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| **JOB DESCRIPTION** |  |
| **Job Title:** | Dietetic Paediatric Advanced Practitioner  |
| **Band:** | **7** |
| **Responsible To:** | **Professional Lead** |
| **Accountable To:** | **Dietetic Professional Lead / Service Manager** |
| **Section/Department/Directorate:** | **Dietetics** |

**Job Purpose:**

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| * Provide highly specialist assessment, diagnosis, treatment and advice to patients and their carers. The specialist area is Paediatrics: onsite inpatient activity, eating disorder specialty and other outpatient specialties which includes a wide range of acute and chronic care, many having highly complex disabilities and/or presentations.
* Lead the clinical specialty providing leadership, development and governance in relation to the clinical area and supporting other clinicians regarding patient treatment and management.
* Be part of an interdependent, multidisciplinary team ensuring that therapy input is integrated into the patient’s overall care plan.
* Work with the manager and Paediatric Lead to lead and develop the service in line with patient need and Trust wide developments and to help provide an equitable service across 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.
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| **Context:** |
| The Dietitian will be based on the Northern services site, at North Devon District Hospital.Under the leadership of the Professional Lead Dietitian, the post-holder will support the development and delivery of the service provided.Working as an autonomous advanced practitioner, the post-holder will deputise for the Professional Lead Dietitian being responsible for co-ordinating all areas of 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 the Professional Lead**Caseload Management:** This post requires caseload management which will vary according to location and complexity. There will be a responsibility to provide advice to patients with highly complex and specialist needs as well as carers and other disciplines.Provide support to other registered and non-registered staff regarding effective caseload management and monitoring strategies.Provide direct support and guidance to registered and non-registered staff with potentially challenging cases/situations, particularly where reassessment may be required. The post holder will pass on and also encourage others to share their skills/knowledge within both formal and informal environments, To have responsibility for the development of therapy staff, support staff and students.

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| **Key Working Relationships:**To establish effective communications amongst all staff within the service thus creating conditions conductive to good patient care.

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| To work collaboratively with:  | **Frequent**  | **As Required**  |
| Clerical Staff | √  |  |
| Cluster Manager, Service Lead or Team Lead | √ |  |
| Community equipment store |  | √ |
| Complex Care Teams | √ |  |
| Consultants  | √  |  |
| GPs and other practice staff | √ |  |
| Head of Physiotherapy and Occupational Therapy Services |  | √ |
| NDHT staff at all levels | √ |  |
| Nursing Staff /specialist nurses | √ |  |
| Other specialist services | √ |  |
| Patients, relatives and carers | √ |  |
| Schools and school nurses  | √ |  |
| Health visitors | √ |  |
| Social Services |  | √ |
| Voluntary agencies |  | √ |

The post holder is required to deal effectively 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. |

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| **Organisational Chart (Operational Structure):****Document1 [Compatibility Mode] - Word** |
| **Key Result Areas/Principal Duties and Responsibilities** |
| **Communication and Relationship Skills*** Provide and receive complex information that may be sensitive and in highly emotive situations that could be challenging, which may involve overcoming a range of barriers to communication such as communicating with distressed patients and relatives, patients with psychological illness, and/ or where there are significant barriers to acceptance. 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 aspects of home enteral feeding 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 enteral feeds and 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, other health and social care colleagues, and other members of the multidisciplinary team.
* Work collaboratively with community staff to ensure that appropriate nutrition support is provided.
* 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 the dietetic and community teams within secondary care and primary care.
* Review, update and develop patient resources e.g. patient information leaflets, using current evidence-based information.

**Analytical and Judgement 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, peninsula HEF standards, and Trust priorities.

**Planning and Organisational Skills*** Independently plan, organise and manage a caseload of patients effectively and efficiently, providing specialist dietetic advice to patients of Royal Devon University Healthcare Foundation Trust and their carers in a variety of settings. This includes the organisation of specialist dietetic service delivery to patients in their own homes, or outpatients 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.

**Physical Skills** * Ability to measure anthropometry e.g. weight, height and alternative height measurements, waist circumference, body composition.
* 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.
* Car driver with regular access to a car.

