

### JOB DESCRIPTION

<b>Job Title</b>	<b>Diabetes Dietitian</b>
<b>Band/ Grade</b>	<b>Band 6</b>
<b>Directorate</b>	<b>Integrated Care – Acute + Countywide</b>
<b>Professionally Accountable to</b>	<b>Clinical Manager Dietetics</b>
<b>Responsible to</b>	<b>Diabetes Dietitian Team Lead</b>

### VISION, MISSION and VALUES

#### Our Vision

To improve the health and well-being of the people we serve in Herefordshire and the surrounding areas.

#### Our Mission

To provide a quality of care we would want for ourselves, our families and friends. Which means: Right care, right place, right time, every time.

#### Our Values

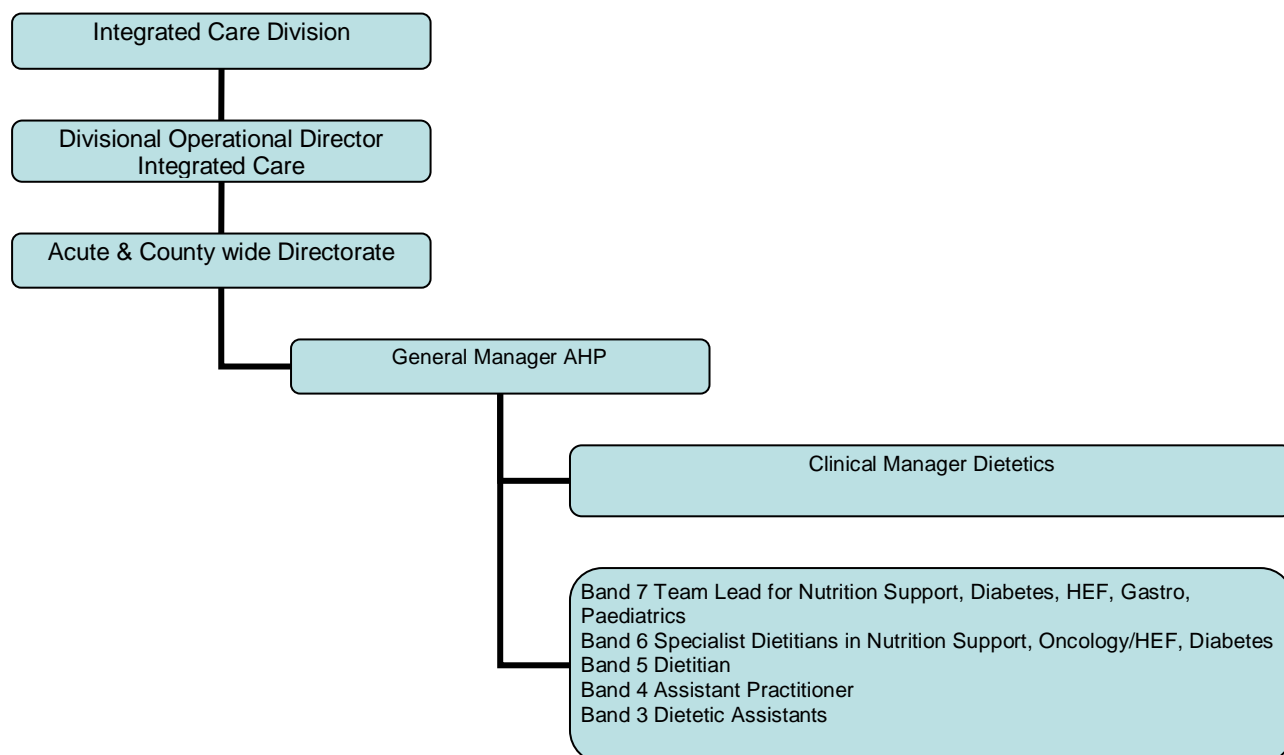
Compassion, Accountability, Respect and Excellence.

- **Compassion** – we will support patients and ensure that they are cared for with compassion
- **Accountability** – we will act with integrity, assuming responsibility for our actions and decisions
- **Respect** – we will treat every individual in a non-judgemental manner, ensuring privacy, fairness and confidentiality
- **Excellence** – we will challenge ourselves to do better and strive for excellence

### JOB SUMMARY

The post holder will provide a professional specialist dietetic service for adult and paediatric patients with Diabetes in Herefordshire. They will assess and treat own workload of patients/clients and maintain associated records; providing patient advice in a variety of methods include 1:1, patient education and virtual consultations in settings to include secondary care, outpatient clinics and community hospitals. The post holder will provide training for dietetic colleagues and other members of hospital/ primary care staff as necessary. They will provide supervision for dietetic students and junior team members. They will work with lead Diabetes Dietitian to develop Diabetes related services in Wye Valley NHS Trust.

