JOB DESCRIPTION

JOB TITLE: Specialist Dietitian

GRADE: Band 6

HOURS: 37.5

BASE: Dietetic Department, Princess Royal Hospital

RESPONSIBLE TO: Dietetic Services Manager

1) JOB SUMMARY

1. To undertake a clinical role in developing, planning, delivering and evaluating an evidence based highly specialised Dietetic service within a post covering:
   - Intermediate Care service
   - Inpatient service to community hospitals
   - Acute ward services
   - Home enteral feeding and outpatients

2. Although providing a dietetic service to the above areas, the post is based at the Shrewsbury and Telford NHS Trust in order to facilitate integrated service delivery and the sharing of knowledge with colleagues to enable standardised local practice.

3. The Dietitian will play a fundamental role in the provision of dietetic care for patients referred by Interdisciplinary Care Teams within the Shropshire County CCG. The Dietitian will improve the nutritional status of patients and advise on appropriate therapeutic diets to promote a faster recovery, facilitate discharge and prevent unnecessary hospital admissions.

4. In order to develop services within the interdisciplinary care teams, the dietitian will, in collaboration with the team managers, undertake a needs assessment of the educational needs and knowledge of the community staff.

5. A key responsibility will be to educate care workers on the need for adequate nutrition and also implement a nutrition-screening tool to highlight and monitor patients referred to the service areas. The post will also play a vital role in the development of protocols and pathways of care.

6. To take the clinical lead on the nutritional management of patients within the community hospitals, providing dietetic assessments, interventions and evaluations of patient’s nutritional needs.
7. To provide a dietetic in reach service to designated acute wards, as required, thereby contributing to the overall promotion and development of the dietetic service within the trust.

8. To provide a dietetic service to general clinics, manage a caseload of home enteral feed patients and to undertake further training and development.

2) ORGANISATIONAL POSITION

See attached chart

3) SCOPE AND RANGE

1. To work as a clinically autonomous practitioner to provide a service to
   Community Hospitals - Interdisciplinary Care Teams

2. The post holder will undertake nutritional assessments and provide dietetic care plans for patients in their own homes and this will require the Dietitian to work as a lone practitioner.

3. To advise inpatients referred by medical staff and their carers, which may include the following core ward types:-
   General Medicine
   General Surgery
   Stroke Rehabilitation
   Care of the Elderly
   Gynaecology
   Trauma and Orthopaedics
   Medical Admissions Unit
   Urology

4. To provide a dietetic service to a weekly general outpatient clinic and telephone reviews for patients enterally fed in the community

Working Relationships

Internal: Dietetic Team, Consultants, Junior Doctors, Nursing staff, Physiotherapists, Speech & Language Therapists, Occupational Therapists, Pharmacists, Catering staff, Social Work Team, community hospital staff, Clinical Nurse Specialists

External: GPs, District Nurses, Carers, Parents, Staff in Private and Residential Interdisciplinary care team, Rapid Response Teams,

4) MAIN DUTIES AND RESPONSIBILITIES

Clinical
1. To assess, treat and evaluate patients referred to the Dietetic Service according to agreed Departmental and broad national standards, ensuring that each patient has an individually tailored care plan to meet their needs, and that the patient is involved wherever possible.
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To undertake highly specialist, comprehensive assessment of patients’ nutritional status, many of whom have a complex presentation, using advanced communication and analytical skills.

To undertake nutritional assessment involving interpretation of biochemistry, anthropometric and clinical parameters including medication in order to provide patients and relatives with appropriate highly specialist and accurate dietary advice.

Produce / revise treatment plans within a range of highly complex dietetic problems which require investigating, analysing and assessing.

To provide lone-working clinical domiciliary visits to patients in the community, occasionally in conjunction with other Health Care Professionals.

To attend twice monthly team meetings and monthly organisational meetings.

To develop high quality evidence based patient information and resources for use within the Department and countywide according to Trust standards on production of patient information.

Responsible for recommending suitable specialist nutritional products and for their provision to the community hospitals via Dietetic Assistant.

Responsible for liaison with medical, nursing and catering staff on provision of special therapeutic diets and prescription of feeds and supplements to ensure nutritional needs of patients are met.

To liaise closely with ward nursing staff, district nurses, GPs and dietetic colleagues to ensure that patients are discharged with necessary equipment and adequate supplies of feed and that community follow up is organised.

