

## Job Description

Job Information	
<b>Job Title:</b>	Dietitian
<b>Directorate / Service:</b>	Therapies Directorate Dept. of Nutrition & Dietetics
<b>AfC Band:</b>	5
<b>Accountable to:</b>	Dietetic Service Manager
<b>Reports to:</b>	Dietetic Service Manager
<b>Base Location:</b>	LUHFT sites
<b>AfC Job Code:</b>	AHP.DI.R0001
<b>ESR Position Number:</b>	

### Job Summary

To provide factually accurate, unbiased evidence-based nutritional advice appropriate to the needs of the individual. Advice will be provided using a patient centred approach in the context of multi-disciplinary/multi-agency delivery plans.

To help provide a nutrition and dietetic service to in-patients and out-patients. This will be provided to a broad range of clinical areas, on rotation under the supervision of a Specialist Dietitian. Duties also include training of Student Dietitians.

### Key responsibilities

- For each patient, collect all relevant medical, social, biochemical and pharmacological information required to inform practice.
- Undertake nutritional assessment using weight, height, mid-upper arm circumference and skin-fold measurements as required.
- Undertake dietary assessment, estimating intake of macro and micro-nutrients as appropriate.
- Using all information gathered devise and agree with patient and or carer a nutritional care plan.
- Inform all relevant health care professionals of main aims and objectives of nutritional care plan by completing relevant documents or writing in patients medical notes.
- Monitor progress on the nutritional care plan according to local standards, amending as necessary to ensure improvement in health is achieved, and informing other health care professionals of any changes.
- Establish and maintain effective communication when giving nutrition and dietetic advice to individuals and in groups; to ensure technical information is given in a way they can understand.



- Keep patient records according to national and local standards.
- Where appropriate use counselling skills to assess motivation and overcome barriers to change.
- Liaise with contract caterers and other relevant staff to ensure provision of suitable meals and snacks for patients.
- Attend ward rounds, case conferences and ward meetings to reinforce role of nutrition in patient care and of dietitian in the M.D. team.
- Undertake as required supervision of student dietitians.
- Liaise with colleagues in primary care, and other agencies referring patients as necessary, to ensure continuity of care. For example, patients discharged on enteral feeding.
- Provide cover for absent colleagues as required.
- Assist wards in maintaining stock of nutritional supplements and enteral feeds.
- Plan and prioritise own caseload using clinical judgement in collaboration with senior colleagues.

\* The post holder shall as necessary provide cover for and undertake duties of absent colleagues.

\* The post holder shall follow all the policies and procedures of the organisation.

**\*THIS POST IS SUBJECT TO AN ENHANCED CRB DISCLOSURE**

#### **Clinical Governance / Quality**

- Always work in accordance with national and local standards, best practice and clinical guidelines when providing the dietetic service.
- Participate fully in clinical supervision programme appropriate to rotation.
- Undertake continuing personal development. This involves attending performance review according to trust policy, identifying own training needs, actively assisting in creation of your own personal development plan, implementing the plan.
- Actively contribute to departmental activities such as update meetings, reviews, development of resources, and updating of standards, policies and procedures.
- Follow trust guidelines when creating written resources to ensure patients' needs are best met.
- Participate in audits of existing service, and act on findings to help improve service delivery.
- Keep measures of workload as directed by Trust Chief Dietitian, to assist future planning.
- Work in accordance with trust and departmental policies – this includes Health & Safety, Caldicott, Personnel and Equality & Diversity.
- Undertake mandatory, CPR and any other training requested by the trust.
- Work within legislation and trust procedures on risk management.
- Identify, assess and determine how best to manage risk in work activities.
- Always inform departmental head of any identified risks relating to safety of dietitians, patients or any other hospital visitors.
- Follow trust policies when working with patients whose first language is not English.

#### **Education and training development**

- Keep a personal professional portfolio which will include evidence of reflection, to confirm continuing competence to practice and provide proof of development of own skills and knowledge.

- Actively participate in student training programme by guiding, supporting and providing feedback to students allocated to you.
- Use the most appropriate modes of presentation to educate other health professionals on dietetic practice, including updating on evidence-based practice.
- Plan, deliver and evaluate education sessions for patients in groups.

### Equality and Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation (the Equality Act 2010) and to:

Act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice.

Valuing people as individuals and treating everyone with dignity and respect, consideration and without prejudice, respecting diversity and recognising peoples expressed beliefs, preferences and choices in working with others and delivering appropriate services.

