

**Specialist Upper Gastrointestinal Dietitian
JOB DESCRIPTION**

Job Title:	Specialist Upper Gastrointestinal Dietitian
AfC Band:	Band 6
Directorate/Service:	Tertiary Medicine, Allied Health Professionals
Accountable To:	Dietetic Manager
Responsible To:	UGI Dietetic Advanced Clinical Practitioner
Base Location:	Salford Care Organisation
On-Call Requirement:	No
AfC Job Code:	Add Job Code

Values

Three values are at the heart of our organisation: **Care, Appreciate** and **Inspire**.

Our values and behaviours define what's important to us as we work alongside each other and with our patients and service users. They also shape what it feels like to work at the NCA and will be central to your development and performance conversations. Together, we will create a culture where care, appreciation and inspiration thrive.

Structure Chart



Job Summary

Deliver specialist clinical work as part of the multidisciplinary upper gastrointestinal (UGI) surgical team comprising inpatient work, including critical care, parenteral and enteral nutrition, and provide specialist UGI cancer clinics.

Assess and treat own caseload of patients who have complex presentations and maintain own records as an autonomous practitioner for patients who have complex needs related to the upper gastrointestinal tract, including:

- UGI cancer
- Pre-habilitation
- Elective UGI benign surgery e. g. revisional anti-reflux surgery, giant hiatus hernia repair
- Emergency benign surgery e. g. Boerhaave's

Contribute to the co-ordination of the clinical services provided as part of the Upper GI MDT alongside the Highly Specialist Dietitians.

Work collaboratively with the Gastro Dietetic and wider Dietetic team to deliver specialist, and holistic care to our patients.

Key Role and Responsibilities

• Professional Duties

- Be professionally and legally responsible and accountable for all aspects of own work acting within your professional code of conduct at all times.
- Undertake the nutritional assessment of patients referred to the dietetic service using analytical skills and evidence based practice to calculate nutritional requirements and formulate an individual treatment plan.
- Provide evidence based nutrition and dietary advice suitable for the patient's medical, social and cultural needs.
- Accept clinical responsibility for a designated caseload of patients, and to organise this efficiently and effectively with regard to clinical priorities and use of time.
- Undertake specialist Upper GI dietetic clinics at localities across Greater Manchester as part of the UGI Dietitian hub and spoke service.
- Plan, coordination and evaluation of the dietetic service provided to patients in a designated area alongside the highly specialist dietitian.
- Attend ward rounds and multidisciplinary meetings as appropriate to ensure a co-ordinated approach to patient care.
- Decide priorities for own work area, balancing other patient related and professional demands, and ensure that these remain in accordance with specialty.
- Ensure the safe and timely discharge of patients on home enteral tube feeding and liaise with appropriate internal and external agencies.
- Provide a dietetic service to designated wards working as part of the multi-disciplinary team.

- Ensure that all children and families receive appropriate and timely therapeutic and preventative interventions that aim to safeguard and promote the welfare of children. In working with adults who are parents/carers the needs of their children are assessed to ensure that appropriate services are delivered to these children and families.
- Ensure that any staff who come into contact with children, young people, and adults who may be parents or carers has a responsibility to ensure they are trained and competent to be alert to potential indicators of abuse or neglect in children, and know how to act on their concerns in line with the trusts and Salford Safeguarding Children Board procedures.
- Attend staff meetings and participate in discussions concerning the running of the nutrition and dietetic service.
- Participate in the planning and achievement of departmental objectives.
- Attend staff meetings and participate in discussions concerning the running of the nutrition and dietetic service.
- Assist/oversee the training/supervision of dietetic assistants, apprenticeships, trainee assistant practitioners and within the multidisciplinary team.

