

# Skills checklist: Therapeutic footwear

Learner:	Mentor:	Date:
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Competency	Mentor's comments	Yes	No
<b>Step one: Select</b>			
1. Collects relevant information from the person using the assessment form; correctly identifies suitable candidates for therapeutic footwear.			
2. Identifies when a person needs referral and refers to the appropriate service.			
3. Identifies the appropriate type of therapeutic footwear for the person i.e. closed toe, open heel, open toe sandal.			
<b>Step two: Fit</b>			
4. Fits the correct size therapeutic footwear to the person <ul style="list-style-type: none"> <li>Measures the foot as appropriate with a tracing</li> <li>Trials the correct size and checks the fit</li> </ul> 5. Assesses the fit <ul style="list-style-type: none"> <li>Checks skin for signs of problems after 5 minutes walking</li> <li>Identifies issues and re-sizes footwear if necessary</li> </ul>			
<b>Step three: Use</b>			
6. Teaches the person and their carer how to use the therapeutic footwear <ul style="list-style-type: none"> <li>How to put on and take off</li> <li>How to check their feet for signs of problems</li> <li>Appropriate socks</li> </ul>			
7. Teaches person to care for their therapeutic footwear <ul style="list-style-type: none"> <li>How to take care of their shoes</li> <li>Where they can be repaired</li> <li>Signs that replacement is needed.</li> </ul>			
8. Provides person with follow-up information.			
<b>Step four: Follow up</b>			
9. Identifies correct follow-up actions, based on re-assessment such as: <ul style="list-style-type: none"> <li>Replaces therapeutic footwear at appropriate intervals</li> <li>Adjust the current footwear</li> <li>Provide further training</li> </ul>			

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<ul style="list-style-type: none"> <li>Refer to another service</li> </ul>			
<b>For all steps</b>			
<p>10. Demonstrates safe and client-centred practice throughout all service steps.</p> <ul style="list-style-type: none"> <li>Listens to the person</li> <li>Encourages the person to ask questions</li> <li>If necessary, ensures a carer or family member is involved in all steps.</li> <li>Obtains informed consent.</li> <li>Positions the person in safe and comfortable settings for all service steps.</li> </ul>			
<b>Notes for mentors</b>			
<p><b>Use this skills checklist to help:</b></p> <ul style="list-style-type: none"> <li>Evaluate how well trainees perform the skills to safely provide therapeutic footwear and whether:             <ul style="list-style-type: none"> <li>They can safely provide therapeutic footwear, or</li> <li>Need extra mentoring and if so, which skills they most need to practise</li> </ul> </li> </ul> <p><b>Note that:</b></p> <ul style="list-style-type: none"> <li>This checklist focuses on the most important skills that are covered in the module</li> <li>There may be other skills you would like your staff to develop, depending on your service needs. You can further develop this checklist if this would be helpful.</li> <li>You may not be able to observe the skills for all four steps in one session, as follow up will happen at a later date.</li> </ul> <p><b>To use the skills checklist:</b></p> <ul style="list-style-type: none"> <li>Observe trainees carrying out providing therapeutic footwear. This may be through role play (practising on each other) or with clients.</li> <li>Always make sure that practice with clients is carried out safely.</li> <li>Note on the form whether the trainee has performed each skill correctly. Use the comments column to provide details. This may be things that are done well, or areas that need further practice.</li> </ul> <p><b>Providing feedback to trainees:</b></p> <ul style="list-style-type: none"> <li>Discuss your observations with trainees. Share with them their strengths, and areas needing more practice.</li> <li>Provide a copy of the completed checklist to the trainee as their record.</li> <li>Continue to provide mentoring and support, and re-evaluate as they develop skills and confidence.</li> </ul> <p><b>When is a trainee ready to provide therapeutic footwear independently?</b></p> <ul style="list-style-type: none"> <li>To provide therapeutic footwear safely, a trainee should consistently complete all skills correctly.</li> <li>Remember - mentoring and supervision is an ongoing process, to continue improving skills.</li> </ul>			