## ORGANISATION CHART



## MAIN FUNCTIONS OF THE JOB:

### Clinical Responsibilities:

- Ability to act as an independent practitioner within the HCPC Standards of Proficiency being professionally and legally accountable and responsible for all aspects of own work, including a defined clinical caseload.
- To provide specialist dietetic advice to patients with diabetes and their carers, recognising own limitations, within agreed protocols and guidelines including:
  - Carry out nutritional assessments (interpretation of biochemistry, anthropometrics, clinical condition and diet history) to determine the nutritional problem.
  - Development of treatment plans, calculation of carbohydrate:insulin ratio and nutritional requirements, analysis of nutritional intakes sometimes using specialist IT systems, client centred goals and discharge planning.
  - To advise on insulin doses in accordance with the Trust dose adjustment protocol.
  - To optimise diabetes management to prevent or reduce the risk of diabetes related health issues
  - Prescription of dietary treatment and ACBS products and advice on tailoring insulin doses to dietary intake
  - To keep up to date with new technologies for delivering insulin, measuring glucose and ketones and new drugs for treating Diabetes.
  - To provide structured group patient education (face to face or virtual),



ensuring this is up to date and evaluated.

- Problem solving and clinical reasoning skills to analyse the conflicting requirements of multiple medical pathologies, identify priorities for treatment and formulate a workable nutritional or behaviour change plan.
- To communicate complex nutrition and dietetic information in an understandable form to staff, clients and carers, requiring negotiations, persuasion, motivation and counselling skills including situations where there are barriers to understanding.
- To work in conjunction with medical, nursing and professional colleagues attending meetings as necessary to facilitate good communications in providing high quality patient care.
- To participate in the health promotion activities of the department.
- Ability to manage own time, deciding priorities for work and balancing other patient-related and professional demands
- To cover the work of colleagues during periods of absence or peak workloads.

#### **Research & Audit:**

- To participate in the preparation and update of dietary information and resources.
- To support and participate in dietetic staff meetings; taking an active part in CPD sessions, sharing knowledge, evaluating and improving service delivery.
- To participate in dietetics / diabetes departmental audit.
- To represent the Nutrition and Dietetic Service on relevant working groups and committees within WVT and county-wide and to make the Diabetes Lead Dietitian and Clinical Manager aware of the issues under discussion and any implications for the service

#### **Training & Development:**

- To plan, develop and evaluate education and training for primary and secondary staff.
- To keep up to date with developments in diabetes participating in appropriate training and development activities.
- To participate in regular supervision sessions and annual individual development review and work to achieve agreed set objectives.

#### **Administrative Responsibilities**

- Ability to complete allocated projects and to meet deadlines
- To maintain adequate electronic records of all assessments and interventions in line with local and national standards. To ensure that all records are stored securely.
- To document patient activity data in accordance with Trust and professional standards.
- To comment on nutrition and dietetic guidelines and procedures and proposed changes to working practice.

#### **Managerial Responsibilities:**

- Supervision of junior colleagues which may include authorisation of annual leave and timesheets in the absence of the Diabetes Team Lead.

- To participate in the clinical supervision of student dietitians, including planning timetables and undertaking tutorials.



## **General Information**

This job description is not intended to be an exhaustive list of duties, but merely to highlight the current main responsibilities of the post. The Trust reserves the right to change terms from time to time. Along with your main duties; you will also be expected to carry out any other duties that are reasonably asked of you. It may be reviewed from time to time in agreement with the post holder and line manager. The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust.

## **Safeguarding Vulnerable Adults & Children**

Wye Valley NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers and contractors to share this commitment.

All staff have a duty to safeguard and promote the welfare of patients, their families and carers. This includes practitioners who do not have a specific role in relation to safeguarding children or adults, you have a duty to ensure you are:-

Familiar with the Trust's safeguarding policies. Attend appropriate training for safeguarding. Know who to contact if you have concerns about an adult or child's welfare.

## **Health and Safety**

The post holder is required to conform to the Trust's Policies on Health and Safety and Fire Prevention, and to attend related training sessions as required.

## **Confidentiality**

To maintain confidentiality at all times. In the course of their duties employees will have access to confidential material about patients, members of staff and other Health Service business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and/or treatment of the patient. If there is any doubt whatsoever, as to the authority of a person or body asking for information of this nature, advice must be sought from a superior officer. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded as serious misconduct, which could result in serious disciplinary action being taken including dismissal.

## **Policies and Procedures**

The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust, which the Trust may amend from time to time.

