

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Specialist Gastroenterology Dietitian |
| **Reports to** | Advanced Practice Nutrition Support Team Dietitian – Acute Team Lead |
| **Band** | 6 |
| **Department/Directorate** | Nutrition and Dietetics Department/ Clinical Support & Specialist Services |

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| **JOB PURPOSE** |
| * To deliver a high quality dietetic service for adult patients and participate in the dietetic service provision of gastroenterology services within Northern Devon Healthcare Trust. * To develop professional, specialised programmes of care, including dietetic assessment, education and intervention, to patients of Northern Devon Healthcare NHS Trust and their carers in a variety of settings. * To be responsible for inpatients within specialist areas, and provide cover on other wards as required. * To provide specialist outpatient clinics for adults referred with complex gastroenterology, eating disorders, and those requiring complex nutrition support * To support multidisciplinary team working within local and regional specialist multidisciplinary teams, in order to develop and implement high quality, integrated patient care. * To provide highly specialised advice and second clinical opinion to other colleagues, working in collaboration with other teams and services in order to support a consistent and equitable service. * To propose policy and service changes related to specialist areas and develop guidelines, standards and resources to be used within the dietetic department and other departments within the Trust. * To build and maintain relationships with other local agencies. * To be actively involved in the co-ordination and undertaking of the training of student dietitians. * To deputise for the Advanced Practice Dietitian Acute Team Lead, being responsible for co-ordinating patient clinical care and service provision in their absence.   **K** |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| The Specialist GastroenterologyDietitian will be based at North Devon District Hospital, in the Nutrition and Dietetic Department.  Responsibility for inpatients within various clinical areas and providing specialist outpatient services for adults. Under the leadership of the Advanced Practice Dietitian, the post-holder will support the development and delivery of the service provided.  Working as an autonomous specialist practitioner, the post-holder will deputise for the Advanced Practice Dietitian Acute Team Lead, being responsible for co-ordinating patient clinical care and service provision in their absence.  The post-holder will actively pass on, and also encourage others to share, their skills, knowledge and experience within both formal and informal environments, having responsibility for the development of other dietitians, health professionals and students.  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 their line manager, Head of Dietetics and/ or Service Manager. |
| **KEY WORKING RELATIONSHIPS** |
| To work closely with staff within local and regional multidisciplinary teams relevant to specialist areas, in order to develop and implement high quality, integrated patient care.  To establish effective communications amongst all staff involved in the dietetic care of patients, thus creating conditions conductive to good patient care.    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 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** | | * Allied Health Professionals * Catering staff * Clerical Staff * Consultants (surgical and medical) * Mental Health Practitioners * Nursing Staff/ Specialist Nurses * Service Lead or Team Lead | * Dietitians * Commissioners of care * Consultants (Psychiatry) * GPs and other practice staff * Mental Health Practitioners * Patients, relatives and carers * Social Services | |  |  | |  |  | |  |  | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| * Work as an autonomous specialist clinician within clinical specialities without day-to-day clinical supervision. * Be professionally accountable for all aspects of own work within the context of an autonomous practitioner, guided by professional and organisational standards of practice and broad occupational policies. * Attend and actively contribute to relevant local and regional meetings and other forums, as required, to support longer-term strategic planning in area of expertise and work programs. * Take responsibility for delegated tasks, which do not fall within the work outlined, as reasonably requested by line manager, Head of Dietetics and/ or Service Manager. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * Provide and receive complex information that may be sensitive and in emotive situations that could be challenging, which may involve overcoming a range of barriers to understanding such as communicating with distressed patients and relatives, patients with psychological illness, and/ or where there are significant barriers to acceptance e.g. eating disorders. This will involve the expert use of both verbal and non-verbal communication including the regular use of counselling skills such as demonstrating empathy. * Plan and deliver education sessions, as required, to both healthcare professionals and patients on the dietary and lifestyle aspects as appropriate. Use a wide range of teaching strategies and presentation aids as appropriate to support patient education, tailoring as required to patient need. * Motivate, educate and support patients through the expert use of behaviour change skills such as motivational interviewing, when advising on therapeutic dietary