



# Newly Qualified Podiatrist's Toolkit

A guide to support you as you start your journey  
as a qualified podiatrist

# Foreword

Firstly, congratulations on completing your studies and joining this fantastic profession. You are now a podiatrist ready to take on the world of foot and lower limb problems.

As you start practice it can be daunting and you will have lots of questions. It can be difficult to know where to turn but the Royal College of Podiatry is here along with lots of wonderful Podiatrists out there who will be more than willing to help. Joining a branch, the Graduate support network, attending conferences and going to courses are great ways to keep your skills up to date and build a support network for when you need it.

This toolkit has been put together to try and address some of the key areas that we know graduates often need help with and to provide some practical advice and guidance.

By newly qualified we mean those individuals who have been qualified for less than 2 years, however there are also materials within this document which will be of use to those podiatry students entering their final year of study or for members returning to practice.

This toolkit contains information about gaining employment in the NHS, alongside guidance on setting up a private practice and the considerations required in taking on such a venture.

We hope you find this document useful and that you get your career as a podiatrist off to a great start, spending many years keeping the nation on its feet.

# Contents

Section 1: Preparing for Employment	3	• Environment Agency	30
• Health and Care Professions Council (HCPC)	4	• Data Protection	30
		• Marketing & Advertising	30
Section 2: Finding Employment	5	Section 6: Clinical Standards	31
• The NHS	6	• Royal College of Podiatry Clinical Standards	32
• Working for a locum agency	6	Section 7: Maintaining your Continuing Professional Development	33
• Working in the private sector & Case Study	6	• College requirements for CPD	34
• Working for the NHS and Private Practice in combination	6	• What constitutes CPD	34
• Working for the Ministry of Defence	8	• Keeping a record of your CPD	35
• Academic/Clinical Research Posts	8	Section 8: Further Education/Academia Section	36
• Working for the Third Sector	8	• Masters versus PhD	37
• Working Abroad	9	• Non Clinical Masters	37
• Useful Websites	9	• Sources of funding	38
Section 3: Applying for a job	10	• Trusts & Charities	38
• CV Writing & CV Outline	11	• Research Internships	38
• Speculative CVs	13	Section 9: Mentoring	40
• Covering Letters	14	• Royal College of Podiatry mentoring scheme	41
• Application Forms	14	• Tips for mentees	42
• Interview Skills	15	• How to use the system	43
• Interview Questions	16	Section 10: Membership	44
Section 4: Working for the NHS	17	• Benefits of Membership	45
• NHS Employment Check Standards	18	• How to join	45
• Agenda For Change	18	Section 11: Royal College of Podiatry Trade Union	46
• Knowledge & Skills Framework	18	• The role of the Union at RCPod	47
• Appraisal process	18	• The College & Podiatry ULR Role	47
• Volunteering	18	• Personal Benefits of being a ULR	47
• Bank Work	20	• Royal College of Podiatry & the Education Department	47
• Preceptorship and MSLAP	20	Section 12: Other useful info	48
• Case Study	21	• Resources, Journals, & Useful Websites	49
Section 5: The Private Sector	22	• Special Interest Groups	50
• Setting up your own Private Practice	23		
• Case Study Private Practitioner Jo Wollard	23		
• Summary of Issues to consider before starting your own business	24		
• Pros & Cons of Private Practice	24		
• Have you got what it takes to run a business?	24		
• Case Study Emma McConnachie	26		
• The Business Plan	28		
• Starting a business with others	28		
• Business Advice- Useful Links	28		
• Who do you need to inform?	28		
• Funding your Business	29		
• The Structure of your Practice	29		
• Practice Accreditation	29		
• Regulatory Bodies & Government Agencies	29		
• Disclosure & Barring Services	30		

Section 1: Preparing for Employment

Section 2: Finding Employment

Section 3: Applying for a job

Section 4: Working for the NHS

Section 5: The Private Sector

Section 6: Clinical Standards

Section 7: Maintaining your Continuing Professional Development

Section 8: Further Education/Academia Section

Section 9: Mentoring

Section 10: Membership

Section 11: Royal College of Podiatry Trade Union

Section 12: Other useful info



# Section 1: Preparing for employment



## Health and Care Professions Council (HCPC) registration

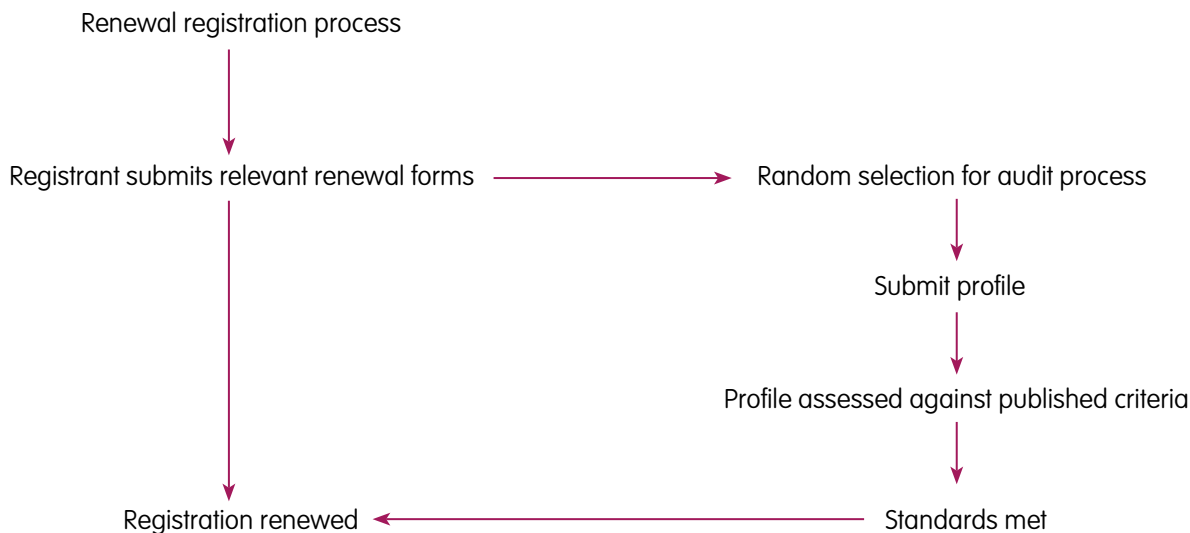
To practice as a podiatrist in all health sectors in the UK you must be registered with the HCPC. Registration must be renewed every two years. If you are not registered with the HCPC and practice as a podiatrist/chiropractor then you are breaking the law, as “Chiropractor” and “Podiatrist” are protected titles.

Since 2008, the HCPC has given a commitment to randomly audit the CPD profile of those renewing their registration. Newly qualified podiatrists

however are exempt from the CPD audit for their first two years of registration.

Once you have passed the exemption period and if you are selected for audit you will need to demonstrate that your CPD activities are a mixture of learning activities and relevant to current and future practice. Your CPD will also need to show that it has contributed to the quality of your practice and management of your caseload. The following diagram shows the registration renewal and audit process.

Diagram 1: Renewal Process



You can find out more about the [HCPC standards](#)

For more information about the [HCPC audit](#)

# Section 2: Finding Employment

# 02



It is good to start thinking about finding employment before you finish your final year. Your Podiatry School will usually have a programme developed to support you by providing career talks, preparing you for applying for jobs and business advice if you are thinking of going into private practice. You should find out where podiatry jobs in the area you want to work are advertised.

## The NHS

If you want to work in the NHS you should look for an organisation where you are likely to gain a wide range of experience to consolidate and extend your skills and where they have a preceptorship system in place to support you in the process. Some Trusts/Health Boards offer clinical rotations which provide an important opportunity to enhance your professional development. If rotations are not available remember working with more senior or specialist clinicians will still provide valuable experience.

Check out as many Trusts/Health Boards as possible and if there are podiatry managers or clinical leads in post. Although patient care is their top priority, from a teaching and learning point of view, they will help ensure there is support in the different clinical areas.

If possible make an informal visit to the Trust/Health Board and talk to as many staff as possible. Talk to fellow students who have been on placement at the Trust/Health Board. It is important to research the Trust before you apply for a post there. Examples of things to think about include:

- Local terms and conditions of service
- Staffing levels
- Is there a preceptorship system in place
- Clinical specialties
- Library facilities
- Opportunities for CPD
- Is there a staff appraisal system

You need to demonstrate interest in the organisation you are applying for and to make your application stand out against all the others. A few NHS services have been taken over by private companies. Patient care is still free at the point of delivery but the Terms and Conditions may vary from NHS Trusts.

## Working for a locum agency

Being a locum podiatrist offers the independence of choosing where and when you want to work and potentially earning a higher rate of pay. However some of the disadvantages include inconsistency in the type and amount of work on offer and lack of benefits such as sick pay.

Some useful websites for finding jobs are:

**Jobs UK:** The largest independent database of jobs in the health sector.

**Pulse Staffing:** A recruitment agency for specialist nursing and healthcare vacancies.

For information on roles in private hospitals search at the following sites:

**BMI Healthcare:** see the section “looking for jobs”.

**Private Healthcare UK:** includes a “healthcare jobs” section.

**Spire Healthcare:** lists vacancies at healthcare facilities they own.

## Working in the Private Sector

Historically podiatrists have been more inclined to work in the NHS to gain experience before moving into private practice. However more and more graduates are now taking the route of working in private practice directly after graduating either setting up their own practice or working for someone with a private practice. In particular, podiatrists who are ‘career changers’ are drawn to the profession often as a means to becoming self-employed.

If you are planning to work for a podiatrist in private practice it is essential that you have a Contract of Employment setting out your terms and conditions of service.

For guidance and advice on working for the private sector or having your own private practice you can contact the Professional Support Officers at the College. There is also the Independent Practice Group at the College who provide a professional reference point on all issues pertaining to Podiatric Private Practice and assists in supporting members in this sector.

## Working for the NHS and the Private Sector in combination

You may opt for working in both the NHS and private practice (whether as an employee of a private practice or starting your own private practice whilst still working in the NHS).



One aspect to be aware of is Conflicts of Interest. This can manifest itself in some of the following ways:

- Your efforts to develop your private practice lead you to being overtired and make you unfit to fulfil your role in your employment in the NHS
- Seeing NHS patients from your employing trust privately between NHS appointments.
- This could be perceived as exploiting your position to develop your private practice.

To avoid these conflicts of interest you will need to make sure you maintain a work life balance in order not to get too tired and to avoid seeing NHS patients privately.

The College has produced guidelines on shared care

## Other career pathways

Most graduate podiatrists will move into clinical practice either working in the NHS or in private practice.

Some may want to work in both areas, but there are also other career pathways open to podiatrists.

The following are examples of alternative employment for podiatrists:

- **Working for the Ministry of Defence**

You can find work in a variety of environments, for example for the Ministry of Defence's hospitals units, within military regional rehabilitation units, and the Defence Medical Rehabilitation Centre at Headley Court.

For more information see the [Defence Medical Services](#)

- **Academic/ Clinical research posts in Universities, hospitals and specialist institutions**

There is also the opportunity to pursue a career in academic or clinical research. You will need to complete a masters or PhD in research in order to achieve this (see Further Education section).

### Where to find job listings for Academic/Clinical Research posts

Within the UK, one of the best places to look for careers in academia, research, science and related professions is [job.ac.uk](#). This is a leading recruitment site and is based and run from Warwick University.