- Recognise and report behaviour that undermines equality under Trust policy.
- Be consciously aware of own behaviour and encourage the same levels of behaviour in colleagues.
- Acknowledge others' different perspectives and recognise the diverse needs and experiences of everyone they come into contact with.
- With the support of managers develop an equality and diversity objective through the personal development review process.

### Values and Behaviours

#### We are Caring

We are kind to each other and always show compassion to ourselves and others.

We know we are doing this when:

- We are always **kind** and **compassionate** to ourselves, our patients, families and colleagues;
- We **recognise** and **appreciate** each other, taking pride in working here and our contribution to success;
- We are **professional** and always seek to deliver the best standards of care.

#### We are Fair

We treat people equitably and value their differences.

We know we are doing this when:

- We value **everyone** for their unique contribution and we embrace diversity;
- We are confident in **speaking up** and we support all our colleagues to do the

- same;
- We are **open and honest**.

#### **We Are Innovative**

We work as a team to continuously improve the way we deliver and transform health care.

We know we are doing this when:

- We **continuously improve** the services we deliver and pioneer new ways of doing things;
- We **learn from mistakes**, striving to ensure we get things right first time;
- We **create and share knowledge** with each other, patients and our professional communities.

#### **Infection Prevention & Control**

All staff will adhere to infection control policies and procedures at all times and carry out role specific duties as per roles and responsibilities.

#### **Confidentiality**

Confidentiality/Data Protection regarding all personal information and Trust activity must be maintained at all times (both in and out of working hours). All staff should ensure that they are familiar with and adhere to all Trust privacy, confidentiality and security policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action taken.

#### **Freedom of Information**

In accordance with Freedom of Information and other associated legislation, the Trust may be required to make public recorded information available upon a request, or do this as part of a publication scheme. Please note, that in your public role, your name or job role may be contained in a document that is published in accordance with such legislation.

#### **Management of Risk & Health and Safety**

All employees have a duty to take reasonable care to avoid injury to themselves or to others and to co-operate with the Trust in meeting its statutory requirements. All employees will proactively contribute to the management of risk by identifying hazards in the workplace which have the potential to cause harm, raising issues of concern and risk to the appropriate level.

#### **Safeguarding Children and Vulnerable Adults**

All trust employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults. Familiarisation with and adherence to trust Safeguarding policies is an essential requirement of all employees, as is participation in related mandatory/statutory training.

#### **IT Skills**

All staff are expected to have or to gain a minimum of basic level IT skills to enable them to use the Trust IT systems to support Trust services and needs. All staff should be familiar with relevant IT systems and security policies and procedures.

#### **Records Management**

All staff are personally responsible for record keeping. A record is anything that contains information in any medium e.g. paper, tapes, computer information, etc. which have been created or gathered as a result of any NHS activity. All individuals within the Trust are responsible for any records they create or use. Please ensure that records are retained in accordance with the Records Management Policy and are stored in a manner that allows them to be easily located in the event of a Freedom of Information (FOI) request.

#### **Information Quality**

All staff must ensure complete and accurate data is collected to the highest standard at all times. Data collection should be supported by adequate documentation and processes should be regularly reviewed. Staff should ensure that processes conform to national standards and are fit for purpose. All staff should comply with the Information Quality Policy.

#### **Professional Responsibility**

Commensurate with HPC registration

#### **Clinical Responsibility**

To provide factually accurate, unbiased evidence-based nutritional advice appropriate to the needs of the individual. Advice will be provided using a patient centred approach in the context of multi-disciplinary/multi-agency delivery plans.

#### **HR Management**

supervision of students and others

#### **Financial Responsibility**

Ordering of stocks and supplies

#### **Change of Job Description**

The duties outlined above are not intended to be exhaustive and may change as the needs of the department alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the Trust.

### Person Specification

<b>Job Title:</b>	Dietitian		
<b>AfC Band:</b>	5	<b>AfC Job Code:</b>	AHP.DI.R0001

Person Specification				
	Qualifications	Essential	Desirable	Assessment
1	BSc in Nutrition and Dietetics	Y		
2	Current or pending registration with HCPC.	Y		
3	Membership of BDA or equivalent professional indemnity.	Y		
	Experience	Essential	Desirable	Assessment
4	Time management – able to prioritise work, respond appropriately to demands and keep to time in out patient setting	Y		
5	Clinical placement conducted within both acute teaching and primary care environments.		Y	
6	Experience of multi-disciplinary working.		Y	
	Skills	Essential	Desirable	Assessment
7	Communication skills to effectively convey information, both written and verbal.	Y		
8	Problem solving skills.	Y		
9	I.T. Skills.		Y	