**JOB DESCRIPTION**

1. **JOB DETAILS**

**Job title:** Acute medicine/eating disorder dietitian

**Band:** Band 6

**Reports to:** Band 7 Acute Clinical Team Lead Dietitian

**Accountable to:** Nutrition and Dietetic Services Manager

**Division:** Specialist Services

1. **JOB PURPOSE**

* To provide a high quality, evidence based dietetic service to medical out/inpatients, support their safe and timely discharge and facilitate with the smooth transition of their care and rehabilitation plans
* To manage own caseload and to provide a high standard of assessment, management, treatment and advice to meet the needs of patients
* To work collaboratively with colleagues in health, social care, local authority and other agencies to meet the needs of patients
* To ensure the efficient and effective use of resources available within the team
* To work with other members of the multidisciplinary team and dietetic team to develop performance /outcome measures for both the patients and service and consider ways of service improvement to provide an efficient, effective and responsive service.
* To ensure Clinical Governance is integral to service delivery within the speciality area
* The role is to support and manage less experienced staff and students

1. **KEY-WORKING RELATIONSHIPS**

The key-relationships for this post are as follows:

* Ward staff including medical, nursing and therapy staff
* Patients and carers
* The Nutrition and Dietetics Service Manager
* The dietetics team both acute and in the community
* Other dietitians across the South West and nationally
* Catering staff
* GP’s
* Community Rehab teams
* Social care, local authority and other agencies staff

1. **ORGANISATIONAL CHART**

Nutrition & Dietetic

Services Managertics Service Manager

Band 6 Dietitian

Band 7 Acute Clinical Team Lead Dietitian

Band 5 Dietitian

Denotes a line management responsibility

1. **PRINCIPAL DUTIES AND RESPONSIBILITIES**
   1. **Clinical**
      * Work as a senior autonomous and independent practitioner for outpatients and acutely unwell inpatients on general medical wards including adult eating disorder inpatients
      * To work with MDT’s in assessing, implementing, monitoring and evaluating treatment programmes of care based on specialist knowledge, evidence-based practice, national and local guidelines using profession specific clinical skills and techniques
      * To undertake comprehensive nutritional assessment of patients including those with complex presentations using investigative and analytical skills to formulate individualised care plans for patients
      * Analyse nutritional status using a variety of methods including biochemical measurements, anthropometry, dietary analysis, pharmacology, diet history, clinical condition and other physical parameters.
      * Communicate information which may be sensitive and complex, about treatment plans to other healthcare professionals and patients overcoming barriers to understanding e.g. posed by clinical condition, disability or language
      * Demonstrate effective use of counselling skills when dealing with patients who are psychologically distressed i.e having received bad news
      * Advise medical staff and provide guidance on refeeding syndrome, including recommendations for replacement therapy with vitamins and minerals.
      * Provide specialist advice in relation to specific complications and nutritional intervention e.g. gastrostomy or naso-gastric feeding
      * Advise on the prescription of dietary supplements and enteral feeds
      * Provide experienced advice and support to patients and carers from diagnosis and throughout the patient pathway. Liaising with the MDT to provide a high standard of care
      * Contribute to the review of quality within the dietetic service by development and review of nutritional standards of care and use audit in area of practice
      * Provide appropriate information and education to patients and their relatives and contribute to the development and production of information for patients. In case of emergency, help provide cover for the general dietetic caseload with support from the Nutrition and Dietetics Service Manager
      * To refer patients to other professionals as appropriate
   2. **Professional** 
      * Contribute fully to multi-professional working in the management of neurology and stroke patients and act as an advocate for patients on their nutritional management
      * Take responsibility for working within codes of practice (HCPC), occupational standards (BDA) and RDE policies and procedures
      * Contribute to the dietetics team and CPD meetings
      * Contribute to the development and delivery of educational programmes to other healthcare professionals and peers. This may include sharing best practice with other organisations and presentation of complex information to large groups at multi-professional events
      * Maintain competency to practice through CPD activities, participate in clinical supervision within department and maintain an up to date portfolio.
      * Contribute to the training of undergraduate dietetic students during placements involving planning experience, delivering tutorials, assessing students and providing constructive feedback. This will also include responsibility for signing off student competency during placements
      * Review current literature within dietetic area of practice and disseminate relevant information across the team to assist in the development of knowledge and skills.
      * Assist in the formulation of clinical guidelines and protocols actively involving other members of the MDT, patients, carers and community colleagues
      * Undertake any other duties as required by either the Nutrition and Dietetics Service Manager
   3. **Managerial/leadership**