Also check out individual university websites for their latest research vacancies.

The [Times Higher Education](#) also advertises posts.

For [academic posts in the EU](#), whilst for academic posts in the USA or Canada look at [Higheredjobs](#)

For faculty posts see [Science Careers](#) and for research jobs try Nature, part of the [Nature Publishing Group](#) producing a leading weekly international scientific journal, first founded in 1869.

- Working for the third sector/ charities

## What is the third sector?

Government defines it as “non-governmental organisations that are value driven and which principally reinvest their financial surpluses to further social, environmental or cultural objectives.” The third sector includes:

- Charities
- Voluntary and community organisations
- Social enterprises
- Co-operatives and
- Mutual bodies

Their shared characteristic is a commitment to social value rather than shareholder profits. The third sector is a fast growing part of the economy. Charities and social enterprises combined represent an annual turnover of around £75 billion, excluding the significant contribution made by over 11 million unpaid volunteers. The Department of Health plans to give a bigger role to charities and private companies in the provision of healthcare and therefore the role of the third sector in health services will significantly grow in years to come and provide more opportunities for health professionals to get involved in the process.

## Why work for the third sector?

- ‘Do good’ whilst earning money!
- Many people are under the misapprehension that third sector pay does not compare to private sector pay. This is not the case; many charities base their salaries to compete with the private sector in order to attract the right level of staff.
- the third sector can be less bureaucratic, responding to demand and not ruled by government.
- find fulfilment in working somewhere where success is measured in terms of creating a positive impact and not based on the drive for profit generally the third sector is more trusted by the public, due to its independence from government.

## How to find employment in the third sector

It is always a good idea to get some voluntary work experience in this sector to add to your CV, maybe whilst you are studying for your degree, as this will show your enthusiasm for working in this sector. Below are examples of sites specialising in third sector recruitment.

- [Charity Job](#)
- [Jobs in Charities](#)
- [Third Sector](#)

## Working Abroad

The option to work abroad is also open to podiatrists. Some universities have student exchange schemes, such as Glasgow Caledonian University which has a student exchange scheme with La Trobe University in Australia. These schemes allow the undergraduate to spend one trimester studying in another country, and give them an invaluable opportunity to experience living in that country before graduating.

Before you work/move abroad you must however ensure that you are registered with the HCPC in the UK, as a licence to practice in your own country is the basis for application for recognition in another.

Your degree is widely recognised in Europe and in some countries beyond but each country varies in its requirements for practising as a podiatrist whether it be just translating your certificates into the home language or taking further tests to demonstrate your competencies in the field. It is advisable that you check with the relevant podiatry councils as to the procedure involved. America and Canada for example will not recognise your degree and you would need to undertake further study or alternatively you could work as a podiatry assistant.

If you are intending to work outside the EU you will also have to bear in mind your eligibility for a visa application. To work in America for example it is difficult for new graduates to meet the skilled class immigration requirements. For more information on visa requirements, check the relevant government website for the country where you are looking to work.

- [American Podiatric Medical Association](#)
- [Australasian Podiatry Council](#)
- [Canadian Podiatric Medical Association](#)
- [Podiatrist Board of New Zealand](#)
- [Podiatrist Council of Singapore](#)
- [European Council of Podiatrists](#)

Useful websites

# Section 3: Applying for a job

03



This section of the toolkit will provide guidance on:

- CV Writing
- Interview Skills
- Application Forms- Including applying to work for the NHS

## CV Writing

Your CV is one of the most important documents in your professional life. You therefore need to dedicate a considerable amount of time in preparing it and keep it up to date. It is also important to recognise that you may need to emphasize different areas of your CV when applying for different roles. It is therefore crucial that you prepare different versions of your CV when applying for different roles. Your college or university should play a role in preparing you for employment and giving advice on CV writing.

Contact your personal tutor if you are a student or have recently qualified to see what support is available to you. Most NHS Trusts have a section on employment and guidance on applying for jobs so look on their websites to find out more. Most Trusts also require you to fill out an application form (see section 5 Working in the NHS) but you may be able to include your CV as additional supporting information depending on the Trust.

The basics of the CV writing process should include the following stages:

- Initial gathering of information
- Researching other people's CVs in this sector
- Relevant layout
- Selection of facts to achieve your purpose goal
- Selection of wording which convey your message
- Review your draft
- Edit your draft
- Checking your draft

## Initial gathering of information

This is probably the simplest part of the process but bear in mind that it needs to be accurate i.e. the dates you studied, the dates when you acquired the relevant qualifications. This should be completed in reverse date order i.e. the most recent first.

There is also no need to include your birth date on your CV. Leisure interests should only be included if they positively strengthen your application. Leave out unnecessary hobbies as these will just clutter your CV.

## CV Basic Outline

### Name, address and contact details Profile

This is a short summary (30 to 40 words) which should summarize the skills which you have gained from both your academic and work placement, voluntary work as well as making reference to your aspirations for the future of your career.

If you are a newly qualified podiatrist with previous career history this is where you put your Career History section.

This should be in reverse chronological order and you should try not to repeat the same duties and skills for each role but to emphasize different skills in each role to avoid unnecessary repetition. Remember to include your achievements and do not just describe your duties.

### Education and Qualifications

This should be in reverse chronological order. Include date, University/ Institute and Course title and grade.

Include the subject of your thesis and any specialist modules you took.

### Placement Work/ Voluntary Work

Highlight your skills and achievements whilst being on placement/ doing voluntary work which are relevant to the post you are applying for.

### Activities and Interests

Do not omit things that you feel do not relate directly to Podiatry as they will represent your transferable skills i.e head of a local choir demonstrates leadership and organisational skills.

Remember include any membership of associations / specialist groups. Are you involved with your local RCPod branch? Don't forget to add that. As a newly qualified podiatrist you may not have much to submit in the "Career History" section of our CV. It is therefore very important to relay experiences gained whilst working on your placements. Also do not forget to add any voluntary, community work you have undertaken.

## Researching other people's CVs

It is a good idea to research the format and content of other people's CVs who are wishing to gain employment in the same sector as you. Ask your tutor at University and fellow students for examples. Looking on the internet can bring up examples but bear in mind that it also brings up bad examples of CVs. Most NHS trusts have a section dedicated to completing applications and guidance on CVs so search their websites for the relevant information.

## Relevant Layout

Your CV should only be a maximum of 2 sheets of A4. However your spacing or font size should not be compromised in order to keep the CV brief. The use of bullet points can be effective to make more space and helps to neaten the presentation of your CV. A good font size to use is 12 point. Your CV should be typed in a clear typeface such as Ariel and it is not recommended to use a selection of different fonts in one CV as this looks messy.

The person reading your CV needs to be able to read it easily and find the experience as pleasurable as possible. Remember the employer is going through a number of CVs and if your CV stands out as badly presented it could influence the employer's decision to select you regardless of its content.

There is no need to entitle your CV "Curriculum Vitae", just put your full name.

## CV Format

CV format can vary considerably depending on the industry you are applying to work in and also whether you are newly qualified with no career history or newly qualified with history from a previous career.

If you are a newly qualified podiatrist with little or no work experience you should put more emphasis on designing your CV to showcase your qualifications and also put more information in the sections entitled Placement Work/Voluntary Work and the Activities and Interests section of your CV to make up for the lack of information in the Career History section of your CV.

## Selection of facts to achieve your goal

This is the most important thing to get right and where most people go wrong. The majority of

people think that their CV is purely about them. Your CV is in fact a document, which you are using to get a particular role and it is therefore crucial that you are aware of the role and fashion your CV to fit this role.

You will need to put yourself in the place of the employer. Take a sheet of paper and looking at the job description and person specification write down the key points of the role and the person specification.

Whilst putting together your CV ensure the facts you include are addressing these key points/specifications and that you are not launching into a series of irrelevant details about your leisure interests and retelling your life history.

Employers are often restricted on time when it comes to looking at CVs. They will not have the time to extract the relevant information from your CV, you need to do the work for them. You need to be ruthless with your skills, you may have many and are spoilt for choice but you need to select the skills, strengths and your achievements which apply to this particular role and to back them up with examples.

## Selection of wording which convey your message

Your CV is not only about layout and content but also it is about the words you use. Make sure that as there is not much space that every word you use is necessary and conveying the right message.

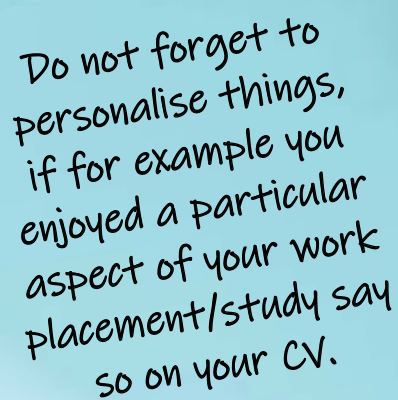
Avoid the use of "I" and "me" as when you start to do this it will oblige you to go on and repeat this all through your CV i.e. "I organised a clinical training day" becomes "Organised a clinical training day". Grammar used in CVs is not strictly full grammatical English and this is perfectly acceptable.

Be aware of jargon and abbreviations which may be recognised in your current environment but may not be universally recognised and will be meaningless to the person reading your CV.

Avoid very long sentences and huge blocks of text which are often all too common in CVs. Short crisp relevant sentences work better. It is very likely that someone will be "skimming" through your CV to ascertain if you have the relevant skills for the role. Long sentences are far more difficult to read

quickly and it is far more difficult to gain the pertinent information.

Avoid using the same words over and over again. The English language is a rich one and making use of a thesaurus to find alternative versions of the same word is highly recommended to keep the text fresh.



Do not forget to personalise things, if for example you enjoyed a particular aspect of your work placement/study say so on your CV.

### Tips for completing NHS Application Forms

You might find it useful to bear in mind the following points when completing the NHS application form:

- It is possible to save the form online before submitting it.
- You can copy and paste in details from other documents, such as your CV.
- It is important to remember that just because the form is completed online it does not mean you can drop the relevant formalities or lapse into 'text speak'. Use exactly the same language and grammar you would use to complete a paper application.

### Supporting Information on your application form

In order to prepare this section of your application form you will need to refer to the information about the job (the job description) and the information about the characteristics the employer is seeking in the successful applicant (the person specification). **It is also really important to research the Trust and the clinical area you are aiming to work in, in order to**

### market yourself effectively for the role.

Your supporting statement or covering letter could follow this suggested structure:

- An opening statement describing your current situation and why you are applying for the job.
- State why you want the job and why you want to work for this particular Trust.
- Describe your own experience and explain why it is relevant to the post.
- Include reference to any special features of your course and clinical placements.
- Outline what you could contribute as a member of the team.

### Review your draft

It is really important to review your CV. You need a fresh pair of eyes to look at your CV. Often because of having been immersed in the process of producing your CV you have lost the objectivity to truly judge the finished product.

It is probably best to get more than one person to review your CV. Ask your personal tutor or a college colleague to look at it or someone who has expertise in the field you are looking to be employed in.

### Edit your draft

Make the changes resulting from your review.

### Check your draft

Check your draft once you have completed the editing and do not forget to spell check for a final time.

Remember to select good quality stationery if you are printing out copies of your CV.

### Speculative CVs

You can send speculative CVs to employers along with a covering letter. These will need to be all encompassing and different from CVs sent in application to a particular role. It is advisable however to do initial research on the employer so that you are aware of the type of roles which may become available.

