CORU. Any qualified candidates who have not yet attained their registration on the Register of Podiatrists with CORU, will be recorded as Active – Awaiting Registration. These

	candidates will be eligible to receive expressions of interest but will not be able to take up post as a Podiatrist, Staff Grade until they are in receipt of their CORU registration.
Post Specific Requirements	N/A
Other requirements specific to the post	Access to appropriate transport is necessary to fulfil the requirements of the role as the post will involve frequent travel.
Skills, competencies and/or knowledge	Candidates must: Knowledge/Experience Relevant to the Role - Demonstrates knowledge and experience of effective models of Podiatric assessments and treatments - Demonstrates clinical knowledge and understanding of quality issues relating to services - Demonstrates good theoretical knowledge and at have at least some undergraduate experience in nail surgery and the use of local anaesthesia • Demonstrates involvement in health promotion and disease management. • Demonstrate good working knowledge of common computer software packages. • Demonstrate knowledge of the HSE Primary Care Strategy and how it relates to Podiatry / Demonstrate knowledge of national developments in Podiatry Planning and Managing Resources • Demonstrates evidence of effective planning and organising skills including awareness of resource management and importance of value for money Team Skills • Demonstrates the ability to work independently as well as part of a team Commitment to Providing a Quality Service • Demonstrates a commitment to providing a quality service and is sympathetic and understanding of the needs and expectations of others • Is innovative, enthusiastic, and self-motivated in their approach to service delivery, health promotion and customer care Evaluating Information & Judging Situations • Demonstrates the ability to evaluate information, problem solve and make effective decisions Communication & Interpersonal Skills • Demonstrates effective communication and interpersonal skills
Campaign Specific Selection Process Ranking/Shortlisting / Interview	A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. <u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u>

	Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.
Diversity, Equality and Inclusion	The HSE is an equal opportunities employer. Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition. For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at https://www.hse.ie/eng/staff/resources/diversity/
Code of Practice	The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process. The CPSA Code of Practice can be accessed via https://www.cpsa.ie/.
The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed. This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.	



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Tenure	The current vacancies available are indefinite duration and hours as required. The post is pensionable pro rata. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.
Working Week	The standard working week applying to the post is 'if and when required'.
Annual Leave	The annual leave is pro rata
Superannuation	This is a pensionable position with the HSE and Pro Rata The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004
Age	The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants. <u>* Public Servants not affected by this legislation:</u> Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age. Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.
Probation	Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.

Protection of Children Guidance and Legislation	The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities. For further information, guidance and resources please visit: HSE Children First webpage.
Infection Control	Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role 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 as appropriate to the role.
Health & Safety	It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include: • Developing a SSSS for the department/service¹, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. • Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. • Consulting and communicating with staff and safety representatives on OSH matters. • Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. • Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures². • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.