

JOB DESCRIPTION

JOB DETAILS	
Job Title	Dietetic Assistant Practitioner – Head and Neck Oncology Team
Reports to	Band 7 Clinical Team Lead for the Oncology Dietetic Team
Band	4
Department/Directorate	Nutrition and Dietetics, Specialist Services

JOB PURPOSE
<p>The postholder will assist the registered dietitians in providing and developing the nutritional service to head and neck oncology and surgical inpatients and outpatients. They will assess the nutritional intake and implement a range of nutritional care plans (within protocols and scope of practice), monitor patient progression, make alterations to the nutritional plan as required. Any patients falling outside their scope of practice, or who are deteriorating, are referred onto the registered dietitian. The postholder will work unsupervised regularly and will liaise with the patient, family/carers, dietitians, H&N MDT and other healthcare professionals (HCPs) to establish and meet the patient's goals.</p> <p>The role has an administrative element including office organisation duties and preparing, agendas/note taking at team meetings. There is involvement with supporting training of staff and students (dietetic, nursing, Allied Health Professionals (AHPs) and medical), and leading on health promotion projects in the acute team and for the wider Trust.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>The Dietetic Assistant Practitioner will have the following key duties and responsibilities:</p> <ul style="list-style-type: none"> • Support the dietitians with planning and prioritise workload implementing treatment plans for oncology and surgical head and neck patients. • Be responsible for their own patient caseload within relevant settings according to set treatment protocols, monitoring patient progressions, make alterations (within protocols and scope of practice) to patient treatment programmes as required. To use clinical reasoning and utilise a range of assessment and treatments skills and options. • Undertake baseline anthropometric measurements e.g. height, weight, body mass index (BMI), mid arm circumference (MAC), handgrip strength required for monitoring of the patients' progress, or identify patients requiring nutritional intervention using nutritional screening tool as directed. Assess food records using dietary assessment package as required. • Assist the registered dietitian and nursing staff with effective home enteral feeding discharge planning including the provision of one to one pump training for patients/carers on how to use an enteral feeding pump at home, complete associated paperwork and patient registrations and will liaise with community partners. • Liaise with ward and catering staff to ensure meals and nutritional supplements/snacks prescribed are received. Assist patients and housekeepers in making appropriate choices for special diets using set procedures, often working alone with support available. Carry out taste testing of nutritional supplements with patients. • Assist dietetic and nursing staff with effective discharge planning including provision of nutritional supplements, arranging further supplies of products as directed, and completing associated

paperwork as required arranging prescription within the community if required. Provide nutrition information and advice to patients and family/carers verbally and in writing.

- Contribute to development of patient care by attending and participating in relevant team, departmental or clinical and multi-disciplinary team (MDT) meetings.
- Promote the importance of nutrition and hydration within the multidisciplinary team and the wider healthcare community. Provide training to other healthcare professionals, medical and dietetic students on use of nutritional screening tools, e.g. Malnutrition Universal Screening Tool (MUST) and Malnutrition Screening Tool (MST) – either on a one to one or group basis as requested.
- 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.
- Support the day to day running of the Head and Neck dietitians with ordering supplies, patient information leaflets and nutritional samples.
- Respond to any head and neck or oncology dietetic team EPIC or telephone messages
- Any other duties as required by Line Manager / Nutrition and Dietetic Service Manager.

KEY WORKING RELATIONSHIPS

Areas of Responsibility: To independently carry out initial and progress review assessments as designated by a registered dietitian as part of clinical pathways. To use clinical reasoning and utilise a range of assessment and treatments skills and options. To provide education on enteral feeding pumps and their use after discharge.