Bear in mind that many companies do not necessarily hang on to your CV for a great length of time and it is advisable to ring beforehand to ascertain who you should address your covering letter to so that you are targeting the relevant

member of staff who deals with HR matters. This also makes it more personal and would allow you to follow up with a telephone conversation with the individual at a later date. This is also a good way of discovering if your CV was adequate. You can ring the individual and ask them for advice/ feedback regarding your CV and to discuss future employment opportunities.

your qualification you will not be eligible to sign up for this service.

### **Standard NHS application form**

## **Covering Letters**

These usually accompany a CV in an application for a role. Many people are unaware how crucial a covering letter can be. The following points demonstrate why you should try and create a good covering letter to accompany your CV.

- A covering letter offers an opportunity to demonstrate your writing style to your employer, which your CV does not because of the need to summarize and be succinct within its presentation.
- Your covering letter should be a summary which indicates that you have the qualities the role calls for and which makes an initial impact on the employer as to whether you are suitable for the job on offer.
- It is also an opportunity for you to demonstrate a personal touch which your CV on its own does not allow for.
- It is an opportunity for you to show any additional research you have undertaken regarding the employer (by including some of this knowledge in your letter).

## **Application Forms**

Since the introduction of **NHS JOBS** used by most NHS Trusts, the most common way to apply for jobs in the NHS is through their online application form.

Further information about job opportunities outside of the NHS, additional career support available and other local information to help your job search can be obtained through your Local Education and Training Board.

Once logged on you can set up your 'Jobs by e-mail' searches and then use the 'Your Profiles' link to register your details with your local Newly Qualified Profile Pool. There is a pool for each region in NHS England. Please note that this service has been designed to support healthcare professionals that have already qualified in their chosen profession. If you have not yet received





## Interview Skills

If you have managed to impress a future employer on paper with your application or CV you go ahead to the next stage where you will be asked to attend an interview.

### Preparation

Preparation is key to your success at interview not least because it will make you feel more confident but also it will demonstrate your interest and enthusiasm for the job. The following areas should be researched prior to your interview:

- Research the company /Trust/practice (including staff who have been named as interviewers).
- Research the particular unit you will be working in if you can.
- Review the job description and person specification so that you know the skills required for the role.
- Review your application form or CV and make sure you can outline your key skills and achievements. If you can, prepare a range of other examples of your achievements to add to the existing ones. These examples should further demonstrate your potential to a future employer.
- Prepare for wider questions- they may ask your views on the changing NHS or recent legislation affecting podiatry.
- Prepare some questions to ask them (usually at the end of the interview you will be asked if you have any questions). These could be questions about job prospects and progression, preceptorship, mentoring and training.
- Research how to get there and how long it will take so that you arrive promptly for the interview.
- Take a contact telephone number just in case you are delayed and you can let the interviewer know you are running late.
- Prepare all the necessary documents which you are required to bring along with you to the interview.

### Presentation

- Remember first impressions are vital. Make sure you are well groomed!
- Dress appropriately. Wear something smart which makes you feel confident but which is also comfortable.
- Keep up appropriate eye contact with your interviewer and if you are being interviewed by several people make sure you look at each individual when replying so they feel they have all been acknowledged.
- Try to keep calm; after all you are going to be talking about yourself for most of the time a subject you know about!
- Sit straight and try not to fidget remember your interviewer will also be reading your body language.
- Do not speak too fast!

## Types of Questions asked

You can prepare all you like but you can never prepare for all the questions you may be asked at interview. The key is to look at the job role and person specification. If for example the role is working within a team chances are you may be asked for examples of successfully working within a team. If it is for a research job which entails long periods of working independently then chances are you will be asked if you are able to give examples of working with little supervision. Most of this you should have covered in your statement/CV. It is therefore crucial that you look through everything you included and look at the role description and person specification and get a feel for the questions which may be asked in order to demonstrate the responsibilities and qualities required for the job. Questions can vary in format considerably but here are a few categories:

- Questions specific to your experience and its relevance to the role advertised, you will be asked to give examples.
- Questions to ascertain your wider knowledge of the industry environment you will be working in.
- Questions regarding your interests both in or outside the profession.
- Questions to clarify things mentioned on your CV application i.e. if you mentioned in passing your involvement in a diabetic study you worked on chances are they may ask for further information at interview. Look for sections in your CV and application which you think need expanding on and prepare.
- Questions regarding your ability to work as part of a team/ communication skills/ reliability.
- Clinical questions could include ones on treating a difficult condition, developing a treatment plan for a particular podiatric or medical problem or both, discharging patients from the service/practice, 'what would you do in a situation when a patient presents with?' etc.
- Questions to see how you handle difficult situations.

## Answering questions

- Make your answers fairly succinct. Chances are they have other people to interview and are running to a schedule. Rambling, long answers can also lose the attention of the interviewer.
- Remember there is nothing wrong with asking for further clarification regarding a question.
- Have a copy of your CV to hand so that you can give it to the interviewer if they do not have it to hand themselves but do not refer to it yourself.

# Section 4: Finding Employment

# 04



## NHS Checks and Standards

Before being appointed into a post a number of check standards will be applied to see if you are suitable for the post. These standards apply to permanent staff, staff on fixed-term or temporary contracts, volunteers, students, trainees, contractors and temporary staff supplied by an agency. The areas covered include verification of identity checks, disclosure of criminal record and barring (DBS) checks, formerly Criminals Record Bureau(CRB) Checks, professional registration and qualification checks, occupational health checks and employment history and reference checks<sup>3</sup>.

## Agenda for Change

In 2005 a system was introduced into the NHS to deliver fair pay for non-medical staff based on the principle of 'equal pay for work of equal value'. The system is called Agenda for Change (AfC). In AfC staff are placed in one of nine pay bands on the basis of their knowledge, responsibility, skills and effort needed for the job. The assessment of each post, using the Job Evaluation Scheme (JES), determines the correct pay band for each post, and as a result, the correct basic pay. Within each pay band, there are a number of pay points. As staff successfully develop and apply their skills and knowledge, they progress in annual increments up to the maximum of their pay band, on each pay band, pay progression is based on the individual demonstrating that they have the knowledge and skills for that job. Newly qualified podiatrists are usually appointed to Band 5 posts. For more information about the post outlines ranging from Podiatry Assistant to Consultant Podiatrists go to:

## NHS Employers

For more information on pay rates see,

## NHS Careers

Knowledge and Skills Framework (KSF) It is generally accepted that effective appraisals (or Personal Development Reviews) lead to improved staff performance, higher staff satisfaction and better patient outcomes. The NHS Constitution also commits NHS organisations to providing staff with 'clear roles and responsibilities,' 'personal development' and 'line management support to succeed'.

At your annual review meeting, you and your reviewer will together draw up your Personal Development Plan (PDP). It is therefore important that you prepare for the meeting.

The meeting will focus on helping you develop to meet the demands of the post in which you are currently employed. The appraisal process is based on a cycle of learning. It consists of:

- a joint review between the individual and their reviewer of the individual's work against the demands of their post.
- the production of a Personal Development Plan (PDP), which identifies the individual's learning and development needs and interests – the plan is jointly agreed between the individual and their reviewer.
- an evaluation of the learning and development that has taken place and how it has been applied by the individual in their work.

The KSF is a useful tool to identify the knowledge, skills and development that staff need to do their job and is used as part of the appraisal process. There are 6 core dimensions covering the key areas that apply to every job and they are:

- Communication
- Personal and people development
- Health, safety and security
- Service improvement
- Quality
- Equality and Diversity

Each Trust will have their own locally agreed appraisal system but the principles outlined in Diagram 2 will apply to all.

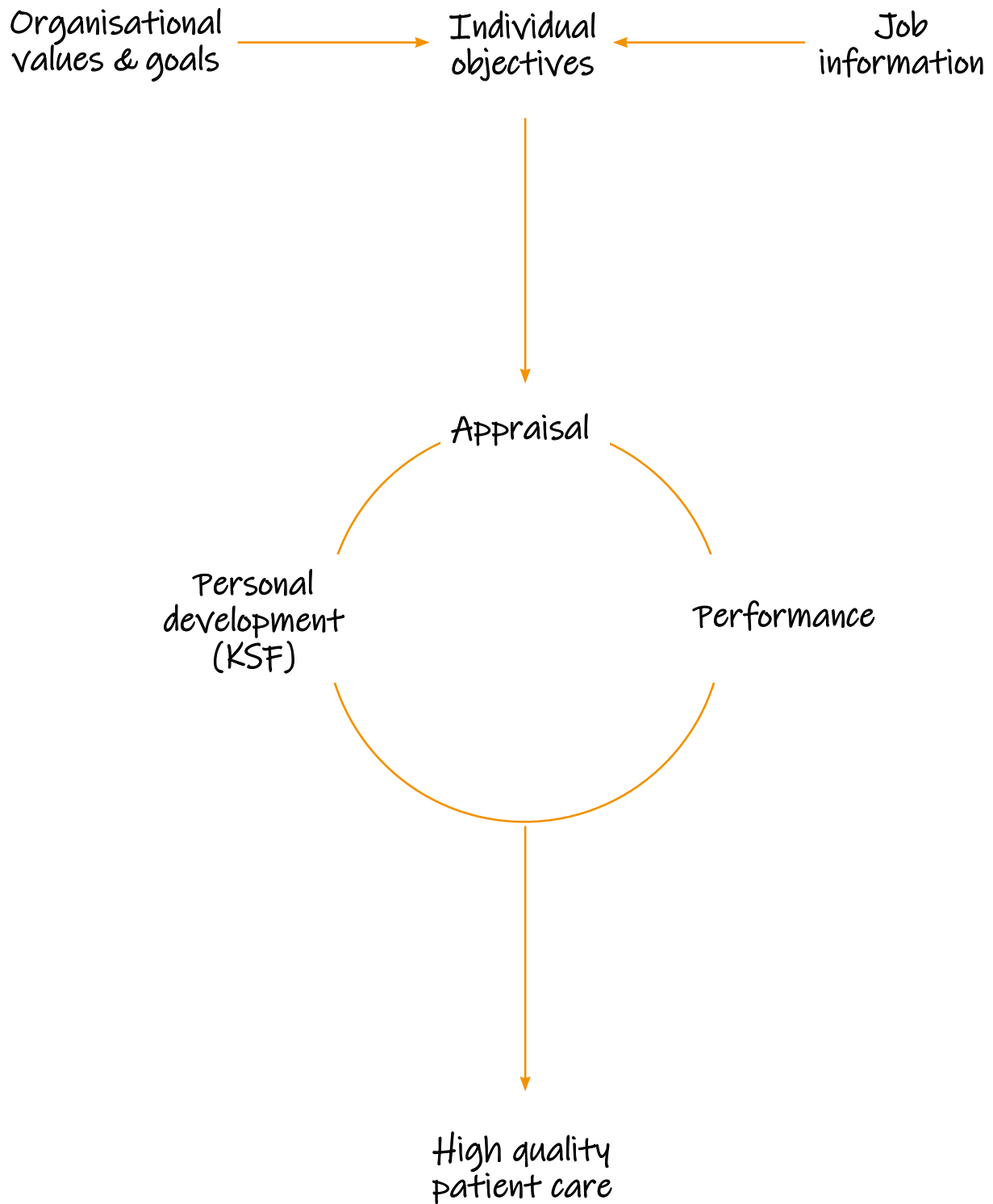
## Volunteering in the NHS and Bank work

If you are having trouble gaining employment in the NHS it is worth you exploring gaining work experience through volunteering or opting to do some bank work.

