

SHEFFIELD CHILDREN'S NHS FOUNDATION TRUST

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Special feed Unit Assistant

Department: Special Feed Unit (part of Department of Nutrition and Dietetics)

Responsible to: Specialist Dietitian

Accountable to: Specialist Dietitian

Band: 3

2. JOB PURPOSE

- To provide a high quality service in the preparation and delivery of infant formulas and special feeds to the wards of Sheffield Children's NHS Foundation Trust.
- To maintain a high standard of cleanliness, hygiene and accuracy in the preparation and delivery of feeds and the processing of equipment

3. MAIN DUTIES/RESPONSIBILITIES

3.1 To maintain a high level of cleanliness and hygiene within the SFU:

- Follow specified hand washing and hygiene procedures
- Carry out daily, weekly, and fortnightly cleaning, adhering to specified schedules and methods. Record cleaning done in SFU cleaning manual
- Disinfect feed preparation equipment: wash equipment by hand, place in disinfectant unit, pack into clean storage drawers without contamination

3.2 Ensure that special feeds are prepared accurately, hygienically and according to the needs of the patient:

- Take and record accurate feed orders from the wards by telephone on a daily basis, using an appropriate telephone manner
- Liaise with dietetic, nursing and pharmacy staff to ensure that the correct feeds are mixed and delivered in a timely manner
- Prepare accurate, legible feed labels for each special feed
- Carry out a daily check that the blast chiller is functioning correctly using computer data programme
- Carry out a daily check that the disinfectant is functioning correctly using disinfectant logging system
- Visually check that fridges and freezers are operating at correct temperatures
- Prepare infant formulas and special dietetic feeds according to specified hygiene and mixing procedures in the SFU
- Blast chill feeds in SFU blast chiller

- Deliver feeds and feeding equipment to the wards
- Collect unused feed/feeding equipment from the wards
- Discard unused feed according to SFU Procedure

3.3 To maintain satisfactory stock levels within the SFU:

- Work with stores to check and record stock levels, liaise with pharmacy, supplies or dietetics as required
- Carry out and record stock rotation
- Maintain agreed 'freezer stock' levels

3.4 Facilitate monitoring of all procedures carried out within the SFU:

- Record performance of daily/weekly/fortnightly cleaning duties as specified
- Record stock rotation, stock levels and stock ordered/received
- Record levels of freezer stock
- File disinfectant log according to procedure
- Record fridge/freezer temperature checks

3.5 Other

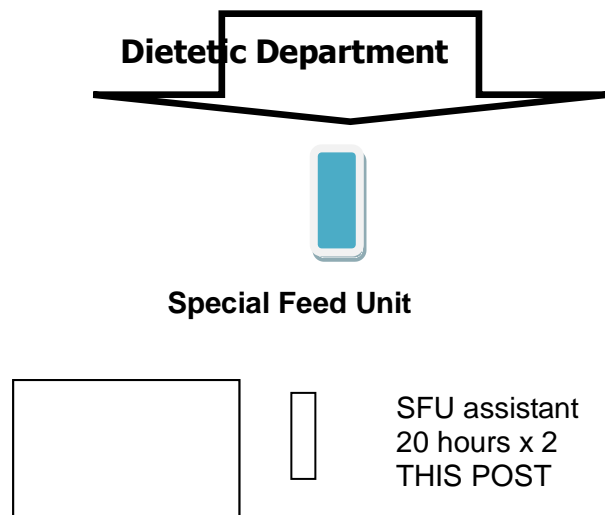
- Participate in the trust staff appraisal system
- Attend mandatory and other relevant training courses and lectures as identified through appraisal
- Comply with relevant trust policies e.g. Health & Safety

