

JOB DESCRIPTION

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| **JOB DETAILS**  |
| **Job Title**  | Macmillan Clinical Specialist Dietitian |
| **Reports to**  | Macmillan Clinical Psychologist |
| **Professionally responsible to** | AHP therapy lead |
| **Managerially Accountable to** | Cancer Services Matron |
| **Band**  | 7 (Subject to formal matching,the band is confirmed but there may need to be some revision to the JD required in the future.**)** |
| **Hours** | 32 |
| **Department/Directorate**  | Cancer Services/ Clinical Support and Specialist Services |
| **Main base** | Northern Devon District Hospital (NDDH), Raleigh Heights, Barnstaple, EX31 4JB.  |

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| **JOB PURPOSE**  |
| The overarching aims of this role, over the 18 month pilot, are to undertake a comprehensive scoping review of cancer services within the Northern services of the Royal Devon University Healthcare NHS Foundation Trust and ascertain where specialist Dietetic advice and input is indicated and would be beneficial for those with a suspected or diagnosed cancer on any pathway and at any stage. The post holder will identify the key area with the greatest impact and benefits to patients for a single pilot project and then develop, establish and deliver personalised specialist dietetic programmes of care, including assessment, intervention and education and support to those with cancer known to the Northern services, and their carers, in a variety of settings. The post holder will work as part of the newly funded Macmillan AHP team to enhance the provision of personalised care for those with cancer known to NDDH and be actively involved in service evaluation, the outcome of which will be used to support future business cases with the hope of substantive funding from the trust.The post has been supported and funded by Macmillan who will be key stakeholders with the development of this team.  |
| **PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * To undertake a comprehensive scoping exercise across cancer services and identify areas where specialist dietetic intervention would be beneficial to those patients known to NDHT Cancer Services, and provide feedback on the above to members of the Cancer Services team and Macmillan.
* To identify the key area with the greatest impact and benefits to patients for a single pilot project and then develop, establish and deliver personalised dietetic assessment, advice and support.
* Take an active involvement in a full evaluation of the service and highlight any areas for future investment.
* To be lead clinician for the delivery of a comprehensive highly specialist nutrition and dietetic service to patients with diverse healthcare needs known to cancer services at NDDH; working within the British Dietetic Association (BDA) Professional Code of Conduct and Professional Standards of Practice.
* To manage a highly specialist clinical caseload of patients requiring complex nutritional and dietetic support using evidence based, patient centred principles to assess, plan, implement and evaluate dietetic interventions in both an inpatient and outpatient setting. This could include reviewing patients on the Seamoor unit when they attend for their oncology treatment.
* To work autonomously to provide expert nutrition advice and therapeutic support to patients, carers and other health care professionals within cancer services teams. This requires collation of highly complex information including:-

• Undertaking a comprehensive, holistic, specialist clinical nutritional assessment of patients often presenting with complex multifactorial problems, diagnosis and interpretation of biochemistry, haematology, anthropometric data, clinical condition and diet history and using advanced analytical and investigative skills and clinical reasoning.• Development of treatment plans which include calculation of nutritional requirements, patient centred goals and treatment outcomes.• Prescription of dietary treatment using ACBS products for conditions adhering to professional/ clinical guidelines.* To work alongside patients and their carers to complete Holistic Needs Assessments as appropriate, and to coproduce care plans associated with this.
* To be the lead Dietitian for cancer services including contributing to multi-disciplinary team meetings, case conferences, case audits, ward rounds and to clinical governance as appropriate.
* To be responsible for the development, provision, evaluation and continuous development of a clinically effective dietetic service to patients known to cancer services at NDHT.
* To offer clinical expert advice to the wider cancer MDT as well as junior dietitians on the role of dietetics within cancer care.
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| **KEY WORKING RELATIONSHIPS**  |
| The post holder is required to work closely with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media. They will also act as an expert for staff within local and regional multidisciplinary teams relevant to cancer services, in order to develop and implement high quality, integrated patient care and establish effective communication amongst all staff involved in the dietetic care of patients, thus creating conditions conductive to excellent patient care.To work collaboratively with all including:

