



**Foot Care Service Provider
Role Description – March 2022**

Reports to Clinic Organizer: Transportation, Foot Care, Reassurance Coordinator
Supervisor: Seniors Programs Manager

Position Overview:

The Foot Care Provider is contracted service worker engaged by SFCSC to provide basic foot care services to seniors living in South Frontenac at clinics held by SFCSC on a monthly basis. The Foot Care Provider will provide a basic assessment, treatment and documentation with each appointment. The Foot Care Provider will refer the client to other practitioners or services as appropriate, including when service needs exceed basic foot care. All services will be carried out in accordance with SFCSC policy and procedures.

Responsibilities:

- Attend clinics at SFCSC program location(s) the second and fourth Tuesday each month from 12:00pm to 4:00pm and provide no less than 24 hours' notice if attendance is not possible.
- Arrive to clinic dressed in appropriate attire (scrubs recommended) and prepared to practice in accordance with IPAC Practice Recommendations for Infection Prevention and Control related to Foot Care in Healthcare Settings. Don protective equipment as recommended such as (current requirements), a fitted N95, gown, gloves, and eye protection. Change gowns and gloves between each client as consistent with recommended best practices.
- Support the set-up/takedown of clinic setting, as may be occasionally required, including tables, chairs, tools and PPE preparations. In addition, support the sanitization practices between clients: clean and sanitize the workspace including but not limited to chairs, tables, items on tables, and dispose of single use instruments/PPE.
- Provide professional and approachable care to each client. Perform an initial assessment, establish and explain any treatment plan. Provide basic foot care including toenail cutting, callous reduction and application of lotion at each appointment using the tools provided by SFCSC and in accordance with procedures. When the identified care is beyond the clinic mandated scope and/or provider qualifications, provide an explanation to the client along with appropriate referral to a different practitioner. Care will not be attempted in these situations.

- Perform all actions in compliance with KFL&A Public Health and IPAC Practice Recommendations for Infection Prevention and Control related to Foot Care in Healthcare Settings.
- Perform a point of care inspection for the intended use of an instrument. Inspect all packages for sterility or any compromises (e.g. a hole in packaging, rust or dirt stain, dropped on floor, etc.). If tools appear compromised, notify the clinic supervisor immediately.
- Document each appointment according to SFCSC procedures, noting any observations, treatment performed, concerns or referrals made relevant to the care provided in accordance with SFCSC practices. Document lot numbers of instruments used. Note any treatment outcomes. Make a recommendation to the client regarding frequency and scheduling of appointments and note in client file.
- Occasionally process client payment and schedule next appointment in absence of clinic volunteer.
- Maintain all client health information in confidence and in accordance with SFCSC policies. Report to the clinic supervisor any health, safety, or near incidents and document in an incident report form as required.