regimens and/ or nutritional behaviour modification, which may involve significant and continuous lifestyle changes. * Have the understanding and the ability to translate nutritional concepts into practical everyday terms for patients, staff and professional colleagues of all levels. * Communicate, both verbally and in writing, information that can be complex in nature, for example, making specific recommendations regarding the vitamin and mineral supplementation or the prescription of oral nutritional supplements. * Attend multidisciplinary meetings and case conferences as appropriate both locally and regionally, ensuring that expert dietetic input is integrated into patient’s care plan/ service planning. * Write comprehensive reports regarding patient assessment, treatment outcomes and recommendations to GPs, Consultants, and other health and social care colleagues. * Work collaboratively with the Catering Department to ensure that appropriate nutrition support is provided, particularly for patients receiving prescribed therapeutic diets. * Build and maintain relationships with other local agencies, including working with and reporting to commissioners. * Provide expertise and clinical supervision to support other healthcare professionals within both primary and secondary care. * Review, update and develop patient resources e.g. patient information leaflets, using current evidence-based information. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * Collect and interpret a variety of complex information e.g. medical notes, medications, biochemistry, clinical findings, dietary assessment, psychological assessments, whilst using own initiative and clinical judgment to decide on the most appropriate treatment plan and approach for a patient, which can change on a regular basis. * Undertake a comprehensive, holistic, specialist clinical assessment of patients presenting with complex multifactorial problems using advanced analytical and investigative skills and clinical reasoning. * Ascertain the education/ training needs of a range of clients including patient groups, students and other health professionals, using this information to ensure learning outcomes and other programme requirements are specified and tailored to meet identified needs. * Estimate nutritional requirements using validated equations and clinical judgment, using this to inform intervention planning. * Undertake nutritional assessment using specialist equipment if necessary e.g. body composition measurement, nutritional analysis using specialised software. * Actively manage clinical waiting times to meet patient need and Trust priorities. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * Independently plan, organise and manage a caseload of patients effectively and efficiently, providing highly specialist dietetic advice to patients of Northern Devon Healthcare NHS Trust and their carers in a variety of settings. This includes the organisation of specialist dietetic service delivery to inpatients and outpatients (seen either in outpatient clinics or within group sessions) within clinical specialities. * Prioritise caseload, data collection, education sessions, and service delivery projects effectively and efficiently. * Manage a self-directed programme of continuous professional development (CPD), which includes attending and contributing to agreed clinical supervision sessions, written reflection on practice, and reviewing the current literature. * Participate in relevant local and regional meetings and other forums, working with other dietitians and health care professionals in the south west region to develop services and share resources and information. * Exercise good personal time management, punctuality and consistent, reliable attendance. This includes prioritising various tasks effectively in order to meet the requirements of the service. * Co-ordinate patient appointments, including organising follow-up arrangements according to agreed guidelines and procedures. * Maintain all patient records in line with local and national standards. |
| **PATIENT/CLIENT CARE** |
| * Deliver and participate in the dietetic service provision for adult nutrition support. * Develop specialised programmes of care, including dietetic assessment, education and intervention, to patients of Northern Devon Healthcare NHS Trust and their carers in a variety of settings. * Provide highly specialised advice and second clinical opinion to other colleagues concerning the care and treatment of patients, working in collaboration with other teams and services in order to support a consistent and equitable service. * Undertake other formal and informal education sessions to patients, relatives and other healthcare professionals when indicated. This includes discussing, ascertaining and advising about the education/ training needs of a range of clients including patient groups, students and other health professionals, and ensuring that learning outcomes and other programme requirements are specified and tailored to meet identified needs. * Minimise risk to self and others by having an understanding of, and observing, Trust-wide Health and Safety procedures and protocols. * 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. * Provide cover for other members of staff (non-clinical and clinical), including other specialities e.g. ICU, Diabetes, and mental health during periods of staff absence or leave, or during workload pressures. |
| **POLICY/SERVICE DEVELOPMENT** |