- **Volunteering**  
Volunteering provides an opportunity for a newly qualified podiatrist to gain further experience and can provide you with an opportunity to apply for jobs as they get advertised at the Trust as well as providing you with a reference if you are applying for jobs elsewhere.

With around 300 NHS Trusts, each with their own policies and structures, there are significant differences in their approach to providing work experience /voluntary work.

Diagram 2: Other pathways for gaining NHS experience



In order to ascertain what your local Trust has to offer it is best to contact the Human Resources Department or the Learning and Development Department.

### Who to contact

For a full list of NHS Trusts in your area, go to [www.nhs.uk](http://www.nhs.uk) and look for "Health Services near you"

- **Bank Work**

Getting a permanent post is not the only route to gaining employment in the NHS. Bank work, which allows you to work on a temporary or flexible contract will also enable you to gain invaluable experience and will augment your skills on your CV. You will also benefit from hearing about vacancies as they arise at the Trust where you are carrying out the bank work.

Bank work also allows you to work flexibly if you are taking on further studies or developing your skills. You will also benefit from experiencing work in a variety of settings which you would probably not experience if permanently employed in a role. It gives you the opportunity to "try before you buy" and gain insight into a Trust before you decide to work there permanently.

Most Trusts have a Central Staff Bank Service. You can often register online or telephone to gain more information about criteria which you need to meet in order to apply. Contact your local Trust to see what they have to offer.

You also have the option to register with NHS Professionals. This is an agency which supplies staff to NHS Trusts around the country.

Be aware that as a bank worker you will not be entitled to sick pay and will not be covered by the NHS Injury Benefit Scheme. You will also have to undertake the same tasks and regulatory training as directly employed NHS Staff. For more information on temporary and flexible posts go to [NHS Professionals](#).

### Starting out in the NHS

Your first experience of working in the NHS will normally be gained whilst on placement as a student.

Students have reported different experiences of the support in place for them whilst on placement. MSLAP: (multidisciplinary support for students in placement) arrangements should be in place at most Trusts in order to make sure that your mentors have been properly trained for their role. The degree of support offered to newly qualified podiatrists starting out in their first role can vary from trust to trust. Some Trusts offer mentorship or preceptorship programmes for newly qualified podiatrists.

It is worthwhile ascertaining what support is in place at the trust where you intend to find employment so that you are aware of this before you commence employment there.

### Gaining experience in different specialties whilst working in the NHS

As a newly qualified podiatrist working in the NHS it is possible after gaining experience and further training that opportunities to specialise may arise. Such areas include biomechanics, paediatrics, diabetes, dermatology, and rheumatology. If you want to specialise in a certain area it is helpful to look at a job description for a specialist post to see what is required of the role and develop a learning action plan.

## Case Study NHS Manager – what they look for when recruiting new graduates Margaret Kennedy

NHS managers first receive an application for a vacancy , usually via [www.jobs.nhs.uk](http://www.jobs.nhs.uk), with a summary of all past training and development and summary of work experience. We would be looking at how you have applied your knowledge and skills to your work experience by you giving examples of your current and past activities. When reading applications spelling mistakes, gaps in timelines for work and studying, lack of depth and detail are all easily noticed so I would recommend that you take your time .Make each application personal to that Trust . This shows that you really want to work there and that you understand the demographics of the patients you are likely to treat.

If you get called to interview, before you attend, speak to the interviewer and ask to look around the Department. You will pick up invaluable information on the Department and where it aims to be, which you can use in your interview. It will also give you a chance to impress the interviewer before the interview.

At interview to make the best impression you need to attend on time and introduce yourself at the start of the interview. It will be expected that you will be nervous so don't worry about nerves. There is evidence to suggest swallowing helps with stress so take advantage if you are offered water at the interview. Interview questions will be structured for you to show off your knowledge and skills so practice interview questions. You may get asked about safeguarding , how to deal with challenging patients, NICE guidelines, health and safety, infection control etc. so have answers ready. It really helps if you can give examples of situations/ scenarios to support your answers. If you don't understand the question ask for it to be asked again in a different way.

NHS managers are looking to employ enthusiastic, forward thinking graduates with excellent interpersonal and leadership skills. Always try and show in your answers where you have actively supported colleagues/ friends/ family/ students as this makes a great team member.

When you gain employment in the NHS you should be well supported by a preceptorship programme which should give you 1-1 mentoring and coaching, rotations across all aspects of Podiatry, the opportunity to influence decision making and changes across the Department either in staff meetings or small task and finish groups. This preceptorship programme usually lasts 12 months but can finish earlier if there is the capacity within the NHS to do this. All areas of good work should be shared and rotations across all areas of Podiatry should be encouraged. This culture should develop you into a competent , well rounded podiatrist using all those skills you learnt during your undergraduate years.

Remember that all personality types make up a team and can bring their own experience to develop and enhance a service. If you have drive and passion for podiatry then this will shine through on interview.

# Section 5: The Private Sector

05





## Setting up your own Private Practice

The Independent Practice Group has put together a comprehensive Private Practice Handbook which you can download from the website which covers all the topics in depth relating to setting up your own private practice. We strongly recommend that you download this document and read it thoroughly before embarking on setting up your own private practice.

View or download a copy of the Private Practice Handbook.

Setting up your own private practice may be expensive in terms of premises, equipment and insurance but it can offer the prospect of flexible employment. It is worth bearing in mind that being a good podiatrist does not necessarily equate with being able to run a successful business.

Before embarking on this journey it is always advisable for you to use your contacts, attend your local College branch meetings to talk to colleagues, who have their own private practice, about their experience of running their own business. You can also contact existing private practice networks through the College to gain invaluable insight from colleagues who have established private practices.

There is also the possibility of mentoring. The College has a [mentoring scheme](#) which includes members who could provide you with guidance and support as you prepare for private practice. For further information regarding mentors please contact: [courses@rcpod.org.uk](mailto:courses@rcpod.org.uk)

It is also advisable to read up and undertake some training in business management, accountancy, and marketing in order to prepare yourself for the road ahead.

Alternatively you could begin by working for a private podiatrist to get first-hand experience of what it entails. You can also share premises or rent a room or a chair at a private practice initially, to gain valuable experience before branching out on your own.

In this section of the toolkit we are going to give a brief overview of setting up your own private practice based on a basic summary of actions we

feel are necessary for you to follow. Along with this summary we will provide you with some crib sheets, summarised guidance and case studies, (detailed advice is available in the Private Practice Handbook).

### Case Study Private Podiatrist and Private Practice Owner **Jo Woollard**

Jo Woollard set up her own private podiatry practice in Danbury, Essex, three years ago. I never wanted to do private work until I actually started doing it! I was working in the NHS and for a private practice on Saturday, and I found that I preferred the weekend work.

Then a good location, with no other podiatrist nearby, became available. I had to buy the unit, which meant I had to do a business case for the bank. It took a long time to get it right, but it helped me see if it was going to be financially worth it.

The potential patient demographics were a key part of the business plan. The bank was quite strict about that. If you're in an area where people don't have a lot of spare cash, you're going to struggle. I have a website, a Facebook page and I do Instagram and a blog – every time I publish something I get a couple more people through the door. Not bad for 20 minutes' work!

I'm not on the high street but we have a big free car park and a bus stop, so people can come and go easily. The unit also has a cafe and a hairdresser, and we all bring in business for each other. I also have reception cover, so if I'm not in they'll take all my calls.

I do a business review every six months to make sure I am on target. You need to keep an eye on all the bills just like you would with a household. Even if you're paying 25p more per scalpel blade, it soon adds up.

For anybody thinking about it, I would say work for somebody else first to make sure you enjoy private work. I've found that NHS and private patients demand different things. You also need to get the right people around you, such as a good accountant. Try not to do everything yourself, especially if somebody else can do it better.

## PRIVATE PRACTICE

### Summary of issues to consider in preparation for starting your own business

Before embarking on starting your own private practice you should spend a considerable amount of time researching and preparing to avoid unexpected issues as you go along which can be very costly in business terms.

- List the Pros and Cons of starting your own business.
- Analyse whether you have the right character for running your own business.
- Get the relevant quotes to assess the expected cost of setting up a private practice.
- Assess your assets and work out the amount of money you are able to invest in this venture.
- Draw up a detailed evaluation of your existing outgoings.
- Research possible avenues for funding.
- Be sure you are aware of all the bureaucracy/legislation entailed in running your own business.
- Put a detailed business plan together.
- Identify and get involved in a support network i.e. involvement in your branch and local private practice network.
- Decide on the structure of your business, sole trader limited company etc.
- Consider if you will need to employ someone or engage an associate.
- Consider your location and catchment areas.
- Put together a detailed marketing plan.
- Make sure you factor in the cost and time required to maintain your CPD (see Maintaining your CPD section of this toolkit).

### Have you got what it takes to run a business?

- **Are you able to cope with risk?**  
No business is risk free, so you need to judge the level of risk personal/financial running your own business is able to absorb.
- **Are you cautious?**  
Being cautious and researching before you begin a business is an asset, being too cautious may lead you not to invest in new markets and could be to the detriment of your business.
- **Do you regard a change as a challenge?**

You will need to be prepared to cope with changing markets, fluctuations in the economic climate. If you are able to anticipate change this will hold you in good stead.

- **Are you good at spotting opportunities?**  
You need to be interested in looking for different ways to expand, change your services in the context of your environment.
- **Are you prepared to work really hard?**  
Most businesses will take time before they begin to make profit. Being self employed is often regarded by those in regular employment as an easy option. It is not an easy option! It could involve you working harder than ever before!
- **Do you have self discipline and are you motivated?**  
Without a boss telling you what to do at each junction you are going to have to be self reliant. Also you will probably start by working by yourself. Will you find this hard to get yourself motivated?
- **Are you a realist?**  
Can you properly gauge what it is possible to achieve in a certain period? This could also influence your approach to pricing services realistically so that you attract custom but also make profit.
- **Are you organised?**  
You might be a very good podiatrist but lack organisational skills. If you are unable to employ someone to help out with this side of the business it does not matter if you are good with patients and treatments your practice will struggle to run smoothly and produce a profit.
- **Are you a forward planner?**  
Business is all about anticipating change and adapting.
- **Do you enjoy networking?**
- Business is all about networking, if you find this daunting, and do not enjoy this aspect, this could be detrimental to your business.
- **How would you rate your functional skills?**  
i.e. writing, mathematics, computer literacy. Have you had experience of writing business plans, business letters, and advertising copy? Do you feel comfortable with numbers, using excel spread sheets? If not, get some training before you start! Or if you are able employ someone who has these skills to complement your skills.

- **Are you commercially aware?**  
Are you good at sourcing things cheaply?  
Can you work out profit margins?
- **How committed are you?**  
Are you thinking of starting your own business because of difficulty in finding employment elsewhere or are you really determined to start your own business? If you doubt yourself before you start, think carefully before committing to starting your own business. Talk to other private practitioners to see if you could handle some of the things they have had to deal with themselves.

**Case Study** Reflections of private practice owner on setting prices  
**Emma McConnachie**

When setting your prices you need to strike the right balance between what a customer will pay and what you need to earn to cover your costs. This will vary from practice to practice.

