



LIFE AFTER FIFTY
635 McEwan
Windsor, Ontario N9B 2E9

JOB DESCRIPTION – FOOT CARE NURSE

Position: Foot Care Nurse

Reports to: Program and Wellness Coordinator

Position Summary

1. To provide basic and advanced foot care.
2. To ensure proper documentation of foot care services.
3. To ensure confidentiality of client information.
4. To maintain adequate supplies according to accepted standards of practice.
5. To be responsible for administrative duties.
6. To maintain current Registration with the College of Nurses of Ontario.
7. Report to the Program and Wellness Coordinator.

This position description is subject to the most current foot care standards and practices as outlined by the Provincial Infectious Diseases Advisory Committee (PIDAC) and Public Health Ontario (PHO). Please refer to these standards for the most up-to-date information which includes but is not limited to the following:

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Details:

1. To provide basic and advanced foot care

- a) To complete health history and foot care assessment, risk screen, neuropathy testing and examinations.
- b) To clean, cut and file toenails (with special consideration being given to ingrown, hard and thick nails) and treat corns and callouses.
- c) To provide patient education and self-care techniques for use between appointments and provide information on appropriate footwear, as needed.
- d) To record and maintain confidential client records in accordance with the College of Nurses of Ontario.
- e) To recommend follow-up schedules based on risk screen.
- f) To refer clients to chiropody or wound care specialist, as needed.
- g) To provide information and make appropriate referrals where indicated and/or as requested by client.
- h) To maintain a high standard of hygiene, cleanliness utilizing appropriate infection control procedure during the provision of foot care as outlined in:
 - Infection Prevention and Control (IPAC) Standards (PIDAC)
 - Best Practice Standards for Cleaning, Disinfection and Sterilization of Medical Equipment or Devices (PIDAC)
 - Routine Practices and Additional Precautions in a Health Care Setting (PHO)
 - Best Practices for Hand Hygiene in a Health Care Setting (PIDAC)

2. To ensure proper documentation of foot care services

- a) To document foot care treatments in accordance with College of Nurses of Ontario Documentation Standards.
- b) To document foot care treatments on the same day treatment occurs i.e. at the end of each client session.

3. To ensure confidentiality of client information

- a) To keep all client records in a locked drawer or cupboard to maintain confidentiality.

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- b) To refrain from sharing any verbal or written information on a client with anyone other than with another professional that may be involved in the treatment or care of that client and with the consent of the client.

4. To maintain adequate supplies and care of tools, instruments and equipment

- a) To ensure that a sufficient inventory of supplies is available at all locations, requesting supplies from the Program and Wellness Coordinator, as needed.
- b) To utilize autoclave sterilization for all tools and instruments.
- c) To complete biological and chemical indicator testing as outlined by best practice standards with documentation kept for all autoclave usage and maintenance.
- d) To launder towels weekly for clinics onsite.
- e) To wear personal protective equipment, specifically eye, face and clothing protection.
- f) To maintain a clean and safe work flow from soiled to clean at all times.
- g) To complete a daily cleaning checklist working from clean to soiled.
- h) To report instruments, tools or equipment in need of repair or replacement to the Community Wellness Coordinator.

5. To be responsible for administrative duties

- a) To schedule regular appointments or confirm appointments as required.
- b) To collect, record and receipt the proper fee according to the fee schedule, submitting money and records to the Life After Fifty finance office.

6. To maintain current Registration with the College of Nurses of Ontario

- a) To provide annual proof of membership in good standing with the College of Nurses of Ontario.
- b) To participate in in-service education sessions as required.