To provide dietetic expertise in menu analysis as part of the process of the hospital menu review undertaken by Catering Services.

To work closely with Hotel Services to ensure the delivery of patient-centred catering services.

To provide telephone follow up contacts to patients.

To arrange out patient follow up as appropriate, to facilitate understanding of diet and compliance.

To use anthropometric measurement tools for nutritional assessments including skinfold callipers.

To undertake highly complex specialised nutritional calculations.
17. To maintain up to date clinical knowledge of specialised prescribable dietetic products and medication to include drug nutrient interactions.

18. To represent the profession by participating in ward rounds, case conferences/ward meetings and regular meetings as appropriate.

**Professional**

19. To maintain a high standard of clinical care for all patients in accordance with departmental and broad national standards.

20. To work as a member of the Dietetic Team supporting colleagues and to cover based on clinical priority for team members during staff absence, ensuring smooth running of the service.

21. To demonstrate own competency to practice by maintaining – professional portfolio which reflects personal and professional development and meets the requirements for professional registration.

22. To facilitate team working across organisational boundaries.

**Education and Training**

23. To organise and deliver training sessions for Health Care Assistants and Ward Housekeepers to ensure optimal nutritional status is achieved e.g.
- appropriate use of specialised menus
- monitoring of supplement administration

24. To be actively involved in the training of pre-registration student dietitians, including programme design, assessment tools, clinical supervision, supporting junior staff and acting as mentor if required.

25. To be actively involved in the development and training of the Dietetic Assistants.

26. To participate in careers and promotional events, linking with colleagues in Therapy Services.

27. To frequently advise and educate catering, nursing, medical staff and other Health Care professionals regarding normal nutrition, modification of menus, the effective use of therapeutic diets and the appropriate use of prescribable nutritional supplements/tube feeds.

28. To plan, organise and deliver training programmes to healthcare professionals (including intermediate care team members) and lay groups including lectures, tutorials and talks on dietetics in relation to normal nutrition and disease/healthy eating as required.

29. To deliver a training programme for the nutrition-screening tool within Intermediate Care, and the Community Hospitals and continue this as a rolling programme.

**Research and Development, Audit**
30. To ensure dietetic practice is current and evidence based by reviewing literature, attendance at study days, journal club, reflective practice, peer group review, clinical supervision and attendance at relevant specialist BDA validated courses, to ensure ongoing CPD.

31. To initiate and undertake informal research as required.

32. To trial and evaluate new and existing dietetic products to ensure most effective range of treatment options.

33. To initiate, undertake and present the findings from complex audits and surveys to support and influence clinical practice and contribute to improvements in service delivery.

34. To undertake regular shadowing of paediatric dietitian, complete paediatric tutorials and literature reviews in order to further knowledge in paediatric dietetics and support work in general paediatric clinic.

**Administration**

35. To collect caseload/workload activity data on a daily basis

36. To develop and maintain adequate IT skills to support communications requirements.

**Management**

37. To provide clinical supervision and support for junior members of staff and Dietetic Assistants, and assist in their professional development as part of the countywide Dietetic service.

38. To act as student training lead alongside one other dietitian to undertake formatting of student training programme and assist in day to day management of dietetic students.

**General**

39. To adhere to Health & Safety, clinical risk management, confidentiality and all other Trust policies, procedures and guidelines.

40. To participate in the Trust’s annual appraisal system in order to identify and agree personal objectives, highlight training needs in order to develop as an individual, and as a service.

41. To attend and participate in monthly staff, student and CPD meetings and to undertake clinical supervision on a monthly basis.

42. To participate in recruitment and selection of junior members of staff where required.

**5) SYSTEMS AND EQUIPMENT**

1. To use appropriate equipment within the remit of the post, including I.T equipment and clinical equipment appropriate to patient care e.g. enteral nutrition feeding pumps, weighing scales, head circumference measures and height scales.

2. To train patients and staff on the safe use of feeding pumps.
3. To input patient recorded data from food diaries into computer food analysis programme and analyse results.

6) DECISIONS, JUDGEMENTS AND FREEDOM TO ACT.

1. To receive management supervision from the Dietetic Services Manager.

2. To receive clinical supervision from clinical lead in community dietetics

3. To accept clinical responsibility for a designated caseload of patients, planning, organising, and prioritising efficiently and effectively with regard to patient and time management on a daily basis to ensure efficient use of dietetic resources.