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| **Internal to the Trust**  | **External to the Trust**  |
| * Allied Health Professionals
* Administrative staff
* Members of the Cancer Services team
* Consultants (including surgical, medical, oncological)
* Counselling team at the Fern Centre
* Living with and beyond cancer team
* NDDH staff at all levels
* Nursing Staff/ Specialist Nurses/Nurse consultants
 | * Patients, relatives and carers
* Allied Health Professionals
* Commissioners of care
* GPs and other practice staff
* Hospice teams
* Other dietitians working outside of the Trust
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| **ORGANISATIONAL CHART**  |
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| **FREEDOM TO ACT**  |
| * To work autonomously to provide expert nutrition advice and therapeutic support to patients, carers and other health care professionals within cancer services at the northern services of the Royal Devon University Healthcare NHS Foundation Trust.
* To have overall accountability for the planning and management of a highly complex and specialist caseload of patients and to organise this effectively and efficiently with regard to clinical priorities and use of time.
* To lead the development of dietetic departmental evidence based policies, procedures and patient information for cancer services at NDDH and those who access it.
* To participate in the Trust’s Nutrition and Dietetic programme of Clinical Supervision and Clinical Governance.
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| **COMMUNICATION/RELATIONSHIP SKILLS**  |
| * To use advanced communication skills with patients/carers to gain informed consent to assessment and treatment and to co-produce holistic realistic patient centred treatment outcomes.
* To be able to communicate appropriately and in a sensitive manner, with the patient and all those involved in their care, including communication with those who have complex speech and language problems, cognitive or behavioural problems.
* Have the understanding and the ability to translate nutritional concepts into practical everyday terms for patients, staff and professional colleagues of all levels.
* To work with patients/carers and colleagues from diverse cultural and ethnic groups and:

