

## JOB DESCRIPTION

JOB DETAILS	
<b>Job Title</b>	Dietitian Specialist – Cystic Fibrosis
<b>Reports to</b>	Highly Specialised Team Lead Cystic Fibrosis Dietitian
<b>Band</b>	Band 6
<b>Department/Directorate</b>	Nutrition and Dietetics, Specialist Services

JOB PURPOSE
<p>The postholder will work as a senior specialist member of the Nutrition and Dietetic Service across Royal Devon University Healthcare NHS Foundation Trust based at the Wonford Hospital (Eastern). They will be required to deliver a high quality, evidence-based nutrition and dietetic service to adult patients within the Trust Cystic Fibrosis service. Services will focus around providing dietetic care to inpatients, outpatients, telephone or video consultations and structured patient education sessions. Training of healthcare professionals on nutrition and diet matters is also required.</p> <p>They will be responsible for service developments and formulations of policies, guidelines and procedure development in their area. This will include updating and development of nutrition and dietetic literature and resources and to ensure this is non-biased and evidence based / best practice. They will be a source of expertise in the nutritional management of Cystic Fibrosis patients.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>The Cystic Fibrosis Dietitian Specialist will have the following key duties and responsibilities:</p> <ul style="list-style-type: none"> <li>• Plan, manage, and prioritise, own specialist clinical caseload as a high-level autonomous practitioner. Provide expert clinical decision making underpinned by a high level of theoretical and practical knowledge. Demonstrate expert knowledge in relation to pattern of disease or disorder, marker of condition progression and range of treatment available at each stage of disorder or condition.</li> <li>• Holistically assess nutritional requirements, current nutritional status and factors affecting the nutritional intake of patients, including ability to change, by interpreting biochemistry, anthropometrics, clinical condition, medication and diet histories. Liaise with clinicians regarding blood tests required to assist in patient's nutritional treatment.</li> <li>• Have an integral role in consultant led clinics and advanced clinics; giving expert dietetic advice and contributing to the planning of future treatment needs of patients.</li> <li>• Provide practical, expert, evidence based dietary advice, enteral feeding regimens and treatment plans, including both verbal and written information, tailored to meet patient needs, which reflect diagnosis, prognosis and individual circumstances.</li> <li>• Recommend and advise on the prescription of suitable cost effective ACBS products including oral nutritional supplements, enteral feeding products, vitamins and minerals to service users within speciality, in line with local prescribing guidelines. Advise medical staff and provide guidance on refeeding syndrome, including recommendations for replacement therapy with vitamins and minerals.</li> <li>• Initiate and plan the discharge of patients on home enteral feeding, educating patients (and/or carers) on the use of the equipment and how to administer the liquid enteral feed and flush regimen. Register patient with homecare company and arrange ongoing support and follow up.</li> <li>• Participate in, and contribute to, the daily board/ward rounds and multidisciplinary meetings as required.</li> </ul>

- Advise and liaise with the catering staff concerning the dietary needs for service users and to assist in instructing chefs on preparation of special meals as required. To adapt and analyse the menu cycle to ensure suitability for the service users and make recommendations to the site Catering Manager.
- Educate others in the healthcare team of the nutritional management of the specialist area including teaching for medical, nursing, therapies and community staff within the trust. Evaluate the effectiveness of any training and refine training programmes based on feedback.
- Take an active role in the planning and delivery of training and clinical supervision of student dietitians during clinical placements, including delivering tutorials, and giving constructive feedback.
- Ensure flexible service delivery and provide clinical cover for colleagues during periods of absence.
- Any other duties as required by Line Manager / Nutrition and Dietetic Service Manager.

## KEY WORKING RELATIONSHIPS

### Areas of Responsibility:

The post holder will be responsible for providing a dietetic service to a specialist caseload of Cystic Fibrosis patients; following evidence-based practice, being an active multidisciplinary team member, educator, developing nutrition policies and guidelines, participating in audit and research in order to improve health outcomes and develop the role and service.

Wards situated within the Royal Devon University Healthcare (Eastern) Wonford Hospital with in-patient and out-patient roles.