No. of Staff reporting to this role: none

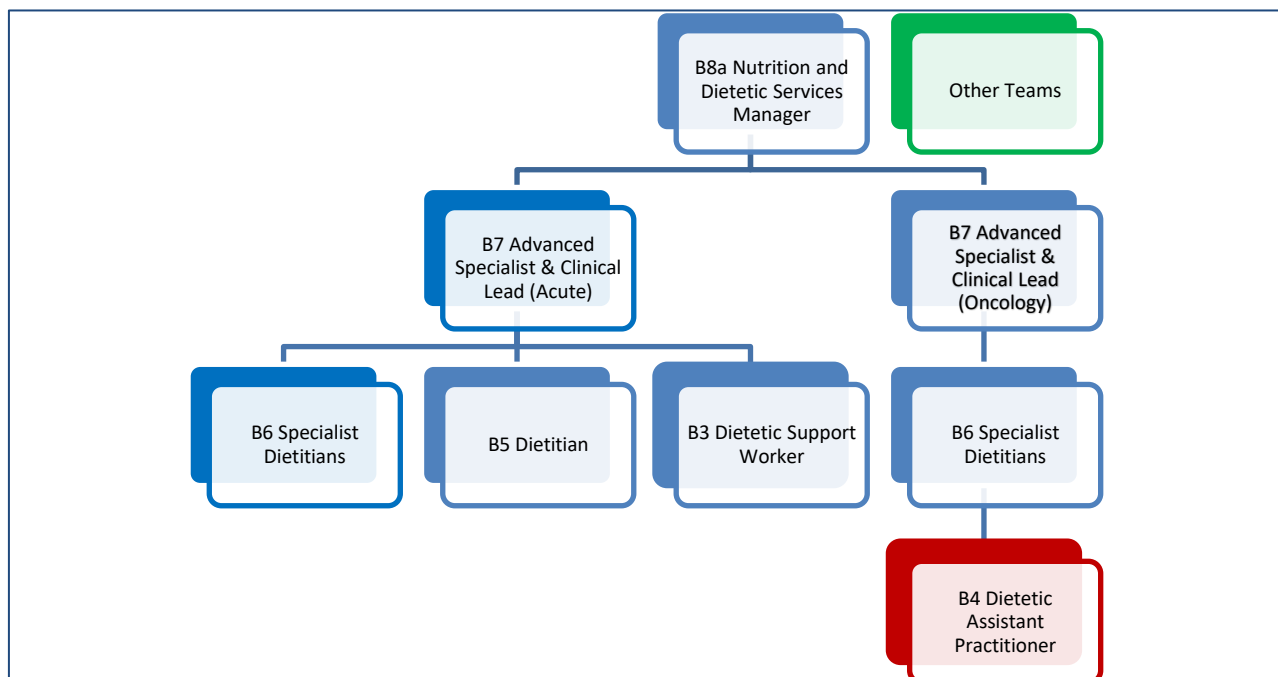
The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. In addition to this the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and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

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • Dietetic and admin team • Nutrition Support Team • Catering Department • Members of multi-disciplinary team. • Patients and carers • Ward staff • Graphics Team 	<ul style="list-style-type: none"> • Home feeding company nurses and team. • Staff in other community care facilities, e.g. Social Services, nursing and residential homes • Primary care staff in the community e.g. GPs, PCN RD • Charities /voluntary sector e.g. FORCE

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 Oncology Team.



FREEDOM TO ACT

- The postholder will independently complete nutritional assessments, formulate plans of nutritional care based on findings and change plans at review using established precedents, standard operating procedures and good practice.
- A registered dietitian is available for reference at regular intervals. Work may be checked on a random basis.
- The postholder will refer any patients that are deteriorating or outside their sphere of competence to a registered dietitian for ongoing review and care.

COMMUNICATION/RELATIONSHIP SKILLS

- To utilise excellent interpersonal skills when encouraging patients with their nutritional intake, or making changes to long standing nutritional behaviours, such as empathy, tact and motivational skills.
- To support patients with barriers to understanding due to learning disabilities, dementia or other 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 support patients, carers, staff and relatives by providing education and advice as appropriate under the instruction of the registered dietitian.
- 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

- To gather relevant clinical, social and nutritional information to allow a complete initial nutritional assessment in a range of referrals. Analyse intake from this assessment to identify patient nutritional needs, gaps in requirements and using clinical reasoning skills formulate a nutritional treatment plan. This plan will be formulated from a wide range of options with multitude of less straightforward choices.
- To perform ongoing review of the patient as defined by standard operating procedures and reassess intake, barriers to change and alter the nutritional plan based on own assessment.
- To recognise and escalate the nutritionally deteriorating patient to the registered dietitian.

PLANNING/ORGANISATIONAL SKILLS

- To organise their own workload
- To be responsible for administrative arrangements in the area they work e.g. booking rooms for others.
- To ensure resources are stocked, up to date and organised for ease of use.