Firstly you will need to do some research to establish what your true costs are. The old saying "look after the pennies and the pounds will take care of themselves" has never been truer.

There are many costs to consumables that you may overlook as it is 1p here and 3p there but these all add up. As the daughter of an accountant I often joke that austerity is in my blood. I believe that all business owners should fully understand the running costs of their business.

You may decide on the more expensive items but they may prove to be more cost effective than the cheap ones in the long run.

When I set the prices for my treatments I consider every consumable that gets used in an average treatment as well as the overheads involved. Make a list of everything that you would use for each of your treatment types, remember to include how many pumps of hand wash, the number of hand towels and cotton wool etc as well.

Some of these will be rough estimates as to costs for example 1 handwash costs £5 (inc VAT) and you have to replace it every month. You see roughly 300 patients in a month therefore £5 divided by 300 is 0.02p per patient when you round it up to the nearest pence.

I keep a spreadsheet detailing the items and practitioner time for every treatment we offer in the practice.

Other estimates to consider is for the average treatment. When you carry out a treatment there will be occasions that you will have to apply a post-operative dressing or padding.

Think about how often you do this. If 10% of your treatments result in a dressing being applied and 15% require padding then factor in the costs of this as well.

Say the average cost of a regular session comes to £0.80 in consumables but if you were to apply a dressing it would add £1.20 onto the cost or the padding would be £0.70 it can be worked out as such:

$$(\pounds 2 \times 10) + (\pounds 1.50 \times 15) + (\pounds 0.80 \times 75) \text{ therefore } \pounds 20 + \pounds 22.50 + \pounds 60 = \pounds 102.50$$

Divide this by 100 and your "average" treatment cost is £1.03 for consumables per treatment.

Next factor in how much you want to earn per hour. Don't forget to factor in your admin time too. You work 9am – 5pm, take an hour for lunch and spend an extra hour in the day on admin. This makes a total of 9 hours including your non-treating time. If you wish to earn £30 per hour and you allow 30 minutes for a patient, then you would see 14 patients in that day. N.B. if you wish "paid" holidays you may also wish to factor in this cost here.

$$\pounds 30 \times 9 = \pounds 270 \quad \pounds 270 \div 14 = \pounds 19.28 \text{ cost per patient}$$

The next stage is to factor in your extra costs which are not associated with the actual premises rent. This will be things such as professional body fees, CPD costs, advertising budget, autoclaving servicing, insurance costs etc. Let's assume the following costs:

RCPod Fees (inc insurance)	£423 p/a
CPD costs (5 days inc loss of earnings for the day)	£150 per course + £270 earnings) x 5 = £2100 p/a
Advertising Budget	£2000 p/a
Autoclave Servicing and repair	£500 p/a
Practice Insurance (inc contents)	£350 p/a

This comes to a total of £5373 p/a. Now think about roughly how many patients you might see in a year. Make it a quiet year to be on the safe side.

So, if 14 patients a day, 5 days per week for 48 weeks of the year makes a maximum of 3360 routine patients in a year. If you manage 60% capacity this gives us 2016 patients.

*Divide £5373 by £2016 and that adds on £2.67 to the treatment cost.*

You will now need to think about your premises costs. For some this will be a fixed cost as you have your own premises, for others it will be on a fee share basis. If you are also an employer, then do not forget to add your staffing costs to this equation too. If you are on a fixed cost, then I would suggest using a similar premise to the annual overheads calculation as assume it's a quiet year. If it's a fee share basis that you pay your landlord, then this amount will be a percentage of the final cost of your treatment. This is the trickiest stage of the calculation if you are fee sharing as your rental value will be variable depending on your final price that you settle on.

For this exercise, assume that you are renting a room in a non-podiatry venue such as a physiotherapists clinic, and you are paying 25% of your treatment takings to the landlord. First let's look at our costs per patient so far for a routine treatment.

Consumables cost	£1.03
Minimum Desired Earnings cost	£19.28
Additional costs	£2.67
Total so far	£21.95

If you decided to charge £40 for a 30 minute treatment then 25% of this would be £10 due to your landlord. Once you deduct your other overheads this will leave you with £8.05 profit per patient to reinvest in the business or to do with as you see fit.

Finally think about what your competitors are charging. Under cutting is not professional and will not encourage a healthy and respectful working relationship with other practices in the area. Set your treatment price at a level that you think will reflect value for money for the services that you provide.

Remember to adjust your landlord proportion if you are fee sharing when considering different prices.

This is a simplified version of what I do for my practice as there are many hidden costs such as stationery, text reminders, practice management software, admin staff, clinical and general waste uplift, water charges, credit card terminal and banking charges and business rates to name a few so your list will most likely be a long one! This pricing advice is from my own personal experience and in no way expresses the official view of the Royal College of Podiatry, it is personal opinion only for the purposes of guidance.

Due to competition laws the College cannot tell you how much to charge. There are many schools of thought surrounding how to set your professional fees and only you can determine what you wish to charge. As a professional though you must be transparent regarding your costs in advance of the treatment and discuss any treatment plan and additional costs with a patient prior to undertaking that treatment. Trading Standards laws apply to all sectors so ensure that you are familiar with your legal responsibilities as a service provider.

*Figures used calculated Spring 2020.*

## The Business Plan

Your business plan should include:

- a list of your main objectives.
- specification about the geographical area in which your business is based.
- analysis of the size of the market you intend to meet.
- analysis of the competition in your area.
- establishing a unique selling point for your practice.
- outlining a marketing plan to attract business
- analysis of your overheads.
- information on the prices you are going to charge for your services, use the break even analysis to establish this (refer to the Private Practice Handbook for more details).
- putting together a cash flow forecast.
- establishing the level of financial support required.

**Once you have completed your business plan show it to your mentor, or your colleagues in private practice to gain their invaluable advice.**

## Starting a business with others

- You may decide on starting a business with another podiatrist or person. Even if you are friends or family members, you should ensure that you have a written agreement in place. Things can go wrong, personal and professional situations can change so you need to think about their influence on your business and have a plan in place.
- It is highly recommended that you take legal advice, speak to a solicitor early on and ensure clauses addressing different scenarios are part of your written agreement.

### Common Pitfalls include:

- Not allocating enough time to put together a detailed business plan- you will probably need to do multiple drafts.
- Not taking advice from established private podiatrists- it will be different for me syndrome!
- Over estimating your growth in client base - to establish a client base where there is no existing one can take years. Your business may not be able to function full time for quite some time and it is wise to consider other options of generating income whilst it establishes itself.

## Business Advice Useful Links

[Federation of Small Businesses](#) a not for profit campaigning pressure group which promotes and protects the interests of the self-employed and owners of small firms.

[Business Link](#) which is funded by the Department of Trade and Industry, will provide you with the information, advice and support you will need to start your own business. It is available locally and is quality assured.

Similar services can be found outside of England:

[Scotland \(Lowlands\) Small Business Gateway](#)

[Scotland \(Highlands\) Highlands and Islands](#)

[Enterprise Information Source](#)

[Wales Business Support](#)

**Who do you need to inform once you have decided to start a business?**

- **The College**  
Your membership records will need to be updated in order for your private practice contact details to be included in the “Find a Podiatrist” public section of the College website. This will allow potential patients to find your details easily from the websites and is a good form of advertising for you.
- **The Inland Revenue**  
You will need to inform them within three months of commencing trading. Failure to do this can lead to penalties.
- **Your employer**  
If you are working for someone else whilst setting up your own practice you will need to let them know that you will also be undertaking private work. They cannot prevent it of course but you need to inform them that it is not a conflict of interest.
- **Companies House**  
If you decide to set up a company (limited or unlimited) you need to register your company with Companies House. You can do this yourself or ask advice from an accountant or you can use a company formation agent. Whether your company is limited or unlimited you will need to set it up as the sole shareholder, the director and the secretary. This will also prevent anyone else from using your chosen name for your practice.

## Funding your Business

- Your cash flow analysis in your business plan will be a starting point for you to establish how much money you need to get your business started and off the ground.
- Forecasts are only as good as the estimates you have used in the first place and a certain degree of pessimism at this stage should put you in good stead. Your business may take twice as long as you have estimated to establish a client base so estimations should be made taking the worst scenario into account.
- Your patients are your primary source of funding your business. Without patients your practice will not survive.
- **Asset finance** is when you lease your clinic furniture and decontamination equipment enabling you to pay for this over a longer period of time in smaller payments.
- **Bank loans** will probably require personal guarantees or other security in the form of property or a guarantee from a third party. You might also be able to get a Loan Guarantee from the government under the Small Firms Loan Guarantee Scheme (for detailed information regarding terms and conditions see the Private Practice Handbook).
- A **bank overdraft** could be suitable also to fund brief periods of cash shortages but is an expensive way to fund your business.

Please check on the small businesses website and the Princes Trust website to see if there are opportunities for acquiring a grant.

## Useful Websites on funding

For information on the [Enterprise Investment Scheme](#) Websites with information regarding [grants](#)

## The Structure of your Practice

The structure of your private practice can take several forms such as:

- Sole trader
- A partnership
- Limited company status
- Unlimited company

## Engaging a self-employed Associate

This is common practice within the profession. Be aware however that it is important that the

associate does not become an employee i.e. you need to make sure you do not exercise any form of control or provide them with instruments. They must be taken on as a professional of equal standing to you.

If you exercise any form of control this could be misconstrued as you employing them and then you could be liable, depending on how long they have been working with you, for up to five years back Employers National Insurance contributions and four years employee contributions if the inland Revenue were to investigate the situation and categorise the Associate as an employee.

## Practice Accreditation

The College has put together this scheme in order to align the Royal College of Podiatry standards with the Care Quality Commission's guidelines. By enrolling in the Royal College of Podiatry Practice Accreditation scheme you can demonstrate to your patients that your practice has attained a standard which can influence peoples' confidence in using your services. Also complying with these standards will stand you in good stead with regards to the HCPC and will demonstrate that your practice is safe and complies with the relevant legislation.

You will need to read the guidelines in order to complete the practice accreditation paperwork which can be obtained from the Professional and Private Practice Officer at the College or online.

## Practice Accreditation Guidelines

Filling out the form and reading the guidelines also counts as CPD!

**It is also advisable to read these guidelines before you chose your premises as they will inform and influence your choice.**

## Regulatory Bodies and Government Agencies

### The Medicines and Healthcare Product Regulatory Agency

This agency is responsible for ensuring that medicines and medical devices work to an acceptable standard.

For more information on the [MHRA](#)

## Disclosure and Barring service (formerly known as the Criminal Records Bureau)

This agency provides wider access to criminal record information through its disclosure service. It is a government agency within the Home Office. It enables employers to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work especially when the work involves working with children and vulnerable adults.

If as a podiatrist you are working within a private practice providing care to people in nursing homes you are required to have a disclosure certificate. The responsibility lies with the nursing home for organizing the disclosure.

When employing staff you should ask for “spent” convictions to be disclosed by the Disclosure and Barring Service (DBS) whilst requesting a DBS check. You will need to access the DBS via an external party. Please contact the Professional Support Officers at the College.