• Respect personal beliefs and identity of individuals• Promote individual rights and choice• Promote anti-discriminatory practice.* To work closely with local and regional specialist multidisciplinary teams, as appropriate, in order to develop and implement high quality, integrated patient care.
* To work collaboratively with the Living with And Beyond team, based at the Fern Centre at NDDH, to develop and implement dietetic education sessions/programmes for patients known to cancer services, their carers and families. This will include supporting Health and Wellbeing events. Use a wide range of teaching strategies and presentation aids as appropriate to support patient education, tailoring as required to patient need.
* To build and maintain relationships with other local agencies.
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| **ANALYTICAL/ORGANISATIONAL SKILLS** |
| * As a reflective practitioner, identify own training needs and Continuing Professional Development (CPD) requirements to meet HPC/ BDA standards of performance and ensure that Health and Care Professions Council registration is maintained.
* To plan, prioritise and take responsibility for own patient workload in accordance with the BDA Safe Caseload and Workload Management framework and departmental priorities.
* To co-ordinate patient appointments, including organising follow-up arrangements according to agreed guidelines and procedures.
* To prioritise caseload, data collection, education sessions, and service delivery projects effectively and efficiently.
* Interpret complex information e.g. medical notes and clinical findings.
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| **PLANNING AND ORGANISING** |
| * To manage an individual caseload of highly complex patients effectively and efficiently.
* To develop, and lead group sessions as appropriate.
* To plan, organise and prioritise own work load and guide the work of the cancer care support workers as appropriate.
* To exercise good personal time management, punctuality and consistent, reliable attendance.
* To be responsible for co-ordinating dietetic patient appointments, alongside the cancer care support workers.
* To be involved in longer term strategic planning of cancer rehabilitation, alongside the cancer services senior team.
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| **PATIENT CARE**  |
| * To assess, treat and provide highly specialist treatment and advice plans to patients, carers and clinicians, regarding the provision of expert nutritional support as a vital part of patient care plans and service provision.
* To take the lead in providing expert dietetic advice in making decisions on initiating artificial nutritional support for those known to cancer services at NDDH and analysing the range of options available.
* To be solely responsible for dietetic discharge of those patients referred to the service with a suspected or confirmed cancer diagnosis and contribute to the development and implementation of the overall patient discharge package including the provision of nutritional related prescriptions and specialist therapeutic advice, communicating information to relevant personnel from health and social care.
* To provide dietary consultations involving individuals and groups to be undertaken and delivered within a framework of behavioural approaches including motivational and negotiation techniques to implement a highly complex dietetic package of care.
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| **POLICY/SERVICE DEVELOPMENT**  |
| * To undertake a comprehensive scoping exercise across cancer services and identify areas where specialist dietetic intervention would be beneficial to those patients known to Cancer Services, and provide feedback on the above to members of the Cancer Services team.
* To identify the key area with the greatest impact and benefits to patients for a single pilot project and then develop, establish and deliver personalised dietetic assessment, advice and support.
* To comply with National, Trust and departmental standards, policies and procedures and implement changes to work practices/procedures for your area of responsibility under the direction of the Dietetic Services Manager and/or Cancer Services Team.
* To contribute your clinical expertise to the development of future policies and/or strategic documents.
* To work in conjunction with the Cancer Services senior team and Macmillan AHP team in the development of the strategic direction for specialist dietetic input within cancer services within the acute hospital and local community in line with Trust/directorate strategic aims and objectives and Long-Term planning.
* To lead in the development of nutrition and dietetic resources and teaching materials to educate the groups of patients, carers and staff within your specialist area.
* Participate in the operational planning and implementation of policy and service development concerning cancer rehabilitation, alongside the cancer services senior team.
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| **FINANCIAL/PHYSICAL RESOURCES**  |
| * To be responsible for maintaining and monitoring adequate stock levels of cancer specific dietary resources, and advising on appropriate use of nutritional supplements and feeds in cancer care.
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| **HUMAN RESOURCES**  |
| * To develop, implement and monitor the dietetic element of the training programme for the cancer care support workers within the Macmillan AHP team, including regular supervision.
* To provide clinical supervision and mentoring of dietetic staff and students, in collaboration with the Dietetic Service Manager.
* To identify training needs, develop and implement nutrition education training programmes for health professionals across cancer services and develop resources for the multi-disciplinary team.
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| **INFORMATION RESOURCES**  |
| * To keep and maintain accurate, timely, and comprehensive patient records concerning the condition and care of the patient in accordance with Health Professions Council (HPC) Standards of Conduct, Performance and Ethics, the BDA Standards of Record Keeping, departmental standards, policies and procedures in compliance with the Data Protection Act.
* To maintain strict confidentiality of patient information in accordance with Clinical and Information Governance.
* To be professionally and legally accountable for all aspects of your professional and clinical work including maintaining accurate and timely patient records using agreed standard formats.
* Possess competent keyboard, Word processing, Excel spread sheet and PowerPoint skills to maintain patient records, write reports and correspondence, produce educational resources, collect patient evaluation and Key Performance Indicator (KPI) outcome data, design and develop presentations, and create other documents related to the post.
* To undertake administrative duties, including performance management, data collection and interpretation of the data in accordance with relevant departmental policies, Trust and national directives.
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| **RESEARCH AND DEVELOPMENT**  |
| * To actively engage in auditing and evaluating both clinical practice and the delivery model of the dietitian cancer service developed as part of this pilot.
* Be aware of, and critically evaluate, current developments in cancer care, disseminating new evidence-based practices within the Nutrition and Dietetics Department and wider MDT.
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| **PHYSICAL SKILLS** |
| * Car driver with regular access to a car.
* Ability to measure anthropometry e.g. weight, height and alternative height measurements, waist circumference, body composition.
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| **PHYSICAL EFFORT** |
| * Sitting at desk at computer, in clinic, or in meetings.
* Standing during group sessions or ward-based activities.
* Manually handling equipment e.g. transport of equipment to clinics, following ergonomic risk assessment as per statutory training and service risk assessments.
* Ability to travel to other locations as required, meeting time constraints.
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| **MENTAL EFFORT** |
| * Manage competing demands of providing services on a daily basis.
* Manage a complex, varied and unpredictable workload requiring concurrent concentration.
* Deal with interruptions to workload e.g. telephone enquiries and responding to a hospital bleep, which may require an immediate change in planned activity.
* Frequent requirement for concentration through providing assessment and treatment programmes e.g. calculating nutritional requirements, and motivating, educating and supporting patients through the expert use of behaviour change skills such as motivational interviewing and cognitive behavioural therapy.
* Read, decipher and interpret patient information.
* Read, decipher and interpret lengthy documents e.g. national guidance, regional or national service specifications, summarising for other staff as appropriate.
* Concentration required when using a visual display unit.
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| **EMOTIONAL EFFORT** |
| * The post holder may frequently experience exposure to distressing or emotional circumstances.
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| **WORKING CONDITIONS** |
| * Occasional exposure to unpleasant smells in the hospital.
* Potential exposure to verbal aggression.
* Work in a variety of settings according to patient need, the environment of which can be noisy and involve being subject to interruptions.
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| **OTHER RESPONSIBILITIES**  |
| * The post holder will fulfil all tasks and work as part of a team. This includes taking responsibility for delegated tasks, which do not fall within the work outlined, as reasonably requested by the Cancer Services Team and/or Dietetic Service Manager. The post holder will be ring-fenced to work only with those known to cancer services and will not be asked to provide cross cover to other services.
* Minimise risk to self and others by having an understanding of, and observing, Trust-wide Health and Safety procedures and protocols, including those related to Systemic Anti-Cancer Therapies (SACT).
* The post holder is expected to comply with Trust infection control policies & conduct him/herself at all time in a manner as to minimise the risk of health care associated infections.
* Take part in regular performance appraisal.
* Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling.
* As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and 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.
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| **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 job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements. This procedure is jointly conducted by each manager in consultation with the post holder. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves 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. Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust developed our long-standing partnership and became a single integrated organisation across Eastern and Northern Devon in April 2022. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability. |