PATIENT/CLIENT CARE

- To provide clinical nutritional assessment, nutritional care planning and advice to patients and their carers contributing to their well-being and care. The nutritional care plan may need modifications during monitoring and evaluation within prescribed parameters and standard operating procedures.
- To provide nutritional education to patients and carers on the use of equipment such as enteral feeding pumps or making up nutritional supplements at home.
- To support and run group sessions for patients and carers under the guidance of the registered dietitian

POLICY/SERVICE DEVELOPMENT

- To comment on any proposed changes to services or policies as required.
- To contribute to the improvement of the dietetic service by evaluation of own work, and make constructive suggestions as to service improvements. They will propose and implement changes to their own working practices.
- Implement changes to own work based on new and revised policies.
- 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

- Obtain baseline anthropometric measurements e.g. length, weight, head circumference (OFC), body mass index (BMI), mid upper arm circumferences (MUAC) required for monitoring of the patients' progress
- Manual dexterity is required when educating patients and carers to use an enteral feeding pump. 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).
- Order supplies from EROS for the dietetic head and neck team on request.
- 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.

HUMAN RESOURCES

- To assist with induction of new staff and students as appropriate.

- Contribute to the training of ward staff (on enteral feeding pumps or malnutrition) on an individual or group basis as required. Ad-hoc training of ward nurses and other support staff involved in nutritional care on subjects such as MUST screening, oncological nutrition support and enteral feeding will occur most weeks. Training for carers and patients on enteral feeding pump set up, delivery schedules and trouble-shooting will occur weekly.

INFORMATION RESOURCES

- To maintain timely and accurate personally generated records and information as required, this includes entering information onto electronic databases.
- Assess food records using dietary assessment computer packages and carry out accurate nutritional assessments and macronutrient analysis. This information is inputting information compiled by others.
- Compile audit results into a report for registered dietitian. This may include documents and notes compiled by others.
- To provide information for clinical trials as requested. Support registered dietitian with any research activities.
- Organise agendas and take minutes/actions at team meetings.
- Maintain department social media pages and lead on social media support pages and services for patients.

RESEARCH AND DEVELOPMENT

- To participate in team audit activity and peer review to ensure best practice.
- To complete mealtime and other audits to ensure recommendations are being followed. These audits are completed occasionally rather than monthly.
- To provide information for clinical trials as requested. Support registered dietitian with any research activities.
- To keep updated in changes in guidelines, protocols and evidence-base 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) and mid upper arm circumferences (MUAC) required for monitoring of patients' progress
- Manual dexterity is required when educating patients and carers to use a handgrip dynameters 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 training on the use of the enteral feeding pump. 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 post holder will have a frequent requirement for concentration where the work pattern is predictable. The postholder may need to adjust priorities for caseload based on service requirements.

EMOTIONAL EFFORT

- The postholder will have occasional 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.
- There will be infrequent or rare 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 and occasionally would be required to deal with these fluids. This may occur occasionally whilst providing nutritional support advice directly to a patient in both the inpatient and outpatient setting.

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 themselves 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.

PERSON SPECIFICATION

Job Title	Dietetic Assistant Practitioner – Head and Neck Oncology Team
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING Vocational qualification at Level 4 or 5, diploma for Assistant Practitioners in Healthcare, foundation degree, BTEC higher or HND, or equivalent relevant nutrition or health related qualification GCSE Maths and English Grade A-C (or grade 4 or above) Food Hygiene certificate	E E	 D
KNOWLEDGE/SKILLS Knowledge of dietitian’s role Knowledge of nutrition and understanding of principles of nutrition support and oncology Ability to advise patients on dietary changes Knowledge of available nutritional supplements / enteral feeds used in hospitals and the differing clinical indications Evidence of good organisational skills: prioritisation and time management Evidence of good interpersonal skills: verbal, written and communication Ability to motivate, negotiate and encourage Computer and keyboard skills Ability to concentrate on tasks with an unpredictable work pattern Ability to use own initiative, but recognise limitations Ability to take instruction and carry out duties asked by dietitian Demonstrates an ability to learn new skills Ability to follow Trust, Department Policies and Guidelines Awareness and ability to maintain patient confidentiality	E E E E E E E E E E E	 D D D
EXPERIENCE Evidence of relevant acute NHS work Previous appropriate experience for example work as band 3 Dietetic support worker Clerical skills – basic typing / word processing / IT skills	 E	 D D
PERSONAL ATTRIBUTES Interest in people, food and work in healthcare environment Motivated and enthusiastic Flexible in working practice Reliable Empathy with people Understanding of Trust values	E E E E E E	
OTHER REQUIREMENTS Willingness to undertake training as identified by training needs Evidence of flexible approach. Ability to work flexibly over 7 days 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.	E E E E E	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	Y				
Exposure Prone Procedures	Y	✓			
Blood/body fluids	Y		✓		
Hazard/Risks requiring Respiratory Health Surveillance					
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				
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				
Other General Hazards/ Risks					
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			✓	