### Disclosure & Barring Services

## Environment Agency

**Scottish Environmental Protection Agency  
Environment and Heritage Service (Northern Ireland)**

- The College has produced guidelines for the storage and disposal of waste, see “Disposal of Waste Guidelines” on the College website and this entails the business to retain copies of Waste Transfer Notes which the agencies can demand to see.
- The Environment Agency is responsible for protecting and improving the environment in England and Wales. Their task is to ensure that air, land and water i.e. the environment is protected. They thus impose a “duty of care” on all businesses to protect the environment.
- The Scottish Environmental Agency and the Environment and Heritage Service have similar roles in Scotland and Northern Ireland.

## Useful Links

<http://www.environment-agency.gov.uk>

<http://www.sepa.org.uk>

<https://www.daera-ni.gov.uk/northern-ireland-environment-agency>

## Data Protection

You must register your practice with the information commissioner if you store patient information in any electronic form i.e. clinical records, practice diaries. You should be fully aware of the general data regulations and what you have to do to comply. This can be found on the Colleges website.

## Marketing

**“Marketing is the management process responsible for identifying, anticipating and satisfying customer requirements, profitably”  
The Chartered Institute of Marketing UK**

Marketing is the key to a successful business. You will need to develop a marketing strategy for your business and review this periodically in order to assess its success or otherwise and alter your plan accordingly.

Your marketing strategy will need to support the needs of long term clients and attract new clients. You will need to assess ways of rewarding loyalty as well as attracting new business and therefore you will need to develop different strategies for each.

These represent services where you have a low share of the low growth market. These services probably break even and thus may not be worth investing heavily in. However, you may feel you need to offer them to provide a full suite of care to your patients. The management of chronic wounds could fall into this category.



# Section 6: Clinical Standards

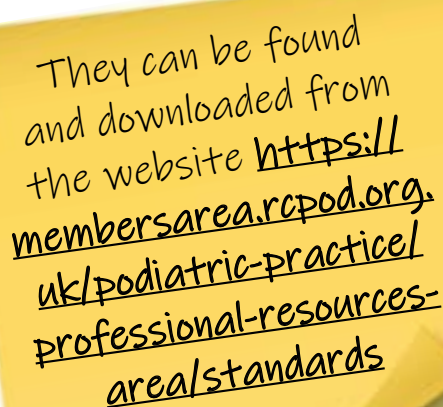
# 06



## Royal College of Podiatry Standards

The College has 14 Standards of Practice which all members need to follow. They are:

- Patient Confidentiality
- Patient Consent
- Guidelines for the Safeguarding of Children and Vulnerable Adults
- Guidelines on Delegation and Supervision
- Guidelines on Patient Records
- Clinical Abbreviations
- Single Use Instruments within Podiatry
- Standards for the decontamination of reusable podiatry instruments
- Infection Control
- Waste Management
- Management of Sharps Injury and Exposure Incidents
- Domiciliary Care
- Clinical Environment
- Immunisation for Podiatrists



They can be found and downloaded from the website <https://membersarea.rcpod.org.uk/podiatric-practice/professional-resources-area/standards>

It is important you keep up to date with the standards as they are based on HCPC regulations and government legislation. If you do not follow the standards, then your insurance and HCPC registration may be at risk.

Each year we get members who unfortunately, are sued by patients or reported to the HCPC. If you have followed the standards it is easier to defend against a claim. The two most important standards in relation to this is Record Keeping and Consent. We get approximately 70 claims a

year and nearly all of them have record keeping or consenting issues.

The HCPC or a Court assumes if something is not written in the patient record it has not occurred. Therefore, even if you clinically did everything correct, if you have not written that the patient has given the correct informed consent or have not recorded certain details in the patient notes then they will assume it has not been done and a case may be found against you. It is therefore important when undertaking your CPD that not only do you undertake clinical CPD but you also remember to refresh your knowledge on recordkeeping and consent procedures as they can and do evolve over the years.

The College undertakes regular courses nationally, in branches and as webinars to assist you in keeping up with the clinical standards.

There is also usually a clinical standards lecture at the conference each year.

For more info visit <https://rcpod.org.uk/events-and-courses/conferences-and-events>

# Section 7: Maintaining your Continuing Professional Development (CPD)



It is your responsibility to update your knowledge and help promote best practice. CPD is crucial to your career development and to patient care, whether you work in the NHS, voluntary sector or in private practice. It is also a requirement of membership of the College and as a registrant of the HCPC.

For those working in the NHS, CPD is often arranged for them although this is happening less and less. It is usually linked to staff appraisal and to the objectives of the post, podiatry department and to the Trust.

Even with some provision in place, many choose to engage in additional CPD according to their needs and where it isn't at all available, some NHS podiatrists arrange their own CPD.

In private practice you will need to organise your own CPD, you will therefore need to set aside adequate time and funds to cover the costs. It is important that you bear the cost of CPD in mind when pricing a treatment at your practice. In many cases your CPD costs can be set against tax so you will be able to recoup the initial expenditure.

### College Requirements for CPD

The College requires that members engage regularly in CPD activity and suggest that practitioners undertake at least 30 hours of CPD a year, of which at least 15 hours should be clinical study. Your CPD should reflect your current and future practice.

### What counts as CPD?

Below are examples of the types of activities that can all be recorded as relevant CPD:

#### Work based learning:

- Coaching, mentoring or supervision (providing or receiving)
- Discussion with colleagues
- Appraisals
- Being a representative (e.g. ULR, member of a Committee or Panel etc)
- Delivering or receiving training

#### Professional activity examples:

- Involvement in a Professional Body or other groups (e.g. Branch official, project work etc)

- Attending Branch meetings
- Planning or running courses and training
- The College's Practice Accreditation Scheme

#### Formal activity examples:

- Attending conferences such as the College Annual Conference or other professional health care conferences as a delegate or as a presenter.
- Attending courses, training and seminars (including online/distance learning).
- Further education.
- Writing articles or papers.

#### Self-directed examples:

- Reading journals and articles (such as those found in Podiatry Now) or books that are related to your practice.
- Updating knowledge online (e.g research, podcasts or shows, online articles etc).
- Participating in online forums and communities.

### Where to start?

- Visit our website for information on CPD.
- Look at Podiatry Now to see courses advertised.
- Use your branch. Your local branch will often have a programme of events which count as CPD.
- Special Advisory Groups (SAG); get in touch with a SAG for information and advice about a specialist area.
- Use your networks whether in private practice or not. If you are in private practice and there isn't one in your area, you can form a network yourself simply by contacting colleagues in your area. By participating in or forming a private practice network, you or a colleague can organise training for a number of fellow practitioners in your area and share the training cost.
- Contact your NHS, Branch or Private Practice Network Union Learning Representative (ULR) for advice and guidance on CPD or become a ULR yourself.
- Access e-Learning for Healthcare modules via e-integrity; access a series of statutory and mandatory e-learning modules designed around the UK Core Skills Training Framework, including subjects such as infection control,

safeguarding and data security.

## Keeping a record of your CPD

Whatever CPD you do it is vital that you make a record of it and keep it up to date. It is highly recommended that you keep copies of programmes, topics covered at lectures, training days, articles read and any certificates gained.

**It is also important that you write a short summary/reflection of what you have just learnt soon after the event and comment on how the training will impact your practice.**

For ease and practicality, take a look at our newly refined [Online CPD Record](#). With much more features and functionality to support the recording of your CPD, it is simple to use and can be accessed 24 hours a day, so it is ready whenever you are.

*New  
CPD Access*

# Section 8: Further Education/Academia



The number of people moving into post graduate education is on the increase. However, unlike degrees there is no student loan service available for this. Another difference is that fees for post graduate courses often have to be paid in part, at the beginning of the course.

### Postgraduate Education; Masters versus PhD?

In general master's degrees tend to be shorter courses (2-3yrs full time 3-4yrs part time) and to be more career orientated than a PhD. PhDs will take on average 5-6yrs and be more research orientated and will prepare you for a career specifically in research and academia, so you will need to decide which suits you better and what you are aiming to achieve in the long run.

A Masters will certainly set you apart from the crowd who only have a Bachelor degree. Masters allow for specialisation within a field, however if you are set on becoming a professor for example, a Masters will not suffice and you will need to opt for a PhD. PhD work requires creating original research so it could also set you up for working in a research role outside academia in the third sector.

There are many options for a podiatrist to develop their career through post graduate studies.

It is really important, however, that you are aware of the actual course content, which sounds obvious but it is vital that you explore beyond the course title and are really aware of what the course entails so that you can make sure that the course is feeding your own particular interests and will be beneficial for you.

In order to get further information on courses, the best source are the academic staff who will be teaching the course. Ask staff at your current university or other universities to explain in depth what the course will be covering and you will get the insight required which will enable you to make the right decision for you.

To search for postgraduate courses refer to [“Find a Masters”](#) online

For information on postgraduate courses given by the [Open University](#)

### Non-Clinical Masters

You could also undertake a non-clinical master's degree, a course in business management e.g. an MBA.

If you are interested in moving into NHS management there is also the opportunity to undertake training with the **NHS Graduate Management Training Scheme**. The courses last for two years, or two and half years if you opt for finance management. The training schemes are available all over England and also operate in Wales, Scotland and Northern Ireland.

You can specialise in the following areas:

- **Finance Management**
- **Health Informatics Management**
- **Human Resources Management**
- **General Management**

### NHS Management Courses

#### Funding

Most post graduate courses do not attract statutory funding. Course fees can vary considerably. To obtain the exact course fees contact the department running the course. Sometimes if you decide to carry on further studies at the University where you undertook your undergraduate study discounts on the course fees may be available, again check with the relevant department.

#### Other costs

Along with the course fees you will have to take into account other costs such as accommodation and living expenses and also the cost of study materials.

Funding for postgraduate courses is limited but can be acquired through the following methods:

- Research Councils
- Professional and Career Development Loans
- Graduate Studies Loan
- Scholarship schemes at Universities
- Sponsorship/ funding from your Employer
- Trusts and Charities

## Research Councils

The following research councils offer funding for post graduate study for some courses:

- [Arts & Humanities Research Council](#)
- [Biotechnology and Biological sciences Research Council](#)
- [Engineering & Physical Sciences Research Council](#)
- [Medical Research Council](#)
- [Natural Environment Research Council](#)
- [Science and Technology Facilities Council](#)
- [Economic and Social Research Council](#)

## Professional and Career Development Loans

There are bank loans i.e. commercial loans and you should only consider this once all other options for funding have been explored. These loans are specifically for work related learning and the Skills Fund Agency will pay the interest on the loan for the duration of your study and for one month after you complete your study. This loan can help towards course fees, living expenses etc. You can also use the loan to supplement other funding you may have in place such as grants or bursaries. For further information on [financial assistance for learning](#).

## Graduate Studies Loans

Some banks also offer their own Graduate Student Loans, ask at your bank and check the terms and conditions thoroughly.

## Scholarship schemes at Universities

It is worth checking out if there are any scholarship schemes at the university you wish to study at. These are sometimes not widely advertised and many only offer support for the first year of post graduate study and are often aimed at overseas students.

## Sponsorship/ funding from your Employer

In an ideal world this seems perfectly reasonable. By pursuing further studies you will bring more to your role and the organisation. The reality is quite different and asking your employer to fund your studies may require a lot of convincing.

If your company has a well-structured performance development process in place it will give you the opportunity to raise your wish to undertake post graduate study at your appraisal. It is important to show your manager that you have already done

some research and identified possible options. Emphasize the benefits of pursuing further studies in the context of benefits it will bring to the workplace. Try and show how you see it fitting into your longer-term career development within the organization in order to show loyalty to it.