| * Participate in the operational planning and implementation of policy and service development within the dietetic service and clinical specialities, including proposing potential policy or service changes, helping to set priorities, leading on relevant priorities, and co-ordinating across organisational and professional boundaries where changes impact on other disciplines and departments. * Assist in co-ordinating the development of the Nutrition and Dietetic Department and its service, including developing policies, guidelines and standards to be used within the dietetic department and other departments within the Trust, working with dietetic colleagues and wider multidisciplinary team to deliver the most effective service within the resources available to meet patient needs. * Work proactively to review performance, recording essential data for area of work and using this information to generate new ideas, inform fresh approaches to develop current ways of working, and make effective plans to improve clinical practice, service delivery and patient care e.g. collecting, analysing, evaluating, and presenting data related to patient care to inform regarding clinical and service effectiveness, supporting service development. * Attend all relevant professional team and departmental meetings in order to contribute at a high level in dealing with the information received, commenting on proposals, sharing specialist perspective where this is appropriate and ensuring effective participation relevant to service development and the maintenance of consistent professional standards. * Be aware of, and critically evaluate, current developments in the specialist area, disseminating new evidence-based practices within the Nutrition and Dietetics Department and wider multidisciplinary team. * Identify opportunities to improve the service, taking account of resources available, discussing ideas with Team Lead. * Work with other dietitians and health care professionals in the south west region to develop services and share resources and information. * Adhere to agreed departmental, Trust-wide and other appropriate policies, standards, guidelines, protocols and procedures. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * Support the Advanced Practice Dietitian and Head of Dietetics in the efficient and effective use of resources e.g. being responsible for the appropriate re-ordering of patient literature and resources relevant to specialities. * Assess, recommend and request new equipment and other resources as appropriate. * Demonstrate and instruct others in the use of equipment to ensure safety e.g. body composition scales. * Report any equipment defects, taking action to ensure any such equipment is withdrawn from service. * Be aware of and understand the range of feeds and supplements available for patients in order to give appropriate advice and formulate suitable feeding regimens to meet individual requirements. * Understand and apply the eligibility criteria for services. |
| **HUMAN RESOURCES** |
| * Be responsible for the professional and clinical supervision and training of other Dietitians within the local department working within clinical specialities. * Be actively involved in the training of student dietitians during their clinical placement (delivered in concentrated blocks throughout the year) within the dietetic department. This includes the direct supervision and assessment of students, regularly reviewing student training objectives and learning outcomes, supervising tutorials and planning timetables (including allocation of students to other dietitians and healthcare professionals working within the trust for training purposes). * Plan and deliver training to other healthcare professionals as appropriate, including contribution and participation in relevant study days and teaching programs. * Take a specialist role in clinical development e.g. journal clubs, specialist interest groups, and other activities, to share and expand specialist knowledge across service. * Provide expertise and clinical supervision to support the multidisciplinary team, actively sharing areas of knowledge and experience both formally and informally. * Ensure that Health and Care Professions Council registration is maintained through continuing professional development activity and is evidenced to line manager. * Assist in the recruitment of staff as appropriate. |
| **INFORMATION RESOURCES** |
| * Record personally generated information. * Collect data in order to monitor, evaluate, and develop service activity using electronic and paper methods, conforming to local and national requirements. * Maintain accurate and timely patient records using agreed standard formats. |
| **RESEARCH AND DEVELOPMENT** |
| * Participate in clinical governance activities e.g. audit, research, service reviews, taking a lead if delegated to do so. * Maintain an up-to-date knowledge of all areas of clinical practice through a self-directed programme of continuous professional development (CPD) using a variety of CPD methods, maintaining a CPD portfolio. |
| **PHYSICAL SKILLS** |
| * Ability to measure anthropometry e.g. weight, height and alternative height measurements, waist circumference, body composition. * Possess standard keyboard skills and ability to competently use Word processing, Excel spread sheets and PowerPoint 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. * Car driver with regular access to a car. |
| **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 e.g. walking, driving. |
| **MENTAL EFFORT** |