## **Infection Control**

It is a requirement for all Trust staff to comply with all trust infection control policies and procedures. All Trust staff should ensure that they fulfil their responsibilities for infection prevention and control, that they provide leadership where appropriate in infection control matters and that they challenge poor infection control practice in their workplace. All staff should have infection control training at induction and annual infection control updates via the Department of Health e-learning package, via the local infection control CD-Rom training tool or by attendance at an annual Health and Safety refresher. All clinical staff will have annual infection control objectives set and these will be reviewed at appraisal.

## **No Smoking Policy**

In recognition of the Trust's commitment to health promotion and its health and safety responsibility, the Trust has a no smoking policy that prevents all staff from smoking whilst on duty.

## Equal Opportunities

The Trust is an Equal Opportunities employer and the post holder is expected to promote this in all aspects of his / her work. The Trust's duty is to ensure that no existing or potential employees receive less favourable treatment on the grounds of sex, sexual orientation, race, colour, nationality, ethnic origin, religion, marital status, age or disability, or are disadvantaged by conditions or requirements that cannot be shown to be justifiable. This also applies to patients – the Trust has a duty to ensure patients have the right to equal access, care and treatment. All employees are expected to comply with this policy.

## Financial

To order and receipt goods in accordance with the Trust's financial framework. To comply with standing financial instructions.

## Data Quality

The information that you record as part of your duties at the Trust must be 'fit for purpose', reliable and easily accessed by appropriate/authorised personnel. To achieve this standard the information must be: Accurate, Legible (if hand written), Recorded in a timely manner, Kept up-to-date, appropriately filed. All staff must monitor and take responsibility for data quality throughout the areas of the system used locally, all users maintain timely input, and ensuring that data is checked with the patient, and staff (in relation to their staff record), whenever possible, and to support initiatives to improve data quality.

N.B. Recorded information includes: patient information entered in case notes and entered on any computerised care records system, financial information, and health & safety information e.g. incident reporting and investigation, personnel information recorded in personnel files etc. Failure to adhere to these principles will be regarded as a performance issue and will result in disciplinary action.

## Records Management

All employees of the Trust are legally responsible for all records that they gather, create or use as part of their work within the Trust (including patient, financial, personnel and administrative), whether paper or computer based. All such records are considered public records and all employees have a legal duty of confidence to service users. Employees should consult their manager if they have any doubt as to the correct management of records with which they work.

## Conduct

The post holder is an ambassador for the directorate and the Trust and his / her actions and conduct will be judged by service users as an indication of the quality of the service provided by the directorate and the Trust as a whole. The post holder will also comply by the NHS Core Values and the Constitution.

## Other

The Trust is committed to continuous improvement in managing environmental issues, including the proper management and monitoring of waste, the reduction of pollution and emissions, compliance with environmental legislation and environmental codes of practice, training for staff, and the monitoring of environmental performance.

Manager Name:	Manager Signature:
Date:	
Post holder Name:	Post Holder Signature:
Date:	

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### PERSON SPECIFICATION

**Directorate: Acute and Countywide**

**Job Title: Diabetes Dietitian**

**Band/ Grade: 6**

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
<b>EDUCATION AND QUALIFICATIONS</b>		
BSc/MSc/PGDip in Nutrition and Dietetics & Current HCPC registration	✓	
BDA Member		✓
Basic Clinical Supervisory Skills training		✓
Post qualification training in diabetes		✓
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>		
Excellent knowledge of Diabetes, it's pathophysiology and treatment	✓	
Able to communicate with clients using dietary counselling, motivational and negotiation skills	✓	
Able to analyse information and to make judgements on dietetic issues.	✓	
Able to demonstrate good written and oral communication skills with people from a variety of backgrounds, without risk of misunderstanding.	✓	
Able to plan and prioritise own caseload using time management skills and adapt to unpredictable work patterns and frequent interruptions.	✓	
Good presentation and teaching skills	✓	
Computer literate	✓	
<b>EXPERIENCE</b>		
Proven experience working as a Dietitian	✓	
Experience of working with patients with diabetes, including those on insulin	✓	
Experience of working with patients using insulin pumps and new technologies		✓
Experience of multidisciplinary team working	✓	
Experience of teaching other healthcare professionals	✓	
Experience delivering education to group of patients	✓	



Experience of development of evidence-based patient information	✓	
Experience of clinical audit		✓
<b>PERSONAL ATTRIBUTES</b>		
Ability to work as part of a team	✓	
Evidence of ability to use initiative but recognise limitations and seek help when necessary	✓	
Committed to client centred, non-discriminatory practice	✓	
Committed to personal and professional development	✓	
Interest in training student dietitians	✓	
<b>OTHER FACTORS</b>		
Ability to fulfil the travel requirements of post	✓	