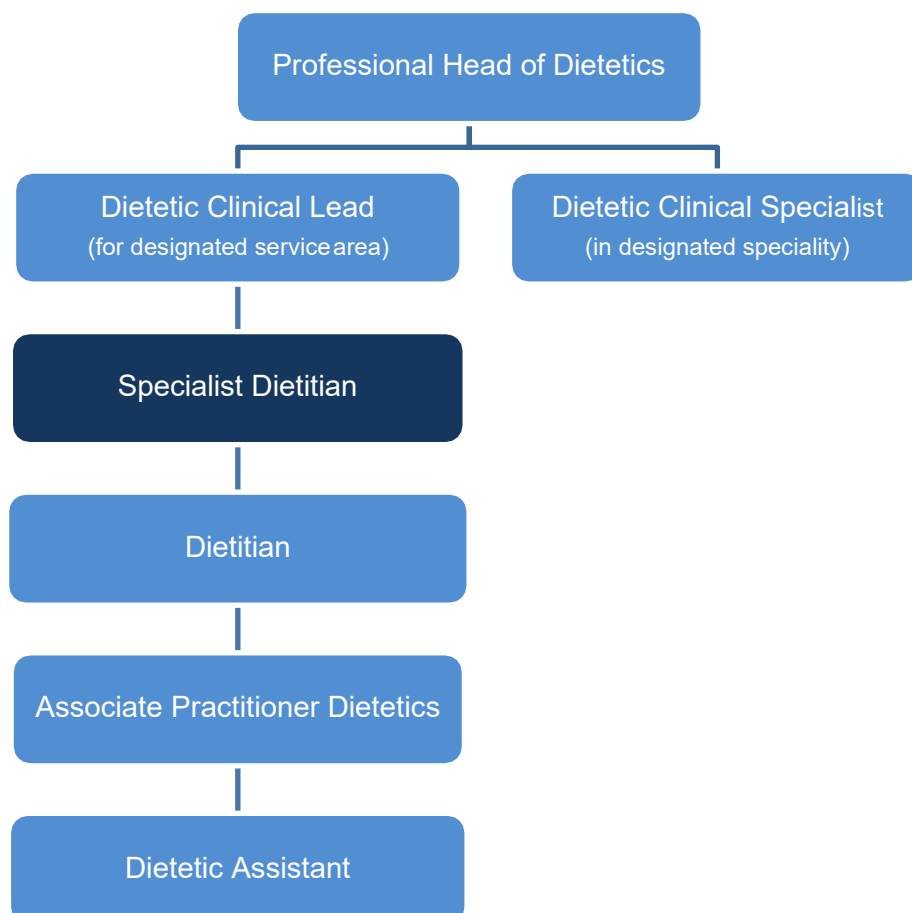


JOB DESCRIPTION

Section One

Job Title:	Specialist Dietitian
Band:	6
Service:	As designated (AMH, MHSOP, CYPS, ALD or Forensics)
Professionally Accountable to:	Professional Head of Dietetics
Professionally Responsible to:	Clinical Lead
Responsible for:	Day to day supervision of Dietitians, Associate Practitioners, Assistants and students
Line Managed:	In accordance with locality management structure.

Professional Line of Accountability:



2.0 Job Summary

- 2.1** Professionally accountable for own caseload, working autonomously in a variety of inpatient and community settings including the service user's own home.
- 2.2** To develop and implement treatment programmes and provide advice to service users with a variety of complex dietetic needs, diverse presentations and a range of mental health conditions and/or learning disabilities.
- 2.3** To work compassionately with service users and carers to achieve identified goals and to promote independence and well-being.
- 2.4** To provide the best possible experience for service users, carers and families.
- 2.5** Responsible for ensuring that the highest professional standards and attitudes towards the care of service users and their carers are maintained at all times and that care is delivered in accordance with evidence based practice by all members of the team.
- 2.6** To facilitate others in the team to develop competence by providing clinical leadership and specialist clinical advice on more complex cases in the service area.
- 2.7** To provide clinical supervision to dietetic staff and students.
- 2.8** To be committed to and take a lead role in activities integral to the Trust's Quality Improvement System.
- 2.9** To promote at all times a positive image of people with mental health conditions and learning disabilities.
- 2.10** To promote at all times a positive image of the Dietetic Service and the wider Trust.

