



**PROFESSIONAL**  
**R E G I S T E R**  
FOR FOOT HEALTH CARE

# PROFESSIONAL STANDARDS AND EXPECTATIONS

## THE PROFESSIONAL REGISTER FOR FOOT HEALTH CARE

The Professional Register for Foot Health Care (PRFHC) is a register for all those who work in foot health care (the feet). This covers a broad spectrum of professionals such as but not limited to; Podiatrists, Chiropodists, Foot Health Practitioners, Foot Health Care Practitioners, Foot Care Assistants, Non-Surgical Foot Care Practitioners, Pedicurists and Reflexologists.

The PRFHC is not a body or an association. The PRFHC is a register only and where practitioner details are listed live on the PRFHC website for potential customers to view or for care homes to find a practitioner as well as further advertisement of the listed Foot Health Care (FHC) professional. As part of being on the register a registrant will be in receipt of an up-to-date registration certificate and yearly register badge; this shows the listed FHC professional is current and up-to-date with their registration (see the Register and Associated Fee Terms and Conditions).

The PRFHC will look to have yearly industry webinars and CPD courses available for all those registered. The PRFHC cannot always guarantee that there will be webinars and CPD courses available to suit all specific FHC industries such as; Reflexology and Pedicurists etc.

By being registered, this will show confidence to all patients as well as keeping FHC professionals up-to-date with industry information and professional standards.

### Professional Standards

Standards are set in place to try and protect the public and ensure the best of care and standards of practise are delivered.

### Person Centred Care

FHC professionals must where applicable and in line with their qualification(s)

- ▶ Treat service users, their associates such as carers, family and friends and their environment with respect
- ▶ Show no signs of unprofessionalism and discrimination based on a patient's; race, gender, disability, sexual orientation, age, disability or political view
- ▶ Ensuring a full medical consultation is conducted to all first-time patients and that changes in medical history is kept up-to-date
- ▶ Ensuring consent is always given prior to treatment. If due to illness the patient is unable to give consent, this must be given either from the patient's power of attorney (PA) or if a minor under the age of 18 year of age, an adult; parent, guardian or adult over the age of 18 and ensure another person is always present throughout the treatment i.e., the PA/carer/other adult.
- ▶ Ensure all instruments used are appropriately sterilised (see sterilisation section)
- ▶ All FHC professionals must ensure they stay within their scope of practise and boundaries at all times and refer patients to an appropriate higher up professional where and when required
- ▶ Duty of care – to report any signs of neglect, physical or mental abuse
- ▶ Wear appropriate clothing and PPE for treating patients
- ▶ Be presentable and hygienically clean at all times
- ▶ Wear the PRFHC uniform badge when treating patients and during working hours
- ▶ Having appropriate risk assessments set in place whether clinical based or domiciliary
- ▶ Have the appropriate and up-to-date insurance policy cover
- ▶ Proceed with caution and identify treatment risks and make intelligent, safe and professional decisions for those patients who may be regarded as 'high risk' i.e., diabetics, those on blood thinning medications and others.

## Sterilisation

FHC professionals must where applicable in line with their qualification(s)

- ▶ The only appropriate and acceptable way to provide sterilised instruments for a treatment with patients is through the use of an autoclave
- ▶ All autoclaves must be class N, B or S standard
- ▶ All FHC professionals must ensure the autoclave is yearly serviced and well maintained and holding the appropriate 'kill time' and temperature
- ▶ All domiciliary FHC professionals must ensure all instruments are autoclaved through a wrapped process i.e., sterilisation pouches. This includes when visiting care homes. All sterilised instruments wrapped must be used within a 12-month period. After this the instruments will not be classed as 'sterile'.
- ▶ Non acceptable methods of sterilisation are through the use of; cold sterilisation and dry heat sterilisation or others not mentioned and that are not steam autoclaves or are but not within the relevant class as mentioned above.
- ▶ It is deemed unprofessional and unacceptable practise to use unsterilised instruments on a patient or using the same instruments on more than one person unless re-sterilised through the use of an autoclave.
- ▶ The use of unsterilised consumables such as; sanding caps, moores disks, sanding barrels, disposable foot files etc are acceptable to use where no unbroken skin is presented and where use is limited to that one particular patient that is being treated with such product.
- ▶ Follow correct protocols for sterilisation; scrubbing of instruments, ultrasonic cleaning, rinsing and autoclaving
- ▶ The PRFHC on occasions may require proof of any new applicants or existing registrants having an appropriate autoclave for sterilisation
- ▶ Any PRFHC professional breaking or not adhering to sterilisation protocols may be removed from the register

## Clinical Waste and Sharp's Disposal

- ▶ It is recommended all PRFHC registrants have the appropriate clinical waste and sharps removal services in place when clinical based
- ▶ All PRFHC registrants must have authorisation in writing from care homes when wishing to dispose of clinical waste on-site
- ▶ All PRFHC registrants must follow the correct guidelines when disposing of clinical waste when working domiciliary and have permission (verbal or written) from patients to dispose of their waste on-site
- ▶ It is the responsibility for all PRFHC registrants to have the appropriate sharps removal services set in place

## Record Keeping

- ▶ You must keep full, clear, and accurate records for everyone you care for including advise given, treat or provide other services.
- ▶ You must complete all records promptly and as soon as possible after providing care, treatment or other services.
- ▶ You must keep records secure by protecting them from loss, damage or inappropriate access
- ▶ As part of the Data protection Act, any entity that processes personal information will need to register with the ICO and pay a data protection fee unless they are exempt.