4. To provide highly specialised advice concerning dietetic care requirements for patients with a complex range of medical conditions.

5. To develop and implement referral protocols, clinical guidelines and policies that influence service delivery within dietetic teams.

6. To work as a clinically autonomous practitioner to manage and prioritise a highly complex caseload.

6. Implement a Nutrition Screening tool across the interdisciplinary care teams to identify patients at risk of malnutrition, in conjunction with other Community Dietitians.

7. Implement protocols for first line advice to be used by care workers in the absence of the Dietitian.

8. To be part of a team of Dietitians providing a service to the Community Hospitals and designated Interdisciplinary Care teams.

9. To contribute to the development of local policies, guidelines and procedures in relation to provision of evidence based clinical nutritional support services, which influence service delivery.

7) COMMUNICATION AND RELATIONSHIPS

1. To use empathy and analysis to uncover complex social/psychological factors which affect compliance in order to facilitate long term or permanent lifestyle changes. For example, this might include, overcoming strongly resistant attitudes to change or the need to accommodate religious beliefs within the constraints of dietary treatment for the medical condition.

2. Gain acceptance for treatment and motivate/persuade patients to comply with treatment programmes where there are significant or complex barriers to understanding e.g. dementing illness, cognitive impairment, hearing or sight impairment and memory loss, behavioural problems, mental illness, depression.

3. Give unwelcome or difficult to accept information e.g long-term adherence to feeding regimes.
4. Practice highly developed motivational and counselling skills for individuals requiring long-term dietary modifications.

5. Demonstrate the ability to communicate highly complex and sensitive information in an understandable form to patients who may, or may not, have specialist communication needs.

6. Required to produce timely and informative reports and discharge summaries for GPs, referring agents and other agencies.

7. Responsible for the correct documentation of own patient records and statistical information in accordance with departmental policies, procedures and standards.

8. To ensure contemporaneous records are maintained at all times in accordance with professional standards and CNST requirements.

9. To participate in the formulation of departmental policies, standards and procedures.

10. To regularly attend Intermediate Care MDT meetings.

11. To communicate effectively and professionally with colleagues within and outside the Trust guided by ethical considerations and patient confidentiality.

8) PHYSICAL, MENTAL AND EMOTIONAL DEMANDS AND WORKING CONDITIONS

1. To develop and maintain an ability to cope with and prioritise unexpected work demands and deadlines related to delivery of patient care within an environment of frequent and unpredictable interruptions.

2. To develop own competencies in handling the complexity of managing distressed or unpredictable behaviour from patients, their carers, or staff members.

3. Attending domiciliary visits to patient’s own homes as a lone worker.

See Supplementary Information for further details

Health & Safety

As an employee of the Trust you have a responsibility to:
• take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
• co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
• not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:
• ensure that your work methods are compliant with the Trust’s agreed policies
and procedures and do not endanger other people or yourself; and
• be aware of infection prevention and control policies, practices and guidelines
appropriate for your duties and you must follow these at all times to maintain
a safe environment for patients, visitors and staff; and
• maintain an up to date knowledge of infection prevention and control, policies,
practices and procedures through attendance at annual mandatory updates
and ongoing continuing professional development; and
• challenge poor infection prevention and control practices of others and to
report any breaches, using appropriate Trust mechanisms (e.g. incident
reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to
ensure that all information is handled legally, securely, efficiently and effectively. You
are required to comply with the Trust’s Information Governance policies and
standards. Failure to do so may result in action being taken in accordance with the
Trust’s Disciplinary Procedure.

• Confidentiality and Security - Your attention is drawn to the confidential
nature of information collected within the NHS. Whilst you are employed by
the Trust you will come into contact with confidential information and data
relating to the work of the Trust, its patients or employees. You are bound by
your conditions of service to respect the confidentiality of any information you
may come into contact with which identifies patients, employees or other
Trust personnel, or business information of the Trust. You also have a duty to
ensure that all confidential information is held securely at all times, both on
and off site.