3.0 Main Duties and Responsibilities

3.1 Clinical Responsibilities, Patient Contact

- 3.1.1** Manages a complex/specialist caseload from assessment to discharge within the care programme approach. Service users may have multiple needs with a combination of physical and mental health conditions or learning disabilities. Service users may demonstrate behaviours that challenge and may have difficult family situations of relevance.
- 3.1.2** Responsible for ensuring that the highest professional standards and attitudes towards the care of service users and their carers are maintained at all times and that care is delivered with compassion and in accordance with evidence based practice by all members of the team.

- 3.1.3 Undertakes complex dietetic assessments and develops complex dietary intervention plans e.g. formulating enteral feeding regimes for service users at risk of re-feeding syndrome.
- 3.1.4 Assesses and manages risk effectively in clinical and community settings including the service user's own home.
- 3.1.5 Works with service users and carers to identify dietetic goals as part of the overall Multidisciplinary Team plan.
- 3.1.6 Develops and implements specialist interventions for individuals or groups, in collaboration with the service user(s) and MDT to achieve therapeutic goals.
- 3.1.7 Engages service users in specialist activities and encourages service users/carers in a compassionate manner, to support them in achieving their identified goals.
- 3.1.8 Monitors and evaluates treatment in order to measure progress and modifies the dietary intervention plans to ensure effectiveness of clinical interventions.
- 3.1.9 Provides reports on service user progress at clinical meetings and makes recommendations to inform the clinical decision-making process regarding service user care programmes as part of the multidisciplinary team.
- 3.1.10 Provides specialist clinical advice to other healthcare professionals including those in the acute hospital sector with limited mental health or learning disability experience.
- 3.1.11 Provides advice, education and training to service users and carers.
- 3.1.12 Undertakes health promotion activities.
- 3.1.13 Advises on food provision in inpatient settings.
- 3.1.14 Acts as Lead Professional for service users on Care Programme Approach if no other professional is involved in the service user's care.
- 3.1.15 Responsible for recognising the potential for or signs of service user harm, abuse or neglect, including poor clinical practice, reporting all such concerns and taking all reasonable steps to protect the service user. Responsible for identifying and reporting concerns regarding the safeguarding of children who may be at risk.

3.2 Administrative Responsibilities

- 3.2.1 Undertakes administrative tasks in relation to own work.
- 3.2.2 Uses Microsoft Office applications on a daily basis.
- 3.2.3 Uses Nutritics package.
- 3.2.4 Prepares diet sheets, teaching materials and other Dietetic Service literature.

3.3 Responsibility for Information Systems

- 3.3.1 Responsible for maintaining accurate and comprehensive service user records using PARIS in accordance with the Trust and professional record keeping standards.
- 3.3.2 Contributes to MDT reports and writes specialist dietetic reports for referring agents and other healthcare professionals involved in service users' care.
- 3.3.3 Records information required for statistical purposes in an accurate and timely manner.
- 3.3.4 Uses clustering tools and related assessments accurately as a key part of the Payment by results system.

3.4 Responsibility for Planning/Organising & Strategic/Business Development

- 3.4.1 Plans own workload, managing competing demands (e.g. urgent referrals) to ensure care is delivered according to clinical priority.
- 3.4.2 Delegates work to dietetic staff whose competence has been established, whilst maintaining professional accountability and ensuring their work meets required care standards.
- 3.4.3 As Practice Placement Co-ordinator, plans and organises the timetable for students on placement.
- 3.4.4 Plans, organises and writes session plans for individual service users or groups.
- 3.4.5 Plans training sessions, workshops, seminars and poster displays.
- 3.4.6 Participates in caseload management with the designated manager.
- 3.4.7 Participates in operational planning and the annual business planning process for the Dietetic Service.