No. of Staff reporting to this role: (If applicable) any B5, B4 or B3 as required by Team lead

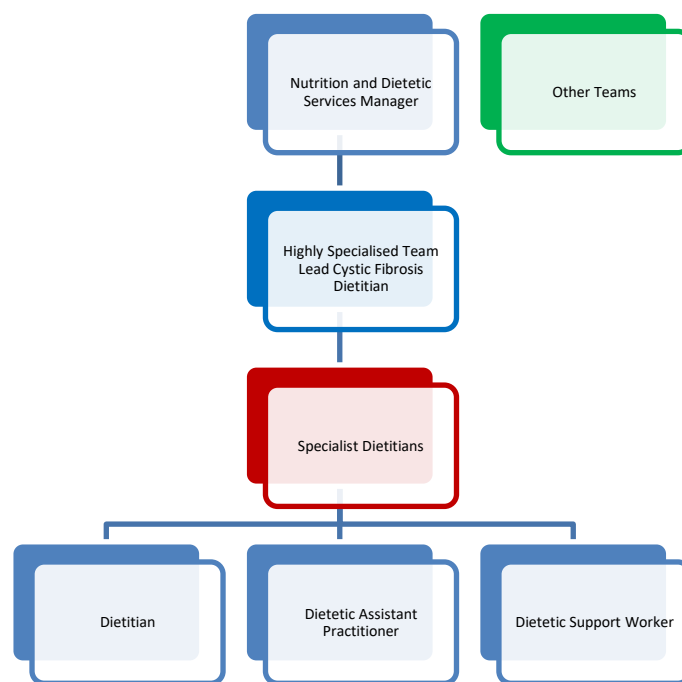
The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. In addition to this the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> <li>• Dietetic team</li> <li>• Catering Department</li> <li>• Members of multi-disciplinary team</li> <li>• Biochemistry/Pathology</li> <li>• Patients and carers</li> <li>• Ward staff</li> <li>• Graphics Team</li> <li>• RDUH Research and Development Unit, Audit Department, research nurses and external multicentre trial teams.</li> </ul>	<ul style="list-style-type: none"> <li>• Home feeding company nurses and team</li> <li>• Peers working in same field in other NHS Trusts</li> <li>• Primary care staff in the community e.g. GPs</li> <li>• Staff in other community care facilities, e.g. Social Services, nursing and residential homes</li> </ul>

## ORGANISATIONAL CHART

The 30 strong Nutrition and Dietetic Team have 6 sub teams including Acute, Cystic Fibrosis, Community, Oncology, Paediatric and Renal teams. The post holder will reside in the Cystic Fibrosis Team



## FREEDOM TO ACT

- The postholder will plan, manage, and prioritise, their own clinical caseload as an expert autonomous practitioner.
- They will have significant discretion to decide the best treatment plan for their specialist caseload and is guided by broad occupational policies and regulations.
- Guidance is provided by peers or external reference points.

## COMMUNICATION/RELATIONSHIP SKILLS

- The postholder will advise and negotiate complex dietary changes through using appropriate counselling, motivational and behavioural change techniques and skills. This may involve educating patients, carers and other family members where appropriate and will require a sensitive and empathetic and reassuring manner to overcome resistance to change.
- Negotiate complex dietary change through using appropriate counselling, motivational and behavioural change techniques and skills.
- There may be barriers to understanding that will need a sensitive and empathic approach with people with learning difficulties, dementia or neurological conditions.
- To utilise alternative communication methods for people with language difficulties such as those with deafness, laryngectomees, stroke survivors or for those who English is not their first language.
- To provide verbal and written information as appropriate.
- To provide appropriate and timely information to all relevant members of the healthcare team regarding patients' nutritional progress, highlighting any variations to patient complexity and expected outcomes from treatment plans delivered.
- To challenge inequality at all levels.
- To gain valid informed consent.

## ANALYTICAL/JUDGEMENTAL SKILLS

- The postholder will analyse complex, conflicting and multi-component clinical, social and psychological factors to establish a nutritional diagnosis within their specialist field. This will include assessment of nutritional requirements, identifying factors affecting nutritional intake, fluid intake, biochemistry, anthropometrics, clinical condition, medication and diet histories.

- There will be a multitude of options for treatment (oral diet therapy, nasogastric, gastric or jejunal tube feeding or dietary modifications) based on the findings of the nutritional diagnosis. The postholder will be required to adapt the plan based on acceptability to the patient, complex changes in the clinical condition and progression of the disease process.

#### **PLANNING/ORGANISATIONAL SKILLS**

- The postholder will plan their own workload and make short term adjustments to plans.
- Review and reallocate workload for junior staff and students based on service needs and priorities.
- To liaise and co-ordinate with other professionals to ensure that dietetic interventions are an integral component of the patients' multidisciplinary package and ensure safe and efficient discharge of patients requiring home nutritional support with specialist supplementation or home enteral feeding.
- Plan activities for student dietitians and those attending the department for work experience. Scheduling meetings, tutorials and organising feedback sessions.
- Help organise and run health promotion and department events and be innovative with regards to events organisation and be self-directed in the setting up and management of events.