It may also be worth talking to your ULR or union rep to see if they can negotiate on your behalf. For example there may be a learning agreement in place and in it the employer may commit to some funding towards higher level study.

If you are lucky enough to get financial support from your employer you will most likely have to sign up to some sort of agreement which will tie you to the company for a set period of time.

## Trusts and Charities

It is worth exploring trusts and charities to see what financial support they may be able to offer you.

You will often need to fit certain criteria and due to the large numbers of applications it is rare that a full scholarship or award will be offered to you. A searchable database for funding is available for postgraduate students from charities, trusts and other funding organisations and can be found at [www.postgraduatestudentships.co.uk](http://www.postgraduatestudentships.co.uk). Also see [www.prospects.ac.uk](http://www.prospects.ac.uk) for useful tips for funding plus information on scholarship awards schemes.

## Research Internships

There are many advantages to taking up a research internship following graduation. A good internship experience:

- may lead to full time employment, as you could get personally recommended for upcoming job opportunities.
- will provide you with a work reference for application for roles elsewhere.
- could provide you with a good networking opportunity.
- will help to assist you in your career decision, by exploring areas of interest. If you were contemplating doing a PhD the experience would give you an insight in pursuing this career path in the future
- allows you to gain valuable work experience.
- will develop and build on your existing skills.
- will add weight to your CV and make you stand out from the crowd when applying for jobs.



Universities, hospitals, specialist institutions, charities and the third sector all take on internships. You will need to contact them and see what internships they offer.

Arthritis Research UK has an internship programme especially aimed at newly qualified podiatrists which consists of an eight week clinical research placement prior to commencement of their clinical post.

Once in their first clinical post the internship continues via a two year, off site mentorship programme with an eventual return to the host centre to develop a fellowship/PhD studentship application.

### [Arthritis Research UK](#)

# Section 9: Mentoring



# 09

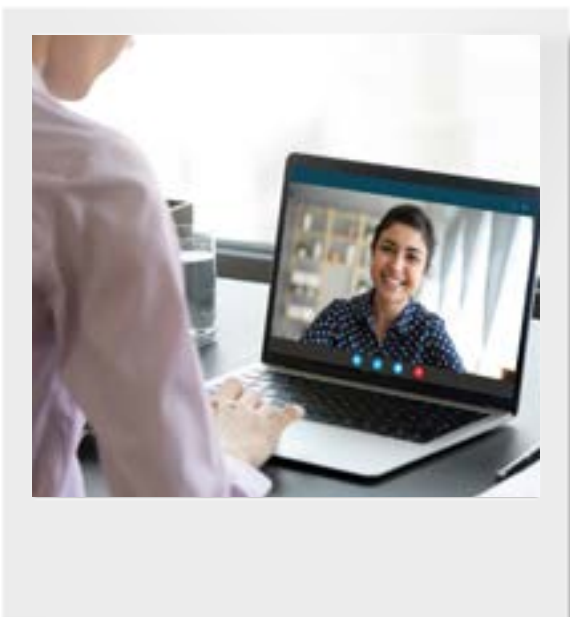
After having the support of your tutors at university, it can be difficult going it alone. So you might want to think about finding a mentor.



Mentoring is a powerful learning and development tool that can help you to achieve your professional goals through the guidance, support and inspiration of someone who has experienced the challenges and opportunities of a career in podiatry.

Being a member of the College affords you access to our online mentoring platform, which offers tools and guidance to support you.

The simple-to-use resource (see infographic for how it works on [page 43](#)) facilitates mentoring relationships by allowing you to create a profile and connect with a suitable professional match.

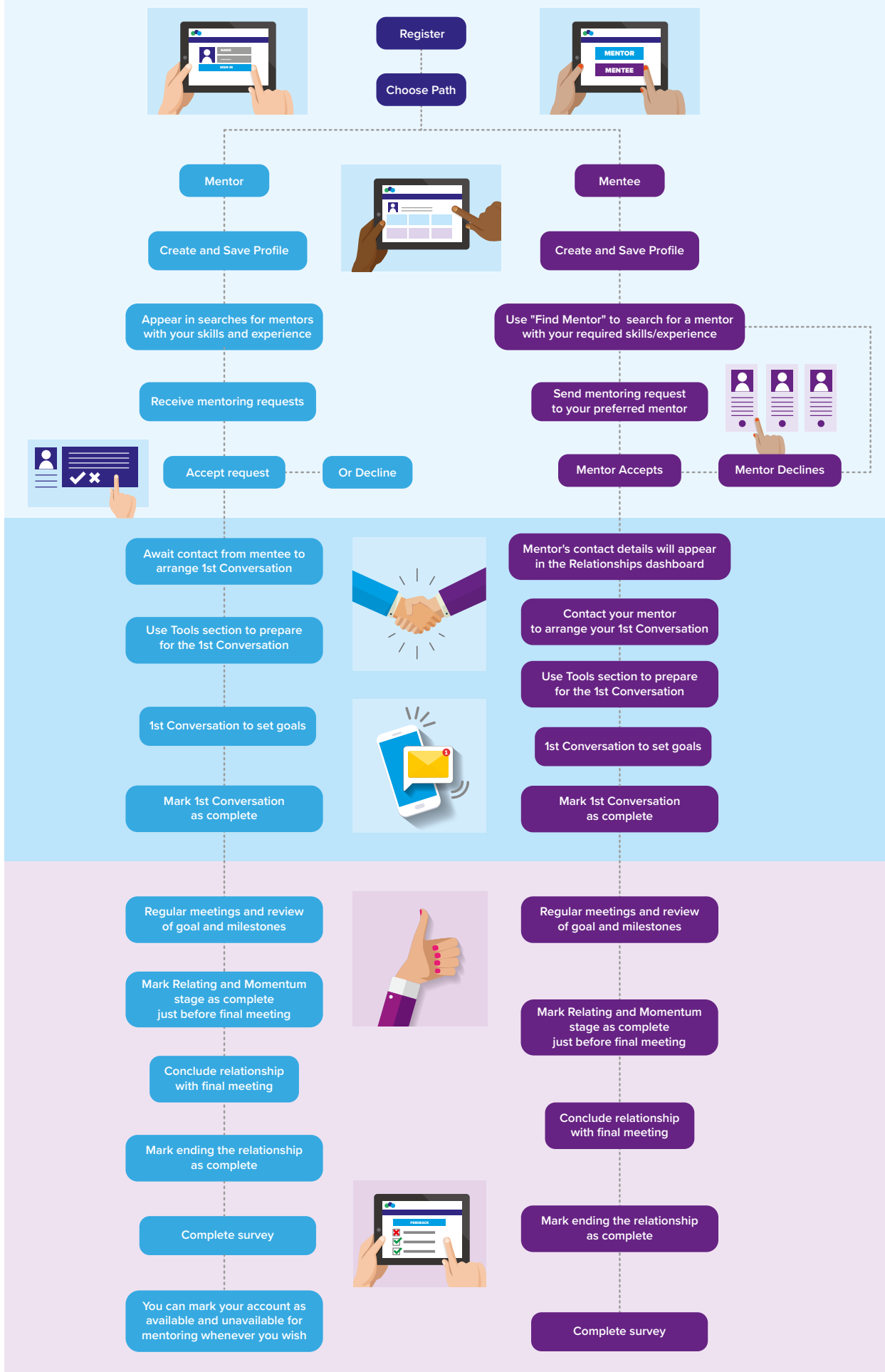


Using the tips below will help you to maximise the value of your online presence and therefore benefit from a rewarding mentoring partnership.

### Tips for mentees

- **Be specific** – When completing your profile, include as much detail as possible around what you are hoping to get out of the mentoring relationship, and any specific areas you would like to discuss or receive guidance on. This will help the mentor decide whether they are able to support you and plan how they might help you to achieve your goals.
- **Select criteria wisely** – When searching for a mentor, you can set your selection criteria to get a match as close as possible to your requirements. Sometimes there may not be an exact match so you may need to decide which criteria are most important and search accordingly.
- **Ask first** – If you spot a potential mentor but want a little more specific information before you send a mentoring request, use the platform's 'Ask a Question' feature.
- **Don't delay** – If your connection request is accepted by a mentor, make sure you contact them straight away to organise your first meeting.
- **Communicate** – If you change your mind about a mentoring match, simply withdraw your request and let the mentor know. You can do this through your relationship dashboard by clicking on the 'Details' tab.

# Mentoring – How It Works



Section 10:  
Membership



10

Don't forget to upgrade your membership to become a Full Member as you embark on your new exciting career as a registered podiatrist.

This ensures you have all the necessary support, advice and resources you need right at your fingertips. Here are **just some of the ways we can support you**.

As a member of the College, **you are protected:**

- Clinical, professional and business advice and support throughout your career.
- You are a member of the trade union, so are supported with any employment issues (NHS & Private).
- Insurance cover of £15 million including public liability and medical malpractice insurance.
- Legal advice and support- representation at local as well as national level, plus a legal helpline.
- Support with HCPC issues (audit or cases), providing you with guidance, support and formal representation if needed.

As a member of the College, **you are always learning:**

- Access to a wide range of CPD courses.
- Member discount to attend our annual conference, the largest annual podiatry conference and exhibition in Europe.
- Podiatry Now – monthly magazine.
- Access to the members' area of website where you will be able to access past journals, papers and documents to support you in your practice.
- Access to Fellowship programmes leading to advanced practice, including podiatric surgery.

As a member of the College, **you are part of a community:**

- The biggest community of podiatrists based in the UK, with nearly 10,000 members.
- Access to a national network of local branches, who offer CPD and networking opportunities for members in their local area.
- Graduate Network – representing your voice within the College. If you would like to get involved, please just e-mail us [Graduatenetwork@rcpod.org.uk](mailto:Graduatenetwork@rcpod.org.uk)

- Links with affiliated organisations and Specialist Advisory Groups covering every aspect of podiatry.
- Access to a range of member only discounts and savings.
- Free practice listing on our website and NHS Choices.

### How to join

Once you've graduated from one of the College's 13 recognised podiatry schools and registered with the HCPC, simply login to our website and use our on-line joining facility.

We have special rates for new graduates. In the part-year of qualification you will receive a 75% discount off the full fee which is pro rata depending on when in the year you join, then in your first full year of membership you will receive a full 50% discount on the annual subscription and a 25% discount in your second full year of membership. Even though the subscription will be considerably reduced, you will still have access to the full range of benefits.

Please feel free to get in touch with our Membership Team at [Membership@rcpod.org.uk](mailto:Membership@rcpod.org.uk)

Section 11:  
Royal College of Podiatry  
Trade Union





## The Role of the Trade Union at RCPod

The College is the only specialised TUC affiliated Union representing podiatrists. The Employment Relations Department offers expert representation for all its members. Employment Relations Officers (EROs) are there to provide assistance and advice and are able to represent members at disciplinaries, grievances, and sickness absence reviews. At local level EROs ensure members know what support is available to them when employment problems, queries arise through the Union Representatives and regional coordinator networks.

At a national level the union negotiates with government representatives and departmental officials seeking to influence government policy in respect of employment and professional issues, which directly impact on podiatry. The Union also monitors and interprets the effects of domestic and European employment legislation, ensuring that member's employment rights are protected at work.

## Union Workplace Rep

### What is a Union Rep?

The role of a workplace rep is interesting, challenging, rewarding and it could be for you!

