

JOB DESCRIPTION

Oxford Health NHS FT

Job Title:	Dietetic Assistant
Band:	4
Responsible to:	Band 7 Clinical Lead Dietitian
Responsible for:	N/A
Accountable to:	Professional Lead Dietitian in Mental Health / Senior Matron

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JOB PURPOSE

To support the inpatient mental health dietitian in delivering aspects of the dietetic service by reviewing, monitoring, and advising patients and undertaking related administration. To support the wider MDT and catering to achieve the optimal provision of nutrition for patients in hospital. To be involved with delivering virtual groups, education programmes and 1:1 intervention.

DUTIES AND RESPONSIBILITIES

CLINICAL:

To review and monitor a small case load of named patients under the supervision of a dietitian. This may involve gathering relevant clinical information from medical and nursing notes, care plans, drug charts, patients, and carers.

To carry out accurate nutritional assessments, including taking diet histories, supporting patients being weighed, assessing weight and interpreting weight changes, completing nutritional screening, and assessing food records.

Liaise with nursing staff and other members of the multidisciplinary team about the patient's nutritional plan.

1. Assess meal plan compliance.
2. Regularly liaise with the supervising dietitian about all aspects of patients' nutritional care
3. Monitor patient to achieve optimum nutritional intake and support patients to achieve goals identified.
4. Virtual meal support interventions e.g. supporting patient to eat a snack.
5. Record all interventions and actions and ensure that all entries meet the professional standards of the British Dietetic Association
6. To be involved with group work

PROFESSIONAL:

To deliver support, education and training to patients, carers, families, and the MDT regarding nutrition related issues to support patient care. E.g. goal setting groups, developing webinars for psychoeducation of patients around nutrition.

To be involved in project work including reviewing audits, working alongside dietitians

Assist the dietitian with the writing and updating of diet sheets by gathering information and drafting text.

To work as a member of the multidisciplinary team, participating in team meetings and other meetings as required; arranging meetings, taking notes/minutes when requested.

Work with the dietitian to alter meal plans as necessary, update manuals and policies. Disseminate this information throughout the Trust and on the Intranet site.

To maintain positive working relationships and clear communications with team members and other professionals including external staff for example GPs and OUH staff.

To use advanced communication skills to adjust and individualise how dietary information and advice is delivered to service users where there may be barriers to communication and understanding, due to an individual's physical, emotional, or psychological state: e.g. depression, malnutrition.

ADMINISTRATION:

Be involved in the ordering and supply of nutritional products.

Be involved with completing up to date and accurate weight charts monitoring compliance with nutritional screening and updating weight charts.

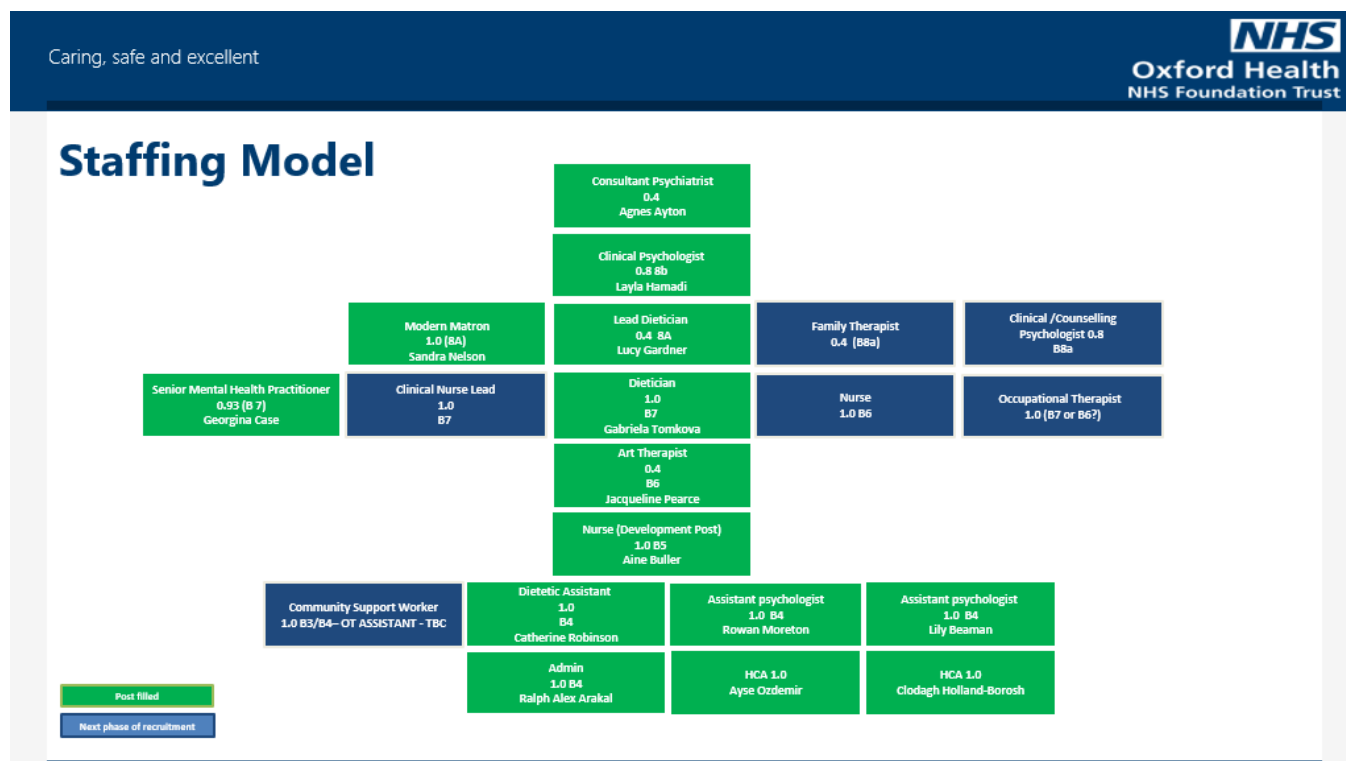
Develop, organise, and maintain effective electronic and paper filing systems.