#### **PATIENT/CLIENT CARE**

- The postholder will provide highly specialised dietary advice to a patient, or group of patients, taking into consideration their individualised requirements, for their specialist area and a range of other conditions.

#### **POLICY/SERVICE DEVELOPMENT**

- To contribute to the improvement of the dietetic service by evaluation of own work, and make constructive suggestions as to service improvements.
- Implement changes to own work based on new and revised policies.
- Develop policies for own speciality that impact beyond own area of practice.
- Contribute to national, regional or peninsula quality and audit programmes as appropriate and agreed within Trust.
- Maintain personal safety by following lone working policy and respect property and equipment within the working environment in accordance with Trust and team guidelines

#### **FINANCIAL/PHYSICAL RESOURCES**

- To ensure appropriate stock levels of nutritional supplements for outpatient use are maintained.
- To ensure diet sheets and other written patient resources are ordered in a timely way and discarded when obsolete or out of date.
- To participate in the ordering of enteral feeding products/associated disposable plastics if required.
- Demonstrate for patients and carers the correct method for enteral feeding pumps use and ensure connection to the enteral feeding tube is correct, clean and safely carried out.
- Educate other healthcare professionals on the correct use of nutritional monitoring equipment such as stadiometers, scales, handgrip dynameters and tape measures.

#### **HUMAN RESOURCES**

- Undertake day to day management of junior staff (band 5, 4 or 3) on request of the team lead. Including initial stages of grievance, discipline, appraisal and acting as an appointment panel member.
- Contribute to the training of healthcare professionals on their specialist area in individual or on a group basis as required.

- Support student training with providing clinical supervision, training and counter-signature any work completed by the student whether under direct or indirect supervision. Provide constructive feedback and escalate concerns about student practice to lead Dietitian for student training.
- Contribute to the provision of Special Study Units for Peninsula Medical Schools students.
- Participate in continuous professional development including clinical supervision and journal club. Prepare and deliver education sessions to peers and senior dietitians.

## **INFORMATION RESOURCES**

- Accurately record all assessments and interventions in MyCare, or where needed other hospital record systems, in line with Health and Care Professions Council (HCPC), Trust and department standards.
- Assess food records using dietary assessment computer packages and carry out accurate nutritional assessments and macronutrient analysis.
- To research, develop, produce and publish evidence-based departmental literature in the area of specialisation, including use of patient forums, in line with British Dietetic Association guidelines and those of other relevant expert organisations.
- Maintain department social media pages and lead on social media support pages and services for patients.

## **RESEARCH AND DEVELOPMENT**

- To be aware of Key Performance Indicators and provide data for reports for specialist service where applicable.
- To define and measure a range of outcome and quality indices and measures.
- To lead in team audit activity and peer review to ensure best practice. Complete audits as required, write short reports and present findings to interested parties.
- To support clinical trials within the wider multidisciplinary team.
- To critically analyse evidence base and keep updated in changes in guidelines and protocols so as to inform practice.

## **PHYSICAL SKILLS**

- The postholder will use standard keyboard skills. Data recorded must be accurate, timely and comprehensive.
- Obtain baseline anthropometric measurements e.g. height, weight, body mass index (BMI), mid upper arm circumferences (MUAC), handgrip dynamometer and skinfold thickness required for monitoring of patients' progress.
- Manual dexterity is required when educating patients and carers to use a handgrip dynamometers and enteral feeding pumps. This includes connecting the feed bag to giving set, manipulating giving sets into the feeding pump and connecting giving set to the feeding tube (gastrostomy, jejunostomy or nasogastric).

## **PHYSICAL EFFORT**

- The postholder will frequently sit and stand in restricted positions at the patients' bedside, during administrative tasks and when taking clinical measurements (MUAC or handgrip) or educating (enteral feed pumps, glucose meters, food/supplement preparation). This is a substantial proportion of the working day.
- The post holder will occasionally exert moderate physical effort in a shift with lifting and handling objects (diet sheets, nutritional supplements; enteral feeding pump, with stand and feed) that weigh up to 15kg.

- There may be an occasion where the post holder will manoeuvre people to complete anthropometric measurements such as weight and height.

## MENTAL EFFORT

- The postholder will have a frequent requirement for concentration where the work pattern is unpredictable.
- There will be a need to adjust priorities for caseload based on service requirements.

## EMOTIONAL EFFORT

- The postholder will have moderate exposure to distressing emotional circumstances such as distressed dementia patients, those with delirium or after a life changing diagnosis.
- There may be occasional direct exposure to highly challenging behaviour from people with dementia or those in a mental health crisis.
- There will be indirect exposure to distressing emotional circumstances such as death of a patient or details of a safeguarding incident.