**Responsibility for Patient and Client Care** * Deliver a high-quality dietetic service for paediatric patients and participate in the Dietetic service provision for inpatient and outpatient care.
* Develop professional, specialised programmes of care, including dietetic assessment, education and intervention, to patients of Royal Devon University Healthcare Foundation Trust and their carers in a variety of settings.
* Provide 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.
* Deputise for the Paediatric Lead and Professional Lead, being responsible for co-ordinating all areas of patient clinical care and service provision in their absence.
* 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 and conduct themselves 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. other areas of Paediatrics or adult services during periods of staff absence or leave, or during workload pressures.

**Responsibility for Policy and 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 MDT.
* Identify opportunities to improve the service, taking account of resources available, discussing your 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.

**Responsibility for Financial and Physical Resources*** Support the Service Manager and Professional Lead in the efficient and effective use of resources e.g. being responsible for the appropriate re-ordering of enteral feeding equipment, tubes and accessories, 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. hoist scales, 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.

**Responsibility for 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 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.

**Responsibility for 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.

**Responsibility for Research and Development** * 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.
* Participate in clinical governance activities e.g. audit, research, service reviews, taking a lead if delegated to do so.

**Decision Making*** Work as an autonomous specialist clinician within clinical specialities without day-to-day clinical supervision in order to provide a high-quality service.
* Be professionally accountable for all aspects of own work within the context of an autonomous practitioner, with discretion to work within 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 Team Lead, Clinical Lead or Service Manager.

**Physical Effort*** Sitting at desk at computer, in clinic, in meetings.
* Standing during education sessions.
* Manually handling equipment e.g. handling of equipment when preparing for patient discharges visits, following ergonomic risk assessment as per statutory training and service risk assessments.

**Mental Effort*** Manage competing demands of providing services on a daily basis.
* Manage a workload that can be varied and unpredictable, requiring concurrent concentration.
* Deal with interruptions to workload e.g. responding to a phone call/ urgent referral on the ward 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 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 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 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. |

**GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. 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.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

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

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

The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

**SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

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.

**HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

**INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

* Attending mandatory and role specific infection prevention education and training.
* Challenging poor infection prevention and control practices.
* Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

**JOB DESCRIPTION AGREEMENT**

**Job holder’s Signature: .....................................................................................**

**Date: .....................................................................................**

**Manager’s Signature: .....................................................................................**

**Date: .....................................................................................**

**PERSON SPECIFICATION**

**POST : B7 Dietetic Paediatric Advanced Practitioner**

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| REQUIREMENTS | E/D\* | HOW TESTED?Application Form/Interview/Reference/Test | INTERVIEW COMMENTS | SCORE(1 Low – 10 High) |
| QUALIFICATIONS/SPECIAL TRAINING :Degree or Graduate Diploma in Dietetics therapyHCPC registration Additional education in specialist field to masters level or equivalentAdditional training relevant to the post e.g. moving and handling, clinical skills training, student supervision training.Member of specialist interest group | EE EED |  |  |  |
| KNOWLEDGE/SKILLS:Evidence of continuing professional developmentEvidence of highly developed communication skills to motivate patients and teamHighly developed analytical and critical appraisal skills Knowledge of appropriate national guidance and other relevant initiativesExperience of leading clinical auditMulti-disciplinary team working across health, social and voluntary sectorsProven ability of complex case managementBroad range of IT Skills  | EEEEEEEE |  |  |  |
| EXPERIENCE:Appropriate clinical skill and competence to demonstrate highly developed specialist knowledge in clinical setting including specialist trainingAdvanced level of clinical expertise to plan and organise a specialist caseload and develop the clinical teamExperience of advanced problem solvingUndertaken specific piece of work to enhance service development | EEEE |  |  |  |
| PERSONAL REQUIREMENTS:Able to influence and lead the team Proven ability in organisational and time management Ability to deal with and resolve conflict  | EEE |  |  |  |
| 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 meeting time constraints.  | EE | InterviewInterview |  |  |

\*Essential/Desirable

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| **HAZARDS :** |
| Laboratory SpecimensProteinacious Dusts |  | Clinical contact with patients | √ | Performing ExposureProne Invasive Procedures |  |
| Blood/Body Fluids | √ | Dusty Environment |  | VDU Use | √ |
| Radiation |  | Challenging Behaviour | √ | Manual Handling | √ |
| Solvents |  | Driving | √ | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation | √ |
| Cytotoxic drugs |  | Night working |  |  |  |