GENERAL

To undertake any other duties compatible with the post as may be required.

This job description is not restrictive or definitive in any way and should be regarded only as a guideline to the duties required and may be amended in the light of changing circumstances following consultation with the post holder. This job description does not form part of the Contract of Employment.

STRUCTURE CHART



CODE OF CONDUCT

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the postholder.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

Personal Development

- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for their own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.

Code of Conduct

- To adhere to the Professional Code of Conduct relating to your profession (if applicable).
- To uphold the principles and values set out in the NHS Code of Conduct for Managers.
- To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
- To ensure that the health and wellbeing of patients is at the centre of all activities and that all staff engage and communicate with patients as appropriate.
- To always promote quality and safety of patients, visitors and staff thus enabling the Trust to meet its regulation requirements (Care Quality Commission Registration – Regulations and Outcomes) that relate most directly to patients and strive for continuous quality improvement.

Equal Opportunities/Diversity

- To observe Oxford Health NHS Foundation Trust's Equal Opportunities Policy providing equality of treatment and opportunity to employees, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin, or disability.

Health & Safety

- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To promote the Trust's Health and Safety Policy and ensure matters are managed in accordance with it.
- To co-operate with the Trust to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

Infection Control

- To comply with Trust policies for infection control and hand hygiene such as hand hygiene, decontamination Policy, uniform and workwear code, and standard precautions Policy to reduce the spread of healthcare-associated infections (HCAIs).
- Employees with clinical responsibilities must incorporate into their clinical activities up to date evidence that supports safe infection control practices and procedures, such as the use of aseptic techniques and the safe disposal of sharps.

Confidentiality and Data Security

- To comply fully with the duties and responsibilities outlined in the Trust's Information Governance Policy.
- To comply with the Data Protection Act 2018 and General Data Protection Regulations (GDPR), National Data Security Standards and any professional code of practice on Confidentiality and Data Protection as accepted by the Trust. Departmental codes of practice and procedures for confidentiality are available from the head of department.
- To ensure that all information collected, stored, and used is done so in compliance with the above Act and any relevant Trust Policy.
- To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the Trust business. This obligation shall continue in perpetuity.
- To raise any matters of concern with your Manager/Director

Safeguarding

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

Other

- To be aware of and work in line with all Trust policies and procedures.
- To carry out any other tasks as reasonably directed.

PERSON SPECIFICATION

Band: 4		
Criteria for Selection	Essential Requirements	Desirable Requirements
Knowledge Requirements	<p>Evidence of nutritional knowledge – interest in and willingness to increase knowledge.</p> <p>Knowledge of the needs and difficulties of service users in designated specialist area.</p> <p>Knowledge of Mental Health Act 1983</p> <p>Knowledge of evidence-based practice, national guidance, and key standards in designated specialist area.</p>	<p>Knowledge of the needs and difficulties of service users in designated specialist area</p> <p>Knowledge and experience of Health and Safety legislation; Clinical Risk Assessment and Management; Clinical Governance and Safeguarding and its application in practice.</p>
Qualifications – Academic/Skills/Professional	<p>Nutrition or health related course completed at a university or college.</p> <p>Study of subject(s) related to food/health/nutrition to at least A level standard (or equivalent)</p> <p>Can demonstrate a good working knowledge of: Microsoft Word, Excel, Power Point, E-mail, and Internet</p>	<p>Certificate in Food Hygiene</p> <p>Associate member of the British Dietetic Association</p>
Experience	<p>NHS experience and experience of working within an MDT.</p> <p>To be able to communicate clearly and effectively, using a range of approaches and skills (motivational, negotiating, persuasive or reassurance, etc.) with other professionals, carers to develop effective working relationships and facilitating effective and timely communication.</p> <p>Keeps accurate and complete records and communications,</p>	<p>Ability to motivate others to get results including counselling and motivational interviewing skills.</p>

	<p>consistent with legislation, policies, and procedures.</p> <p>Can demonstrate excellent organisational skills.</p> <p>To be able to work without supervision.</p> <p>To be able to work with constant interruptions from phones and requests.</p> <p>To be able to respond to unpredictable working patterns / have flexible attitude.</p> <p>Able to prioritise workload and meet deadlines.</p> <p>To be able to support distressed or angry relatives / patients/ staff</p>	
Personal Qualities	<p>Able to undertake, complete and maintain PEACE training proficiency.</p> <p>Commitment to person-centered, non-discriminatory patient care</p> <p>Able to work in accordance with Trust Values.</p>	
Contractual Requirements or other requirements	<p>Ability to travel between sites</p>	