3.5 Policy Development

- 3.5.1 As a member of working groups, revises or develops local policies and procedures.
- 3.5.2 Ensures robust implementation, monitoring and evaluation of new or revised policies and procedures in the workplace.

3.6 Service Development, Project Management

- 3.6.1 Uses the techniques of the Trust's Quality Improvement System to facilitate continual safety and quality improvement activities as part of the team or special interest group.

- 3.6.2 Participates in projects to develop dietetic services within own area, to meet the changing needs of the service user group.

3.7 Financial Responsibilities

- 3.7.1 Monitors stock levels and notifies the Clinical Lead when requisitions are required.
- 3.7.2 Uses petty cash for group activities as appropriate.
- 3.7.3 Conducts an annual stock take and inventory update for dietetic resources within the work area.

3.8 Responsibility for Physical Resources, Estates, Hotel Services

- 3.8.1 Has a personal duty of care to ensure all equipment is used safely and effectively, following manufacturer's instructions, immediately reporting any defects in accordance with local procedures.
- 3.8.2 Responsible for ensuring that staff are competent to use equipment required in the performance of their role.
- 3.8.3 Ensures required standards of infection control are maintained by all staff.
- 3.8.4 Ensures safe transport and storage of equipment and materials by all staff.
- 3.8.5 Ensures all work areas are kept tidy.
- 3.8.6 Ensures available resources are used efficiently and effectively by all staff.
- 3.8.7 Advises the clinical lead when new or replacement dietetic resources/equipment are needed by staff to carry out their roles.
- 3.8.8 Ensures equipment/resources ordered are fit for purpose before being used by self or others.

3.9 Research and Audit

- 3.9.1 Keeps up to date with new developments in the field, critically evaluating available research and developing and implementing evidence-based practices on an on-going basis.
- 3.9.2 Maintains a personal professional portfolio of learning activity in compliance with professional body requirements.
- 3.9.3 Demonstrates an understanding of the clinical governance framework and contributes to the setting and monitoring of quality standards for clinical work and implements agreed action plans.
- 3.9.4 Participates in research projects and clinical audits in own work area as required.

3.10 Staff Management, Training and Development, HR

- 3.10.1 Undertakes day to day supervision of dietetic staff and students including work allocation, checking record keeping and quality of care delivered and providing specialist clinical advice and guidance as required.
- 3.10.2 Provides clinical supervision to dietetic staff and students.
- 3.10.3 Plans and implements the induction of new dietetic staff to the clinical area.
- 3.10.4 Provides training to dietetic staff and students, monitoring and evaluating learning outcomes, providing feedback and assessing competencies to facilitate learning in practice. Undertakes the role of Practice Placement Co-ordinator for students.
- 3.10.5 Identifies and meets the training needs of carers, volunteers, healthcare staff from other professions and outside agencies.
- 3.10.6 Acts as a mentor as appropriate.
- 3.10.7 Undertakes appraisals of dietitians, associate practitioners and assistants.
- 3.10.8 Participates in the recruitment of dietitians, associate practitioners and assistants.

4.0 Communication

- 4.1 Communicates in a way which recognises difference and ensures that people feel included and their individual communication needs are met.
- 4.2 Uses appropriate verbal and non-verbal communication methods to ensure effective therapeutic engagement with service users who have a range of cognitive and communication abilities. This requires communicating complex or sensitive information using persuasion, motivation and reassurance to achieve co-operation in the implementation of dietetic intervention plans.
- 4.3 Communicates information regarding service users' needs and progress positively, compassionately and in a timely manner to carers as appropriate, having due regard for confidentiality at all times.
- 4.4 Attends multidisciplinary team meetings, providing reports and recommendations on service user therapy to inform the clinical decision making process.
- 4.5 Ensures that effective communication systems are maintained across the multidisciplinary team and strengthens partnership links with GPs, social workers, community and voluntary agencies.
- 4.6 Depending on work area, may be required to present structured and objective information to the Clinical Lead regarding operational issues e.g. service pressures.
- 4.7 Represents the service at a range of meetings, professional forums and special interest groups.