• **Communications and Relationships**

- Communicate effectively with patients and carers to optimise the nutritional status of patients referred to the service and to ensure the patient/ carer understands the reason for dietetic intervention.
- Utilise highly developed communication skills of negotiation, motivation, explanation, and gaining informed consent in a wide variety of patients.
- Understanding and overcoming barriers to effective communication will regularly be evident e.g. loss of hearing, altered perception, unconscious patients.
- Assess capacity, gain valid informed consent for dietetic intervention and have the ability to work within a legal framework with patients who lack capacity to consent to treatment.
- Liaise with medical, nursing, catering and other relevant staff to ensure the provision of therapeutic diets for in-patients.
- Liaise with Catering services to ensure menus/food provided is suitable to meet the dietary requirements of all patients.
- Provide planned formal and informal teaching for members of the multidisciplinary team, including pre-registration nurses and trainee assistant practitioners to promote understanding of the aims of nutrition and dietetic treatment and to ensure a co-ordinated approach to patient care.
- Deliver planned informal teaching for patients, to promote understanding of the aims of nutrition and dietetic treatment and to ensure patient and public involvement of the service is maintained.
- Complete accurate records of all assessments and interventions in EPR system, nursing documentation and dietetic record cards in line with directorate policy. This all includes communication in writing with other agencies e.g. GPs, community dietitians, pharmaceutical commercial companies.
- Observe patient confidentiality in compliance with the Data Protection Act and Caldicott Guidelines.

- Ensure personal responsibility for maintaining the security of any patient related information that you ensuring the use of electronically stored records and paper records are minimised.
- Maintain comprehensive and accurate assessment and treatment records in line with legal and departmental requirements, and communicate assessment and treatment results to the appropriate disciplines in the form of letters and reports.
- Use your clinical expertise to advise the need for service developments, caseload management and contribute to service modernisation and business planning.
- Attend, chair and contribute to department meetings and sub-groups.
- Contribute to the review and development of diet sheets and resources as the service requires in line with the Trust's information governance.
- **Analytical and Judgmental Skills**
 - Record data and statistics manually or by electronic means as directed by the highly specialist dietitian and/or dietetic manager.
 - Record and submit clinical and professional activity using manual and/ or electronic means according to trust guidelines.
 - Use relevant IT system(s) to accurately record activity/data as appropriate for job role within an agreed time frame. Data management includes data entry, data manipulation and general data and word processing.
 - Maintain competence and regular use of anthropometry equipment including skinfold mid upper arm circumference, calipers and hand grip dynamometer to undertake nutritional assessments.
 - Undertake weight and height measurements as required. Frequent exposure to unpleasant working conditions or hazards e.g. smells on ward, patients with open abdomen)
- **Administrative Responsibilities**
 - Required to carry educational resources and equipment to different locations.
 - Ability to travel to different geographical locations either through use of the a car or access to a means of mobility to travel across the Trust foot print in line with service needs.
 - Participate in the annual job planning and rostering processes and to actively participate in the workforce process.
- **Policy and Service Development**
 - Assist the Highly Specialist Dietitian and Dietetic manager with policy and service developments including service evaluation and audit.
 - Contribute to Department, Trust and Multi-disciplinary team policies and service development as required and with support from the highly specialist dietitian and dietetic manager.
- **Financial Responsibility**
 - Accept responsibility for ensuring the effective selection of nutritional support and use of enteral sip feeds available both in the hospital and community.
 - Adhere to departmental policy on the use of nutrition support equipment including proving competency to use equipment.
- **Planning and Organisational Skills**

- Accept clinical responsibility for a designated caseload of patients, and efficiently and effectively organizes this with regard to clinical priorities and use of time.
- Plan, coordinate and evaluate the dietetic service provided to patients in a designated area.
- Assist the highly specialist dietitian in the planning, co-ordination and evaluation of dietetic services in certain areas.
- Attend ward rounds and multidisciplinary meetings as appropriate to ensure a coordinated approach to patient care.
- Decide priorities for own work area, balancing other patient related and professional demands, and ensure that these remain in accordance with specialty.
- To ensure the safe and timely discharge of patients on nutrition support and ONS and liaise with appropriate internal and external agencies.
- Attend staff meetings and participate in discussions concerning the running of the nutrition and dietetic service. Participate in the planning and achievement of team and departmental objectives.