PERSON SPECIFICATION

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| **Job Title** | Macmillan Clinical Specialist Dietitian |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**Degree or equivalent, or post-graduate qualification in Dietetics. Current Health and Care Professions Council (HCPC) registration as a Dietitian.Member of the British Dietetic Association or covered by professional indemnity insurance.Attendance at relevant accredited courses/ conferences.Comply with and adhere to Standards of Conduct, Proficiency, Performance and Ethics identified by the HCPC. To be guided by the Professional Standards for Dietitians identified by the British Dietetic Association.To be aware of and comply with current legislation and local employment regulations relating to the post. This includes Health and Safety at Work requirements.Specialist relevant dietetic training and experience to post graduate diploma or higher level. Membership of specialist interest group.Post registration behaviour change training.Evidence of research involvement.  | √√√√√√√√ | √√√ |
| **SKILLS & KNOWLEDGE**A well-developed portfolio of written and verbal communication skills - ability to communicate highly complex sensitive information to a wide range of people.Effective organisational skills. Ability to work effectively within a team/ an adaptive team player.Clinical Supervisory / Clinical Educator skills.Analytical skills.Accurate keyboard/nutritional analysis skills and accurate anthropometric measurement skills.Ability to motivate others/Behaviour change skills.Demonstrate negotiation and influencing skills.Good time management.Ability to keep accurate and legible patient records and statistical information, compliant with professional standards. Advanced clinical reasoning skills.Nutrition education training skills.Effective presentation skills using a variety of teaching methods.Prioritisation skills.Critical appraisal skills.Self-directed learning.Research skills.Competent IMT skills.Analysis of statistical information.Leading an audit/research project.***Special knowledge***In depth knowledge of the role of and benefits of dietetic involvement throughout the clinical pathway for those with suspected/confirmed cancer. Awareness of Health & Safety risk and clinical governance.Understanding of professional ethics and application in practice.Knowledge of food hygiene practices, including those at risk of neutropenia.   | √√√√√√√√√√√√√√√√√√√√ | √√√√ |
| **EXPERIENCE** Broad range of post registration experience in a dietetic position relevant to clinical area. Considerable previous clinical working, at a senior level, with a broad range of patients across a variety of clinical settings.Evidence of assisting in planning, developing and/or evaluating an existing service. Experience of providing clinical supervision.Experience of teaching other disciplines.Experience of presenting to a range of audiences.Previous experience of managing complexity including complex discharge planning.Evidence of embedding evidence based practice.Experience of working within specialist cancer MDT(s). Involvement in change management.Experience of leading service development/service planning. Published work.Palliative/end of life care.Set up and development of a new clinical service/role.Worked in networks across organisations and professions. Experience of Home Enteral Feeding. | √√√√√√√√ | √√√√√√√√ |
| **PERSONAL ATTRIBUTES** Self-motivatedEnthusiasticReliableProfessional caring mannerFriendly and approachableAbility to work independently and on own initiative Ability to respond to unpredictable work patterns and meet daily deadlinesFlexible approach to work / adaptable / innovativeAbility to deal with distressed clients and relativesAbility to counsel and support staff and demonstrate empathyAbility to work with people from diverse cultural and ethnic backgroundsAbility to work with people of diverse skills, abilities and experience | √√√√√√√√√√√√ |  |
| **OTHER REQUIREMENTS** Ability to travel flexibly to meet the requirements of the jobThe post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  | √√ |  |

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|  | **FREQUENCY****(Rare/ Occasional/ Moderate/ Frequent)** |
| **WORKING CONDITIONS/HAZARDS** | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** |  |  |  |  |
| Laboratory specimens | Y |  | √ |  |  |
| Contact with patients | Y |  |  |  | √ |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | Y |  | √ |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| 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) | Y |  |  | √ |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | Y |  | √ |  |  |
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| **Risks requiring Other Health Surveillance** |  |  |  |  |
| 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 |  |  |  |  |
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| **Other General Hazards/ Risks** |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | √ |
| Heavy manual handling (>10kg) | Y |  |  | √ |  |
| Driving | Y |  | √ |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort  | Y |  |  |  | √ |
| Mental Effort  | Y |  |  |  | √ |
| Emotional Effort  | Y |  |  | √ |  |
| Working in isolation | Y | √ |  |  |  |
| Challenging behaviour | Y |  | √ |  |  |