- 4.8 Uses a range of communication skills to ensure optimal learning for participants in training sessions or undertaking other learning activities.
- 4.9 Ensures that communication with members of the public is professional and courteous at all times.
- 4.10 Deals with initial complaints sensitively, avoiding escalation where possible.

5.0 Analysis and Judgement

- 5.1 Uses clinical reasoning and analytical skills to identify the needs of complex service users and formulate dietetic intervention plans where conflicting indicators may exist, requiring significant experience to generate potential solutions and make informed decisions.
- 5.2 Analyses service users' responses and progress when undertaking treatment or therapeutic activities and modifies treatment and activities to maximise clinical effectiveness according to the particular circumstances at the time.
- 5.3 Solves complex clinical problems as required.
- 5.4 Uses judgement to provide appropriate advice to other staff on complex issues.
- 5.5 Responsible for maintaining appropriate boundaries with service users.

6.0 Freedom to Act

- 6.1 Works within HCPC Code of Professional Conduct and Professional Standards, accountable for own professional practice including work delegated to others.
- 6.2 Uses own initiative and has significant discretion in interpreting and applying clinical policies to own complex caseload.
- 6.3 Participates in regular clinical supervision.
- 6.4 Recognises own limitations and seeks advice and guidance from more experienced colleagues as appropriate.

7.0 Personal Responsibilities

The post holder must:

- 7.1 Comply with the terms of the contract of employment, the Staff Compact and the Trust's Statement of Values and Behaviours.
- 7.2 Be aware of, comply with and keep up to date with all Trust Policies and Procedures and other communications relevant to the role.
- 7.3 Maintain registration with the appropriate professional body where applicable and comply with the relevant code of conduct and standards of professional practice.

- 7 4 Fully participate in management, clinical and professional supervision sessions relevant to the role, as required by the Trust.
- 7 5 Fully participate in annual appraisal and appraisal reviews.
- 7 6 Maintain up to date knowledge and competency in the skills required to perform safely and effectively in the role. Undertake relevant training (including statutory and mandatory training) and be responsible for personal development agreed with the line manager and in line with the requirements of the AFC Knowledge and Skills Framework.

8.0 **Other Requirements**

- 8 1 The post holder may be required to undertake duties not specified in the job description, but which are commensurate with the role and/or band as required by service need.
- 8 2 The post holder may be required to work in locations other than those specified in the job description as required by service need.
- 8 3 The post holder may be required to work flexible hours as required by service need.
- 8 4 There may be a requirement to change the job description in light of developing service needs.

9.0 **Person Specification**

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • B.Sc. (hons.) in Dietetics or post graduate diploma in Dietetics • Registration with HCPC • British Dietetic Association accredited course(s) in relevant specialist area (or willing to undertake within agreed timescale) • BDA Clinical Supervisory Skills course. • Behaviour Change Course Level 1 (or willing to undertake within an agreed timescale) • Certificate in Food Hygiene (or willingness to undertake within agreed timescale) • Trust training in Appraisal and Recruitment 	<ul style="list-style-type: none"> • Member of the British Dietetic Association and relevant British Dietetic Association specialist group • Completion of Behaviour Change Course (level 2 or 3). • Masters modules or equivalent.

	<p>(within an agreed timescale)</p> <ul style="list-style-type: none"> Numeracy, Literacy and ITQ level 2 (or equivalent) 	
Experience	<ul style="list-style-type: none"> Significant experience in Dietetics including experience working with service users in mental health or learning disabilities with complex needs. Experience of supervising students on placement Day to day supervision of staff Experience of participation in quality improvement activities Experience of participation in clinical governance activities Experience of developing and delivering training 	
Knowledge	<ul style="list-style-type: none"> National guidance and key standards in own specialist area Health and Safety legislation and its application in practice Mental Health Act and Mental Capacity Act and its application in practice. Clinical Risk Assessment and Management and its application in practice. Clinical Governance and its application in practice. Care Programme Approach and its application in practice Safeguarding and its application in practice. Significant knowledge of the needs and difficulties of service users in designated specialist area. Significant knowledge of evidence based practice in designated specialist area Research and development methodology. Knowledge of the Trust's Quality Improvement System (or willingness to learn in agreed timescale) 	