* Contribute to the management and support of acute Band 5 Dietitians and Dietetic Support Workers, including undertaking PDR’s and dealing with any performance/workload concerns and contributing towards clinical supervision.
* Participate in the recruitment of junior staff as appropriate including being involved in the recruitment and interview process
* Manage own time independently prioritising and managing an unpredictable workload to meet objectives within agreed timescale, and readjusting plans as situations change from interruptions ie telephone calls, pager and unforeseen deadlines
* To take an active part as a member of the nutrition and dietetic service participating in developments and projects and contributing to meetings and CPD of other members of the team as required
* To develop, introduce and evaluate dietetic outcome measures for the specialist areas of care.
* To be professionally and legally responsible and accountable for all aspects of own work and support junior staff to do the same.
  1. **Other responsibilities** 
     + Take part in regular performance appraisal
     + Undertake any training required in order to maintain competency including mandatory training
     + To contribute to and work within a safe working environment
     + To comply with Trust infection control policies and to conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection

1. **THE TRUST – PURPOSE AND VALUES**

We are committed to serving our community by being a high quality specialist Hospital with consultant-led services. We aim to co-ordinate our services with primary and community care, and to develop a limited number as Sub-Regional Referral Centres with appropriate levels of research, development and educational involvement. Where appropriate, and consistent with our services, we may provide services aimed at preventing disease and debilitation.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.

We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

The Trust is committed to recruiting and supporting a diverse workforce and so we welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. The Trust expects all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

1. **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, the Trust reserves the right to insist on changes to your job description after consultation with you.

The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462.

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.

The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection.

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.

**PERSON SPECIFICATION**

**POST: Specialist Dietitian**

**BAND: Band 6**

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| **REQUIREMENTS** | **At**  **Recruitment** |
| **QUALIFICATIONS / TRAINING**  Degree in Nutrition & Dietetics or equivalent  Current registration with the HCPC  Evidence of post graduate training – PENG course or a willingness to undertake  Student Clinical Educators Course  Portfolio evidence of relevant experience  Teaching qualifications, or evidence of significant experience | E  E  E  E  E  D |
| **KNOWLEDGE / SKILLS**  Demonstration of use of evidence based practice across a range of dietetic conditions  Demonstrate good clinical knowledge in the dietetic management of medical patients including those with an eating disorder  Excellent and effective interpersonal, verbal and written communication skills  Interpretation of complex clinical information including biochemistry, pharmacology, medical history to make clinical decisions about patient care  Excellent team working skills in order to work confidently and competently as an equal member of the team  Ability to manage time effectively and to prioritise workload, completing projects and meeting deadlines  Proven organisational skills  Ability to critically evaluate current research  Knowledge and understanding of clinical governance and risk management, as relevant to dietetics  Computer skills – confident in the use of word processing, email, dietary analysis and statistical analysis programmes. Ability to use data input programmes. Ability to use hospital systems to manage patient care.  Ability to work under pressure, unsupervised managing complex medical/psychological conditions and make frequent judgements of a sensitive nature | E  E  E  E  E  E  E  E  E  E  E  E |
| **EXPERIENCE**  Experience of working in general dietetics in a variety of settings  Experience of multidisciplinary and inter-agency working  Experience in developing and leading individual, small and large group teaching sessions to patients, carers and healthcare staff  Experience of planning, implementing and evaluating audit projects  Experience of supervision/appraisal of junior, support staff and students  Dietetic advocacy/representation within specialist or multidisciplinary teams  Development of evidence based dietary literature, guidelines and protocols for complex needs. | E  E  E  E  E  D  E |
| **PERSONAL ATTRIBUTES**  Able to deal with emotionally demanding situations  Work as a team member  Enthusiastic, motivated and reliable  Dedicated to CPD and ongoing development of skills  Empathy with patients  Able to evaluate personal progress against agreed objectives and identify training needs  Able to concentrate for prolonged periods on complex issues and in situations where work patterns are unpredictable and frequently interrupted  Able to manage own time effectively  Demonstrate the core values and behaviours of the Trust | E  E  E  E  E  E  E  E  E |
| **OTHER REQUIREMENTS**  Membership of the British Dietetic Association  Membership of the BDA Specialist Interest Group  Flexible to meet demands of service and to reach a compromise with others  Flexibility in working practice to meet demands of service including 7 day working | D  D  E  E |

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| **HAZARDS IDENTIFIED (*tick as appropriate)*:** | | | | | |
| Laboratory specimens  Proteinacious Dusts |  | Clinical contact with  patients | Y | Performing Exposure  Prone Invasive Procedures |  |
| Blood / Body Fluids | Y | Dusty environment |  | VDU use | Y |
| Radiation |  | Challenging Behaviour | Y | Manual handling | Y |
| Solvents |  | Driving |  | Noise | Y |
| Respiratory Sensitisers |  | Food handling | Y | Working in isolation |  |