| * Manage competing demands of providing services on a daily basis. * Manage a workload that can be varied and occasionally unpredictable, 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 where the work pattern is predictable through providing assessment and treatment programmes e.g. patient assessment, calculating nutritional requirements, and motivating, educating and supporting patients through the expert use of behaviour change skills such as motivational interviewing and cognitive behavioral 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. |
| **EMOTIONAL EFFORT** |
| * Frequent exposure to distressing and emotional circumstances e.g. working with people with complex physical and mental health problems, cognitive impairment and/ or challenging behaviour. * Motivate, educate and support patients who need to make lifelong behavioural changes, but who may experience significant barriers to change e.g. mental health, difficult family/ social circumstances. * Communicate with distressed patients and relatives. |
| **WORKING CONDITIONS** |
| * Occasional exposure to unpleasant working conditions e.g. 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. |
| **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. |
| **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.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. 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.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Specialist Gastroenterology Dietitian |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Degree or post-graduate diploma in Nutrition & Dietetics  Additional specialist dietetic training and experience equating to post-graduate diploma level  Clinical Supervisory Skills training course for supervision of student Dietitians  Health and Care Professions Council (HCPC) registration as a Dietitian  Member of Specialist Interest Group  Comply with Standards of Conduct, Performance and Ethics identified by the Health and Care Professions Council as pre-requisites for autonomous practice  Adhere to the Standards of Proficiency for Dietitians identified by the Health and Care Professions Council as pre-requisites for autonomous practice  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 | √  √  √  √  √  √  √ | √  √ |
| **KNOWLEDGE/SKILLS**  Specialist knowledge of the dietetic management of patients with gastroenterology conditions and eating disorders  Knowledge of the medications used in the care of these conditions  Knowledge of enteral and parenteral feeding products and equipment  Evidence of highly developed interpersonal and communication skills e.g. motivational interviewing and counselling skills    Ability to communicate complex information (verbal & written) effectively with patients and carers  Ability to communicate effectively with all grades of healthcare staff    Ability to organise personal workload and manage time effectively  Broad range of IT Skills  Demonstrate advancement and maintenance of clinical competence and professional knowledge through evidencing continuing professional development  Knowledge of relevant national guidance and other relevant initiatives | √  √  √  √  √  √  √  √  √  √ |  |
| **EXPERIENCE**  Experience of working with patients with gastroenterology conditions and eating disorders  Experience in using behaviour change techniques i.e. motivational interviewing  Evidence of effective multi-professional team working  Ability to reflect on practice  Ability to use a computer based nutritional analysis database and food tables to assess dietary intakes  Undertaken specific piece of work to enhance service development  Evidence of supervisory experience | √  √  √  √  √  √  √ |  |
| **PERSONAL ATTRIBUTES**  Ability to work as an autonomous practitioner  Excellent interpersonal and communication skills  Demonstrate professionalism, enthusiasm and ability to work as part of a team  Ability to cope with, and manage the demands and consequences of, exposure to distressing and emotional circumstances  Proven ability in organisational and time management  Ability to work in a variety of settings according to patient need  Ability to be flexible to the demands of the role, including unpredictable work patterns, deadlines and interruptions  Ability to identify personal strengths and limitations to support personal development planning | √  √  √  √  √  √  √  √ |  |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust  Ability to travel to other locations as required | √  √ |  |

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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/**N** |  |  |  |  |
| Contact with patients | **Y**/N |  |  |  |  |
| Exposure Prone Procedures | Y/**N** |  |  |  |  |
| Blood/body fluids | Y/**N** |  |  |  |  |
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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) | Y/**N** |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | Y/**N** |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y/**N** |  |  |  |  |
| Animals | Y/**N** |  |  |  |  |
| Cytotoxic drugs | Y/**N** |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y/**N** |  |  |  |  |
| Laser (Class 3R, 3B, 4) | Y/**N** |  |  |  |  |
| Dusty environment (>4mg/m3) | Y/**N** |  |  |  |  |
| Noise (over 80dBA) | Y/**N** |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | Y/**N** |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | **Y**/N |  |  |  | √ |
| Heavy manual handling (>10kg) | Y/**N** |  |  |  |  |
| Driving | **Y**/N | √ |  |  |  |
| Food handling | Y/**N** |  |  |  |  |
| Night working | Y/**N** |  |  |  |  |
| Electrical work | Y/**N** |  |  |  |  |
| Physical Effort | **Y**/N |  | √ |  |  |
| Mental Effort | **Y**/N |  |  |  | √ |
| Emotional Effort | Y/N |  |  |  | √ |
| Working in isolation | **Y**/N |  | √ |  |  |
| Challenging behaviour | **Y**/N |  | √ |  |  |