You do not need special skills, just a willingness to want to help and support other podiatrists in your local area with employment issues. The college will provide training and support to build your skills, confidence and knowledge to.

1. Represent members in grievance and disciplinary situations.
2. Negotiation and consultation with managers and HR at all levels.
3. Answer members queries on Health and Safety and workplace issues.
4. Recruit new members.
5. Have a collective voice for your colleagues with your employer and Union.
6. Attend meetings on workplace issues (staffside).

Our workplace reps meet regularly to discuss union polices on such issues as Pensions, Pay, Equality Health and Safety and lifelong learning. If you are interested and like to know more then please email [Employmentsupport@rcpod.org.uk](mailto:Employmentsupport@rcpod.org.uk)

## The Union Learner Rep

### What is ULR?

The ULR role involves promoting the value of learning, supporting learners, arranging learning and training within the workplace.

All ULR's are given training for their role thought courses provided by TUC Education and the Royal College of Podiatry.

## Union Health and Safety Rep

### What is a H&S rep?

Union Health and Safety reps make a huge difference within the workplace.

H&S reps help to promote a good safety culture and allows employees to raise issues and concerns. Research has shown that workplaces with H&S reps experience around half the number of serious injuries of those without.

1. Investigate potential hazards and dangerous occurrences within the workplace.
2. Investigate complaints by employees relating to health and safety in the workplace.
3. Take Health and Safety issues to the employer.
4. Carry out inspections at least four times a year.
5. Attend health and safety committees to represent members.

The College will provide training and support to build skills, confidence and knowledge.

Section 12:  
Other useful info

# 12



## Resources/ Journals & Useful Websites

### Allied Health Professions Federation

The main aim of the AHPF is to promote inter-professional working enabling Allied Health Professionals to provide high quality care for patient and their carers across the whole health and social care sector.

They provide collective leadership and representation on common issues that impact on its members' professions.

### Versus Arthritis

A charity which funds high class research, educates healthcare professionals and provides information to people with arthritis and their carers.

### Diabetes UK

A leading charity providing information, help and peer support to people with diabetes. It is also one of the largest funders of diabetes research in the UK. They run research projects and a current list of these projects can be downloaded from the site.

### The Diabetic Foot Journal

A quarterly peer reviewed publication for healthcare professionals involved in the care of the diabetic foot.

### E Podiatry.com

Site containing latest news on podiatry, foot health and healthcare news.

### Foot and Ankle International

The official journal of the American Orthopaedic Foot and Ankle College. It specialises in the reconstructive, trauma and sports related conditions using the latest technological advances.

### The Foot Journal

Is the official journal of the American College of Foot and Ankle, Orthopaedics and Medicine and is affiliated with the Federation Internationale des Podologues. It is internationally peer reviewed and covers all aspects of scientific approach and medical and surgical treatment of the foot.

### HCPC Health and Care Professions Council

The HCPC currently regulate the following professions:- arts therapists, biomedical scientists,

chiroprodists / podiatrists, clinical scientists, dietitians, hearing aid dispensers, occupational therapists, operating department practitioners, orthoptists, paramedics, physiotherapists, practitioner psychologists, prosthetists / orthotists, radiographers, social workers.

### **HM Revenue and Customs**

The UK's tax authority. HMRC's work to make it easy for customers to deal with their taxes and get things right, by making products and processes more simple and straightforward. HMRC also works to reduce tax evasion and avoidance, including preventing evasion and avoidance, giving people opportunities to declare what they owe, and prosecuting more people who break the law.

### **Journal of the American Podiatric Medical Association**

Founded in 1907 it is now the official online journal for the association producing 6 issues a year.

### **Journal of Biomedical Science**

An open access journal which is peer reviewed covering all fundamental and molecular aspects of basic medical sciences.

### **Journal of Foot and Ankle Research**

This is the official journal of the Australasian Podiatry Council and the Royal College of Podiatry. This is an online journal that encompasses all aspects of policy, organization, delivery and clinical practice related to the assessment, diagnosis, prevention and management of foot and ankle disorders.

### **Journal of Wound Care**

Publishes independent, accessible, high quality evidence based articles on wound care. NHS Evidence Easy to use and is freely available to all, NHS evidence is a suite of services that provide internet access to high quality authoritative evidence and best practice.

### **NHS Careers**

Main information service for careers in the NHS in England. Search jobs in the NHS and get advice regarding training and career development.

### **NHS Professionals**

Is the leading provider of managed flexible workforce services to the NHS. Use to look for bankwork opportunities.

### **NICE Newsletter**

NICE's role is to improve outcomes for people using the NHS and other public health and social care services by: It produces evidence based guidance and advice for health issues.

Develops quality standards and performance metrics for those providing and commissioning health and public health and social care services. It also provides a range of information services for commissioners, practitioners and managers across the spectrum of health and social care This is a monthly newsletter to keep you up to date with important developments at NICE. It contains features stories, consultations and implementation advice.

### **The Medical and Healthcare Product Regulatory Agency**

An agency responsible for ensuring that medicines and medical devices work to an acceptable standard.

### **Money Advice Service**

This is an independent, free and impartial service, set up by government. Financial advice can be obtained online, by telephone or through web chats.

### **National Careers Advice Line**

The Line provides advice and guidance on learning, training and careers. There are tools on the website to assess your skills help make career plans and get advice on funding.

### **Skills for Health**

Skills for Health is your sector skills council for all health employers NHS, independent and the third sector.

Their three main objectives are to:

- Offer tested solutions and tools to help improve productivity and quality
- Support you and your staff to plan and manage workforce development and change
- Represent your views on skills issues and champion effective investments in skills that you need.

## **SPECIAL INTEREST GROUPS**

### **Foot in Diabetes UK (FDUK)**

The aim of FDUK is to support healthcare professionals to deliver high quality clinically

effective care in order to improve the lives of people living with diabetic foot problems.

The benefits of joining FDUK include:

- Free membership for all healthcare professionals with an interest in the diabetic foot.
- Free subscription to The Diabetic Foot Journal, the primary reference source within this therapeutic area.
- Access to practical workshops and other forms of CPD to facilitate your on-going professional education.
- Enjoy FDUK conferences and events.
- Email updates on all FDUK activities.
- Above all, we will seek to represent YOU, and to become the voice of foot care in diabetes, and to influence the future direction of healthcare policy in this field.

Membership of Foot in Diabetes UK is free for all healthcare professionals working in the field of diabetic foot care in the UK.

[Click here](#) for information about how to join FDUK online via our partner website, Diabetesonthenet.com.

### **British Dermatological Nursing Group (BDNG)**

The British Dermatological Nursing Group (BDNG) was established in 1989 to offer an independent speciality group of nurses and healthcare professionals with an interest in dermatology.

Membership of the group is open to anyone interested in dermatological nursing upon application. Health care professionals may apply for Associate Membership.

The aims of the BDNG are to:

- Promote the development of the highest standard of care for the patient receiving dermatological care.
- Promote the development and recognition of the nurse's role in dermatology, for the benefit of the patient.
- Promote and support education of nurses for their role in dermatology.
- Promote and support research into all aspects of dermatology nursing and dermatological nursing care.
- Provide a source of expertise for nurses facing clinical and managerial challenges in the field of dermatology nursing.

- Provide a forum for the dissemination of developments and knowledge in the field of dermatology nursing.
- Healthcare professionals may apply for associated membership (associate members are non-voting members of the BDNG) Membership fee is £20 per annum.

Contact: Dr Ivan Bristow / Dr Farina Hashmi (representatives)  
Email: [courses@rcpod.org.uk](mailto:courses@rcpod.org.uk)

### **Podiatry Rheumatic Care Association (PRCA)**

The PRCA is an independent group working towards excellence in the care of rheumatic foot disorders through education and research.

Established in January 1997, this is the association for podiatrists who have an interest or who are currently working in the area of Rheumatology and musculoskeletal pathology.

PRCA is a registered association with an active committee that aims to provide a network between Podiatrists who are interested in rheumatology. An Annual General Meeting is usually held around November time in conjunction with an organised conference or patient focused rheumatology workshop to which members of the PRCA are offered reduced rates.

Contact: Robert Field (Chair)  
Email: [robert.field@rbch.nhs.uk](mailto:robert.field@rbch.nhs.uk)

### **Complementary and Integrated Medicines**

Dr M Tariq Khan, The Marigold Clinic, The Royal London Homeopathic Hospital, 60 Great Ormond Street, London, WC1N 3HR.  
Tel: 07973205903  
Email: [tariq.khan@parkside.nhs](mailto:tariq.khan@parkside.nhs)

### **Forensic Podiatry Special Advisory Group**

Please contact the College to register your interest:  
Email: [courses@rcpod.org.uk](mailto:courses@rcpod.org.uk)

### **MSK:UK**

MSK:UK is a non-profit organisation associated with the College. It is run by volunteers who are podiatrists with an interest in musculoskeletal podiatry research and practice.  
Contact: Dr Emma Cowley (Chair)  
Email: [EC@4DPodiatry.com](mailto:EC@4DPodiatry.com)

### **Podiatric Sports Medicine Special Advisory Group**

Sports medicine specialises in preventing, diagnosing and treating injuries related to participating in sports and/or exercise, specifically the rotation or deformation of joints or muscles caused by engaging in such physical activities.

A sports podiatrist usually will have undertaken a three-year degree course in podiatry, followed by a combination of practical work experience and post-graduate qualifications.

Contact: Dr Natwar Padhiar (Chair)  
Email: [nat.padhiar@virgin.net](mailto:nat.padhiar@virgin.net)

### **Children's Podiatry Special Advisory Group**

Children make up approximately ten percent of podiatry's caseload. The Children's Podiatry Special Advisory Group (CPSAG) consists of podiatrists holding clinical and academic posts which enable them to develop and lead practice within children's podiatry. The CPSAG identify children's podiatry as a specialist area and are committed to developing clinical standards to the benefit of the profession and patient care. To fulfil this aim, the CPSAG have collectively drawn upon their clinical experiences forming a framework to share best practice at a national level.

Contact: Simon Jones (Chair)  
Tel: 07969 419728

### **Therapeutic Footwear**

The Therapeutic Footwear SAG:

- Develop therapeutic footwear for the benefit of public.
- Encourage research in therapeutic footwear.
- Disseminate findings through liaison, conference, and publication.
- Establish and maintain contact with colleagues from cognate disciplines and other professions.

Contact: Dr Jane McAdam  
Email: [J.McAdam@salford.ac.uk](mailto:J.McAdam@salford.ac.uk)

### **Ultrasound Podiatry Special Advisory Group**

Contact: Dr Heidi Siddle, Chair  
Email: [H.Siddle@leeds.ac.uk](mailto:H.Siddle@leeds.ac.uk)

## Further information:

Royal College of Podiatry  
Quartz House  
207 Providence Square  
Mill Street  
London  
SE1 2EW  
Tel: 020 7234 8620  
Email: [contact@rcpod.org.uk](mailto:contact@rcpod.org.uk)  
Web: [www.rcpod.org.uk](http://www.rcpod.org.uk)

 [@RoyColPod](https://twitter.com/RoyColPod)

 [@RoyColPod](https://www.facebook.com/RoyColPod)

 [RoyColPod](https://www.instagram.com/RoyColPod)

 [Royal College of Podiatry](https://www.linkedin.com/company/Royal-College-of-Podiatry)