4. SCOPE AND RANGE

- The SFU is under the management of the dietetic department, and is staffed 7 days per week. There are currently 4 SFU assistants. At present each works 8.00-13.00, working 4 or 5 shifts per week, on a 4 week rota system, covering 1 weekend in 4. During the week there are usually at least two staff on duty but during times of annual leave or sickness staff may need to work alone. At weekends/Bank holidays the SFU is staffed by 1 SFU assistant only. Bank holidays are covered on a rotational basis.
- SFU staff make all feeds required by the wards (feeds which are not ready to feed or which need special dietary components added to them). This can mean mixing feeds for up to 20 patients during busy periods, each patient needing up to 10 x 200ml bottles daily. On Fridays 3 days feeds are mixed and the weekend feeds frozen, to be defrosted as required
- Staff must communicate with and obtain accurate information from dietitians, ward, pharmacy supplies and catering staff
- Staff must follow strict procedures laid down in the 'Special Feed Unit Procedure Manual' regarding hygiene, accuracy, cleaning and ordering stock. The dietitians instruct the SFU staff about the special feeds required each day. Adherence to standards is formally monitored by dietetic staff. However SFU staff have a degree of autonomy in making day to day decisions about planning and organising the workload, ordering supplies and responding to unexpected problems or deciding when it is necessary to refer onto a dietitian/line manager
- Staff must be both speedy and accurate when mixing special feeds (they must weigh powders to the nearest gram and liquids to the nearest ml). Frequent interruptions by the telephone make it imperative that staff must be able to concentrate at all times. A lapse in concentration can result in a patient receiving the wrong feed or an incorrectly mixed feed, with potentially serious consequences
- Staff must handle loads: This includes stock delivered to the SFU, as well as feeds and related equipment that is loaded onto a trolley and delivered to the wards on a daily basis.

- Unused feed is removed and disposed of in the SFU
- Specialised feeds can be unpleasant smelling. SFU staff are required to mix such feeds on a regular basis
 - Demonstrate respect for all colleagues in line with Trust values and policies.
 - Demonstrating an understanding of your personal accountability and responsibility within your everyday role
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5. ORGANISATIONAL POSITION



6. JOB DESCRIPTION AGREEMENT

Job Holder's Signature:

Date:

Manager's Signature:

Date:




TRUST VALUES

Our Values express what it is like to work in our organisation and our employees should make these a part of everything we do.

Keeping children, young people and families at the heart of what we do

Compassion

- We are led by kindness for all – for our patients, their families and our colleagues
- We will show empathy and understanding, treating everyone with dignity and courtesy

<ul style="list-style-type: none">• We will respect each other and those we care for <p>Accountability </p> <ul style="list-style-type: none">• We always strive to do the right thing• We own responsibility for our successes, failures and understand where we need to improve• We will create a supportive working environment where everyone takes responsibility for their own actions <p>Respect </p> <ul style="list-style-type: none">• We value differences and treat everyone fairly and consistently• We will actively tackle inequality and will foster a culture of inclusion <p>Excellence </p> <ul style="list-style-type: none">• We will seek to improve the way we work and deliver a high quality standard of care• We will be open to new ideas, through innovation, partnership, research and education locally, nationally and internationally <p>Together we care</p>	
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PERSON SPECIFICATION – Special Feed Unit Assistant

Assessment Criteria	Essential	Desirable	How assessed
Qualifications and Training	Committed to completing competency packages as per job role. GCSE A-C English and Maths or Level 2 or equivalent level of experience.	Basic food hygiene course	Af In Ref
Experience	Dealing with enquiries, both face to face and on the telephone.	Previous hospital experience Previous feed/food production post	Af In Ref
Knowledge and Skills	<p>Knowledge of health and safety and maintaining a safe environment</p> <p>Knowledge of Safeguarding for children and/or young adults</p> <p>Ability to demonstrate knowledge of infection control principles</p> <p>Basic IT skills which include competency at using Word and email and commitment to learning advanced IT skills.</p> <p>Ability to show initiative, work independently and be responsible for own work load</p> <p>Ability to prioritise workload and have good time management time</p> <p>Ability to deal with conflicting and difficult situations</p> <p>Ability to measure fluids and weigh powders accurately.</p> <p>Ability to pay attention to detail.</p> <p>Able to work as a member of a team and alone</p>	<p>Compliance of Policies and Procedures in a regulated Health Care Provider</p> <p>Advanced IT skills ie Level 2 IT qualification</p> <p>Current Food hygiene certificate</p> <p>Previously worked in a Health / Social Care multidisciplinary team setting and contributed in team meetings</p>	<p>Af In Ref</p> <p>Af In Cert In Cert</p> <p>Af In Cert Ref Af In Ref</p> <p>Af In Ref Af In Ref Af Ref</p>
Personal Attributes	Willingness to work flexibly in approach and working hours/pattern	Previously worked in a flexible working pattern environment	Af In Ref

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	Display a non-judgmental attitude towards children / families / carers / colleagues Respectful attitude for service users and co-workers Ability to take part in personal development reviews Ability to accept instructions and supervision and undertake delegated tasks	Compliance of Policies and Procedures in reference to Equality and Diversity.	Af In Ref Af In Ref Af In Ref Ref
Demonstrates Trust Values	Compassion Accountability Respect Excellence		In/Ref

Key for How Assessed: AF = Application form, In = Interview, P = Presentation, T = Test, Ref= Reference