Royal Devon University Healthcare NHS Foundation Trust

JOB DESCRIPTION

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

JOB PURPOSE

The postholder will support registered dietetic staff in the provision of the dietetic service to paediatric inpatients, outpatients and home enteral feeding patients. They will carry own patient caseload. They will assess the child's 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 child falling outside their scope of practice, or who are deteriorating, are referred onto the registered dietitian. The post holder will regularly work independently under the indirect supervision of a registered dietitian.

The role has an administrative element including office organisation duties and preparing, agendas/note taking at team meetings. There is involvement with supporting students - dietetic, nursing, Allied Health Professionals (AHPs) and medical, and provides support on health promotion projects in the paediatric team and for the wider Trust**.**

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

The Dietetic Assistant Practitioner will have the following key duties and responsibilities:

- Plan and prioritise workload implementing treatment plans for specific groups of patients e.g. restricted eaters, healthy weight, nutrition support, allergen advice post skin prick testing, food challenges and supervised feeds.
- 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.
- Obtain baseline anthropometric measurements e.g. length, weight, head circumference or occipital frontal circumference (OFC), body mass index (BMI), mid upper arm circumferences (MUAC) required for monitoring of patient progress. Assess food records using dietary assessment package as required. Check the calorie content on weight restoration plans as requested by the dietitian. Recipe development for special diets such as ketogenic and allergens.
- 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.
- Provide clinical reviews of patients admitted to the ward and assist dietetic and nursing staff with effective discharge planning including provision of nutritional supplements/infant formula, 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 parents/carers verbally and in writing.

- Support the paediatric home enteral feeding dietitians one day/week, tasks to include assisting 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. To support community patients in direct clinical reviews.
- The post holder will support the delivery of food challenges and supervised feeds. This will entail measuring incremental doses of allergens according to guidance, liaising with catering where required, supporting the adherence and acceptance of the allergen during the challenge. The post holder will adhere to food hygiene practices. Further advice on allergen management after the challenge may be required which may be provided by the post holder under the guidance of the allergy team.
- Support the paediatric dietitians with the running of group sessions for patients/parents/carers to include; recruitment, triage, assessment of appropriateness for attendance jointly with team lead, run the group independently and complete post group letters back to parents and referrers with dietitian available for reference remotely.
- Provide training to other healthcare professionals, medical and dietetic students on use of nutritional screening tools, e.g. Screening Tool for the Assessment of Malnutrition in Paediatrics (STAMP) either on a one to one or group basis as requested.
- Promote the importance of nutrition and hydration within the multidisciplinary team and the wider healthcare community. 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 Nutrition and Dietetic Department with ordering supplies, patient information leaflets and nutritional samples. Check voicemail messages regularly throughout day, review and report activity data, support the development and implementation of patient 'tracking' databases and review and develop patient information resources.
- Any other duties as required by Line Manager / Nutrition and Dietetic Service Manager.

KEY WORKING RELATIONSHIPS

Areas of Responsibility: To utilise standard operating procedures to independently complete nutrition assessment, implement care plans and triage more complex referrals to the registered dietitian. To provide accurately measured food for allergen testing. To provide education on enteral feeding pumps and their use after discharge.

No. of Staff reporting to this role: none

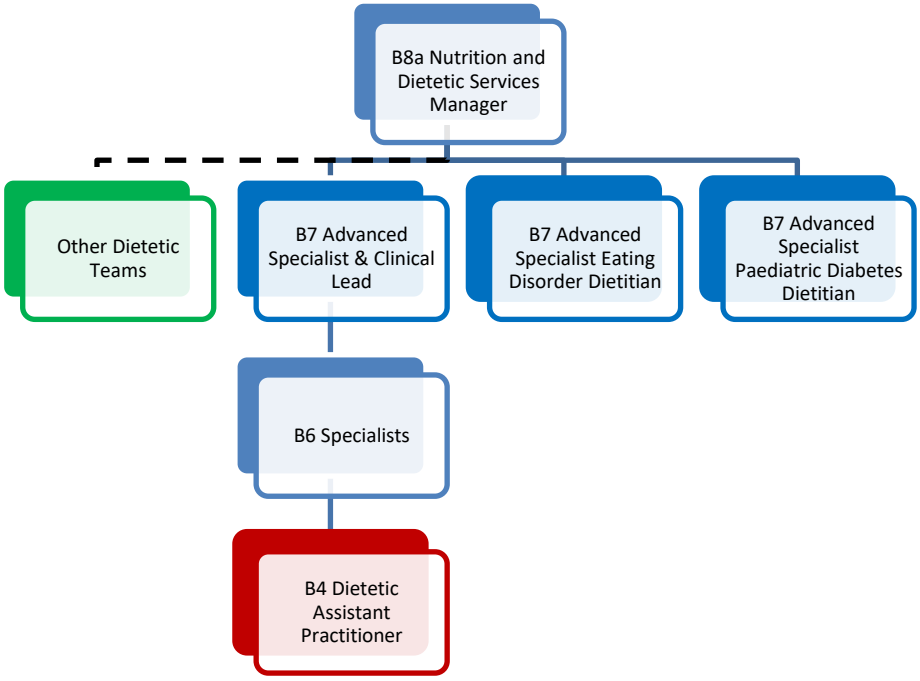
The postholder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. In addition to this the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and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

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
• Dietetic team • Catering Department • Members of multi-disciplinary team. • Patients and their parents and carers • Ward staff • Graphics Team • Safeguarding Team • Therapies Admin Team	• Home feeding company nurses and team. • Children's Community Nurses • Health Visitors/Community Health Workers.