## WORKING CONDITIONS

- Frequent VDU use.
- The post holder may have occasional exposure to verbal aggression from patients with dementia, delirium or learning disabilities.
- There may be incidental exposure to uncontained bodily fluids such as vomit, sputum or urine but would not be required to deal with these fluids.

## OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

## APPLICABLE TO MANAGERS ONLY

Leading the team effectively and supporting their wellbeing by:

- Championing health and wellbeing.
- Encouraging and support staff engagement in delivery of the service.
- Encouraging staff to comment on development and delivery of the service.
- Ensuring during 1:1's / supervision with employees you always check how they are.

## **DISCLOSURE AND BARRING SERVICE CHECKS**

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

## **GENERAL**

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.



# PERSON SPECIFICATION

<b>Job Title</b>	Dietitian Specialist – B6 Cystic Fibrosis Dietitian
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Requirements	Essential	Desirable
<b>QUALIFICATION/ SPECIAL TRAINING</b> Degree in Nutrition /Dietetics or equivalent. Post registration relevant dietetic education or equivalent experience HCPC registration. Qualification in healthcare education. Critical appraisal skills in training. Post graduate diploma in advanced dietetics. Clinical supervisory skills training. Food hygiene certificate.	E E E   E	   D D D  D
<b>KNOWLEDGE/SKILLS</b> An understanding of clinical governance related to dietetic practice. Demonstration of use of evidence-based practice in a range of complex clinical conditions relating to specialist area. Interpretation of complex clinical information, biochemistry, pharmacology and medical history to make decisions about patient care. Calculation of nutritional needs in complex cases Ability to make frequent judgements of a complex and sensitive nature. IT skills to enable review of biochemical/nutritional progress, to inform practice via the internet, and for producing presentations. Accurate keyboard skills to enter data, and undertake nutritional analysis of food records. Ability to manage time effectively, completing projects and meeting deadlines and to prioritise workload. Able to communicate verbally and in writing with a range of groups including senior managers, patients, consultant level medical staff, dietetic colleagues, translating the science of nutrition into practical treatment plans. Competent in planning and delivering education sessions for a range of patients, carers and healthcare professionals. Excellent team working skills in order to work confidently and competently as an equal member.	E E  E E  E  E  E  E  E	               
<b>EXPERIENCE</b> Post registration dietetic experience in a specialist area of dietetics. Experience of dietetic practice where there is advanced decision making. Experience of practice requiring complex nutritional assessment and evaluation. Planning, implementation and evaluation of clinical audit. Competence and experience in advanced communication skills including negotiation, advocacy and counselling. Supervision of student dietitians. Research in a clinical area. Planning and delivery of effective educational sessions to patients, the general public or healthcare staff. Education of patients, carers and other healthcare professionals on home enteral feeding. Development of evidence-based literature, guidelines and protocols for complex needs.	E E E  E E  E  E  E	  D      D   D D
<b>PERSONAL ATTRIBUTES</b> Ability to deal with emotionally demanding situations (eg terminal/chronic illness). Empathy with patients.	E  E	  



<p>Ability to motivate patients and other healthcare professionals</p> <p>Able to deal with complaints and difficult situations in order to diffuse conflict.</p> <p>Ability to concentrate for prolonged periods on complex. issues and in situations where work pattern is unpredictable and frequently interrupted.</p> <p>Able to work autonomously and alone.</p> <p>Commitment and evidence of professional development, including up to date and accurate portfolio.</p> <p>Ability to manage time effectively and prioritise workload.</p> <p>Reliable.</p> <p>Ability to evaluate personal progress against agreed objectives and identify training needs at least annually.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
<p><b>OTHER REQUIREMENTS</b></p> <p>Flexibility to meet demands of service including 7 day working</p> <p>Member of British Dietetic Association (BDA)</p> <p>Member of a specialist group of BDA</p> <p>The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.</p> <p>Ability to travel to other locations as required.</p>	<p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p>

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	N				
Contact with patients	Y				
Exposure Prone Procedures	N				
Blood/body fluids	Y		✓		
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	N				
Cytotoxic drugs	N				
<b>Risks requiring Other Health Surveillance</b>					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
<b>Other General Hazards/ Risks</b>					
VDU use ( > 1 hour daily)	Y				✓
Heavy manual handling (>10kg)	Y		✓		
Driving	N				
Food handling	Y	✓			
Night working	N				
Electrical work	N				
Physical Effort	Y				✓
Mental Effort	Y			✓	
Emotional Effort	Y			✓	
Working in isolation	Y		✓		
Challenging behaviour	Y			✓	