## Use of Social Media

– Advise and expectations to all FHC professionals

- ▶ Think before you post. Assume that what you post could be shared and read by anyone.
- ▶ Think about who can see what you share and manage your privacy settings accordingly. Remember that privacy settings cannot guarantee that something you post will not be publicly visible.
- ▶ Maintain appropriate professional boundaries if you communicate with colleagues, service users or carers.
- ▶ Do not post confidential or service user identifiable information.
- ▶ Do not post inappropriate or offensive material. Use your professional judgement about whether something you share falls below the professional standards expected of you.
- ▶ If you are employed you will also need to ensure you follow your employer's social media policy
- ▶ Do not post or promote bad practises that go against this document or your industry expectations and standards
- ▶ Be a positive role model promoting best industry practices and recommended standards and practises outlined in this document to those wishing to enter the industry of FHC

## Continued Professional Development (CPD)

- ▶ The PRFHC makes no specific requirements and will request no proof of any CPD
- ▶ It is however a recommendation that all registrants take part in some form of CPD
- ▶ CPD can fall under the following activities; reading up on a FHC related subject within your industry, joining an industry related webinar or face to face seminar etc, undertaking a practical CPD course to enhance your current skill set or provide a new service to patients, discussions with fellow colleagues or peers.

## Criminal Records

- ▶ You must declare any criminal records prior to application or after when being a registrant
- ▶ Registrants with criminal records where dealing with members of the public could be put at risk or the reputation of the PRFHC may be potentially affected will have their registration cancelled with immediate effect

## Acts of Negligence

- ▶ The PRFHC takes no responsibility nor provides any support for any registrant that causes injury or harm to a patient or member of the public or who fails to follow basic health and safety, data protection guidelines, HMRC fines or who is not following clinical waste or sharps disposal guidelines or recommendations

## Use of Logo's

- ▶ The use of the PRFHC logo is only for use for current and up-to-date registrants. It is forbidden for anyone who is not currently registered to have rights to use the logo.
- ▶ The PRFHC logo can be used on marketing and advertising materials including websites
- ▶ The old Professional Association for Foot Health Practitioners logo must not be used and previous registrants to the PAFHP have no rights to use the logo and therefore this must be discontinued from use as soon as possible.
- ▶ The PRFHC has the right to change/up-date the logo at any time
- ▶ The PRFHC may start legal proceedings against anyone who does not have permission to use the PRFHC logo along with that of the old PAFHP logo.

## The Register and Associated Fees Terms and Conditions

- ▶ The registration runs from the 1st of January to the 31st December on a yearly basis
- ▶ Fees for the register are highlighted on our website and the PRFHC has the right to increase the yearly fee where required
- ▶ Anyone joining 1st January to 31st May will incur the full registration fee listed on the website
- ▶ Anyone wishing to join the register from 1st June onwards will pay half the fee for the current year plus the full fee for the following year
- ▶ Anyone joining from 1st June may not be entitled to a PRFHC badge for the remaining 6 months of the year in which they join but will be supplied one for the following year, but will be supplied with a certificate of registration
- ▶ There are no refunds for any PRFHC payments
- ▶ All applicants can pay either by invoice or direct BACS payment
- ▶ Anyone who does not re-new their registration within 14 days of the registration expiry date will be removed with immediate effect from the website
- ▶ Anyone wishing to re-new after the 14 days of registration expiration will be charged and extra £10 admin fee on top of the registration fee. This fee is to cover the re-inputting of website information and the reallocation of a new PRFHC registration number if required
- ▶ Any registrant in breach of breaking the PRFHC standards and expectations and is removed from the register will not be entitled to any refund
- ▶ The PRFHC has the right to refuse any person from joining the register

## DECLARATION

I have fully read and understood the standards and expectations set by the Professional Register for Foot Health Care. I understand that by being in breach of any of the standards and expectations outlined in this document that I may risk losing my registration.

Print Name:

Signature:

Date:

### NOTE:

PLEASE RETURN THIS AGREEMENT  
FORM ALONG WITH YOUR REGISTER APPLICATION FORM TO  
[join@foothealthcareregister.co.uk](mailto:join@foothealthcareregister.co.uk)