Skills	<ul style="list-style-type: none"> • Communicate complex and sensitive information in a manner appropriate to the individual and situation. • Solve complex clinical problems • Record keeping and report writing • Work collaboratively as part of a multidisciplinary team • Manage own caseload and prioritise effectively • Motivate and work positively and constructively with other members of the team. • Delegate tasks appropriately • Apply latest research evidence and evaluative thinking in practice • Provide effective teaching, training and clinical supervision. • Use multimedia materials for presentations in professional settings. • Breakaway techniques (within agreed timescale) 	<ul style="list-style-type: none"> • Counselling, Cognitive Behavioural Therapy and Motivational Interviewing skills.
Personal Attributes	<ul style="list-style-type: none"> • Able to work in accordance with the Staff Compact and Trust Values and Behaviours. • Compassionate in meeting the needs of vulnerable people and their families and carers. • Able to engage with vulnerable people and work effectively in distressing and challenging circumstances • Able to work flexibly and co-operatively as part of a team • Able to use own initiative and make decisions independently as appropriate to the band • Committed to continual quality and service improvement • Committed to promoting a positive image of people with mental health conditions or learning disabilities • Committed to promoting a positive image of the Dietetic Service. • Self aware and committed to professional and personal development. Able to reflect and critically appraise own performance and accept 	

	and respond positively to feedback from supervision	
Other Requirements	<ul style="list-style-type: none"> • Ability to travel independently in accordance with Trust policies and service need. • This post is subject to a satisfactory Disclosure and Barring Service check. 	

JOB DESCRIPTION AGREEMENT SAHP010: v4: 5 Jan 2022

Post Holder

Sign..... Date.....

Print Name.....

Line Manager

Sign..... Date.....

Print Name.....

Print JobTitle.....



Our Journey To Change key messages

It's really important that as we continue to raise awareness and embed Our Journey To Change we use key messages. They will help us to use a shared language to communicate consistently with everyone and to make sure that what we say is simple and human. The key messages below are for use in the communications we share and conversations we have about Our Journey To Change.

Key messages:

- Our Journey To Change sets out why we do what we do, the kind of organisation we want to become and the way we will get there by living our values, all of the time. To help us achieve this we have also committed to three big goals over the next five years.
- Our Journey To Change was created with more than 2,500 colleagues, service users, families, carers, partners and our local communities who all took part in Our Big Conversation. We listened to every piece of feedback – and we will continue to listen.
- Through our conversations it was clear that the experience we provide to our service users, carers and colleagues was not consistently good and partners told us we weren't always easy to work with. We are committed to ensuring that we improve this experience for everyone.
- Change won't happen overnight but Our Journey To Change will be placed at the centre of everything we do and will inspire all actions and decision making at all levels, all of the time.
- This is our journey with you – it's important that everyone continues to be part of this.

Our values - key messages

- We are committed to co-creating safe and personalised care that improves the lives of people by involving them as equal partners. The most important way we will get there is by living our values, all of the time.
- Our values are respect, compassion and responsibility. They were created with more than 2,500 colleagues, service users, families, carers, partners and our local communities who all took part in Our Big Conversation.
- Our values are:
 - respect – we listen, we are inclusive and we work in partnership
 - compassion – we are kind, we are supportive and we recognise and celebrate achievement
 - Responsibility – we are honest, we are always learning and we are ambitious.
- Our values are at the heart of everything we do.

Further information

Further information is available at www.tewv.nhs.uk/about-us/our-journey-to-change

There is also further information for colleagues on our internal staff intranet
<https://intranet.tewv.nhs.uk/our-journey-to-change>