• Disclosure of Information - The unauthorised use or disclosure of
information relating to the Trust’s activities or affairs, the treatment of patients
or the personal details of an employee, will normally be considered a serious
disciplinary offence which could result in dismissal. Upon leaving the Trust’s
employment and at any time thereafter you must not take advantage of or
disclose confidential information that you learnt in the course of your
employment. Unauthorised disclosure of any of this information may be
deemed as a criminal offence. If you are found to have permitted the
unauthorised disclosure of any such information, you and the Trust may face
legal action.

• Information Quality and Records Management - You must ensure that all
information handled by you is accurate and kept up-to-date and you must
comply with the Trust’s recording, monitoring, validation and improvement
schemes and processes.

Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:
• participate in statutory and mandatory training as appropriate for the post; and
• maintain consistently high personal and professional standards and act in
accordance with the relevant professional code of conduct; and
• take responsibility for the maintenance and improvement of personal and
professional competence and to encourage that of colleagues and
subordinates; and
• participate in the Trust’s appraisal processes including identifying
performance standards for the post, personal objective setting and the
creation of a personal development plan in line with the KSF outline for the
post.
Safeguarding Children and Vulnerable Adults

• We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust’s procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

• As an employee of the Trust you have a responsibility to ensure that:
  • you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
  • you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

The post holder may be required to perform other duties on an occasional basis that are commensurate with the grade and agreed by the post holder and the line manager.

This job description can only be altered with the approval of the post holder and line manager.

September 2006

SUPPLEMENTARY INFORMATION

Job Description Title Nutrition Support Facilitator /Intermediate Care/ Community Hospital Dietitian

<table>
<thead>
<tr>
<th>Physical, Mental and Emotional Demands of the Post</th>
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<tbody>
<tr>
<td>Physical effort</td>
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<tr>
<td>Manual handling of inanimate loads e.g boxes of feed, portable weighing scales</td>
<td>Frequently</td>
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<td>Manual dexterity skills, e.g keyboard skills, pump training</td>
<td>Frequently</td>
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<tr>
<td>Working across 2 sites of the hospital – walking from one site to another and between wards in variable weather conditions and poor lighting in winter.</td>
<td>Frequently</td>
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<td>Mental effort</td>
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<td>Dealing with complex situations</td>
<td>Frequently</td>
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<td>Responding to changing patient requirements</td>
<td>Frequently</td>
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<td>Responding to deadlines, prioritisation</td>
<td>Frequently</td>
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<td>Concentration – highly complex calculations and accuracy as part of record keeping</td>
<td>Frequently</td>
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<td>Careful proof reading of patient information</td>
<td>Frequently</td>
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<td>Flexibility and decision making</td>
<td>Frequently</td>
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<td>Interruptions from telephone, bleep, queries from colleagues and other staff</td>
<td>Frequently</td>
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<td>Emotional effort</td>
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<tr>
<td>Dealing with terminally ill, chronically ill patients and clients with special needs and recently bereaved relatives</td>
<td>Frequently</td>
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<td>Dealing with distressed/aggressive behaviour from patients/carers</td>
<td>Occasionally</td>
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<td>Environment</td>
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<tr>
<td>Driving between community locations and hospitals</td>
<td>Frequently</td>
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<td>Driving for long periods of time</td>
<td>Frequently</td>
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<tr>
<td>Exposure to unpleasant working conditions on wards and in patient’s own homes e.g., unpleasant smells, exposure to body fluids.</td>
<td>Frequently</td>
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<td>Lone working</td>
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<tr>
<th>Communication (Ref: CPSM Nov 2000, Dietitians’ Board – Language Competence)</th>
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<tr>
<td>Speaking:</td>
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<tr>
<td>Deal orally with highly specialised tasks</td>
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<tr>
<td>Give and seek information and advice to achieve highly specialised tasks</td>
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<tr>
<td>Contribute to complex discussions</td>
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<tr>
<td>Present and debate arguments on complex matters</td>
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| Writing: |
| Produce written materials to deal with highly specialised tasks | Frequently |
| Produce highly specialised texts | Occasionally |
| Exchange highly specialised and complex correspondence | Frequently |
| Present and debate arguments on complex matters in written form | Occasionally |
| Produce texts intended for public consumption | Occasionally |

| Listening: |
| Obtain highly specialised information | Frequently |
| Obtain information, ideas and opinions from highly specialised sources | Frequently |

**Job Description Agreement**

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<thead>
<tr>
<th>Manager</th>
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<tr>
<td>Name</td>
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