● **Leadership and Management**

- Contribute to the recruitment and selection process of dietetic employees.
- Undertake risk assessments in the designated clinical area, liaising with the line manager to agree and implement an action plan.
- Afford appropriate clinical leadership representing dietetics on relevant groups and working parties.
- Supervise and direct the treatment of patients by Dietetic assistants and support dietetic colleagues as per departmental policy.
- Maintain your own clinical professional development (CPD) by keeping abreast of any new trends and developments and incorporate them as necessary into your work. Maintaining and ensuring an active professional portfolio.
- Undertake staff appraisals and wellbeing check-ins alongside the Trust wellbeing and SCARF package identifying objectives for personal development together with senior staff.
- Actively involved in your own appraisal and wellbeing check-ins with your line manager to construct your own personal development plan.
- Contribute to student training after completing the appropriate training course/s.
- Assist/oversee the training/supervision of dietetic assistants, apprenticeships, trainee assistant practitioners and within the multidisciplinary team.
- Support the development of skills and knowledge of new team members, during induction.

● **Strategy**

- Analyse information and the purpose of that analysis e.g. to present to a manager or analysis of a situation or range of actions that the post holder is required to exercise judgement on in order to act. This may include analysis of patient observations, waiting list information, financial information etc.
- Participate in the planning and achievement of departmental objectives.
- To undertake the measurement and evaluation of your work and current practices through the use of evidence based practice projects, audit and outcome measures, either individually or with more senior dietitians.

- Assist in developing a range of evidence based educational resources, which are acceptable to patients and carers.

PERSON SPECIFICATION

Job Title:	Add Job Title
AfC Band:	Add Job Banding

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • X • X 	<ul style="list-style-type: none"> • X • X
Professional Registration	<ul style="list-style-type: none"> • X • X 	<ul style="list-style-type: none"> • X • X
Knowledge, Training & Experience	<ul style="list-style-type: none"> • X • X • X 	<ul style="list-style-type: none"> • X • X • X
Skills & Abilities	<ul style="list-style-type: none"> • X • X • X 	<ul style="list-style-type: none"> • X • X • X

**[!] Add 'N/A' into professional registration box if this is not applicable to the role.
<delete this box>**

Living our Values

All colleagues are expected to demonstrate the NCA values and underpinning behaviours as you carry out your role.

Values	Behaviours (I will...)
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CARE We listen and treat each other with kindness.	Provide the highest standard of care, with compassion and kindness.
	Communicate clearly, actively listen and be person centred.
	Seek to understand and empathise.
	Collaborate to deliver services that are safe and give confidence in our care.
APPRECIATE We value and respect each other's contribution.	Recognise and openly acknowledge how we all make a difference.
	Value and respect others and share in celebrating our successes.
	Treat people fairly, notice, champion and positively appreciate diversity.
	Provide constructive feedback to support growth and development.
INSPIRE We speak up and find ways to be even better.	Have a voice and act with integrity and honesty.
	Make time to learn, share and find new ways of working.
	Be positive, be open to change and empower others.
	Work with my team and other teams to agree and deliver best outcomes.

Appendix

The below details all the standard Trust requirements which must be incorporated within the role.

Infection Prevention
Employees will adhere to all Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.
Safeguarding
The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.
Health and Safety
Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.

Confidentiality and Data Protection

Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.

Equality and Diversity

All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people's rights in accordance with legislation, policies, frameworks, procedures, and good practice.

Colleagues must recognise and report any behaviour that undermines equality under Trust policy and further EDI activity by:

- eliminating discrimination, harassment and victimisation
- advancing equality of opportunity between people who share a protected characteristic and those who don't
- fostering good relations between people who share a relevant protected characteristic and those who don't
- understanding the impact of policies, services and practice on people with different protected characteristics

Code of Conduct

Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

Leadership and Development

We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to live the NCA values: Care, Appreciate and Inspire through your daily habits, to improve outcomes for patients, customers and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.

As you join us, you are required to attend our Corporate Induction, complete the Trust's mandatory training and participate in the NCA Accelerated Leader Development Programme if you are in a leadership or management role. Your annual My Time appraisal conversation helps to continually review your contribution and ongoing priorities through your Personal Development Plan, informed through a wide choice of development available to you.

Flexibility
<p>This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This job description is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.</p>