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 Paediatric 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.
- To 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 and parents/carers with their nutritional intake, or making changes to long standing nutritional behaviours, such as empathy, tact and motivational skills.
- To adapt and deliver age appropriate communication styles to ensure young people of all ages, as well as parents and carers, are able to participate in the consultation and be empowered to make dietary changes.
- To support patients and parents/carers with barriers to understanding due to learning disabilities or other neurological conditions.
- To utilise alternative communication methods for people with language difficulties such as those with deafness 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 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 be able 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 the department 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 parent/carers including use of equipment such as enteral feeding pumps, making up nutritional supplements, fortifiers or baby milks at home.
- To support and run group sessions for patients/parents 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.
- 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

- Order supplies from Unit 4 or other procurement systems for the dietetic team on request.
- To ensure appropriate stock levels of nutritional samples for ward use are maintained working in conjunction with ward team
- To ensure diet sheets and other written patient resources are current and available.
- To support obtaining or ordering product samples if required.
- Order, supply and maintain stock levels of feeding tubes and ancillaries and keeping relevant spread sheets updated.
- Support the review of home enteral feeding related invoices.

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.
- Implement training on how to take baseline anthropometric measurements for health visitors, school nurses or children's community nurses (CCN's) when required by the registered dietitian.

INFORMATION RESOURCES

- To maintain timely and accurate personally generated records and information as required, this includes entering information onto electronic databases.
- Compile audit results into a report for registered dietitian. This may include documents and notes complied by others.
- 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.
- To provide information for clinical trials as requested. Support registered dietitian with any research activities.
- Create and maintain products lists for the dietitians to use with patients and in clinics etc., such as lists of alternative vegan products or current paediatric vitamin and mineral supplements available on the market
- Maintain department social media pages and lead on social media support pages and services for patients.
- Organise agendas and take minutes/actions at team meetings

RESEARCH AND DEVELOPMENT

- To participate in team audit activity and peer review to ensure best practice.
- 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 post holder will use standard keyboard skills. Data recorded must be accurate, timely and comprehensive.
- 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
- Food preparations for allergen testing requires highly accurate measurement of food allergen for consumption (multiple portions, increasing in size) for skin prick tests., food challenges and supervised feeds.
- 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).

PHYSICAL EFFORT

- The postholder will frequently sit and stand in restricted positions at the patients' bedside, during administrative tasks, when performing food measurements and when training on the use of the enteral feeding pump. This is a substantial proportion of the working day.

- The postholder 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 predictable.
- They 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 children and parents/carers, food allergic/anaphylactic reaction or after a child has received a life changing diagnosis.
- There may be occasional direct exposure to highly challenging behaviour from young people with a mental health crisis.
- There will be infrequent or rare indirect exposure to distressing emotional circumstances such as death of a child or details of a safeguarding incident.

WORKING CONDITIONS

- Frequent VDU use.
- The postholder may have occasional exposure to verbal aggression.
- 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.
- Transport to reach schools or childrens' centres.

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 – Paediatric team

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	E	
Maths and English Grade A-C (or grade 4 or above) or equivalent	E	
Food Hygiene certificate		D
KNOWLEDGE/SKILLS		
Knowledge of dietitian's role	E	
Knowledge of paediatric nutrition and understanding of principles of nutrition support		D
Ability to advise patients on dietary changes		D
Knowledge of available nutritional supplements / enteral feeds used in hospitals and the differing clinical indications		D
Evidence of good organisational skills: prioritisation and time management	E	
Evidence of good interpersonal skills: verbal, written and communication	E	
Ability to motivate, negotiate and encourage	E	
Computer and keyboard skills	E	
Ability to concentrate on tasks with an unpredictable work pattern	E	
Ability to use own initiative, but recognise limitations	E	
Ability to take instruction and carry out duties asked by dietitian	E	
Demonstrates an ability to learn new skills	E	
Ability to follow Trust, Department Policies and Guidelines	E	
Awareness and ability to maintain patient confidentiality	E	
EXPERIENCE		
Work in a healthcare and/or food related environment	E	
Previous appropriate experience for example work as band 3 dietetic support worker		D
Demonstrates experience of working well as part of a team	E	
Demonstrates experience of working with the public/patients	E	
Experience of working with children		D
Experience of carrying out audits or service development		D
Production of information leaflets		D
Experience of organising and managing events		D
PERSONAL ATTRIBUTES		
Interest in people, food and work in healthcare environment	E	
Motivated and enthusiastic	E	
Flexible in working practice	E	
Reliable	E	
Empathy with people	E	
Understanding of Trust values	E	
OTHER REQUIREMENTS		
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E	
Ability to travel to other locations as required.	E	
Willingness to undertake training as identified by training needs	E	
Ability to work flexibly over 7 days	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 or ability to use transport	Y	✓			
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			✓	