



Job Description

Job Title:	Advanced Specialist Critical care & Respiratory Dietitian
Band:	7
Hours:	37.5
Base:	Luton and Dunstable Hospital, and any other associated Trust establishments across the Bedfordshire Hospitals NHS Foundation Trust including outreach clinics and establishments used in the course of Trust business (if necessary for the role).
Reporting to:	Therapy Service Lead for Nutrition and Dietetics and Speech & Language Therapy
Terms and Conditions of Service:	Currently those of Agenda For Change and other local agreements

OUR VALUES:





JOB SUMMARY:

The post holder will provide a highly specialist nutrition and dietetic service managing a highly complex caseload of Critical Care and Respiratory service users. They will provide clinical leadership and undertake team lead duties for the adult Dietetic service to ensure delivery of effective, high quality evidenced based care.

They will work as a member of the critical care multi-disciplinary team (MDT) providing expert dietetic advice to ensure optimal outcomes for patients.

KEY RESPONSIBILITIES:

Clinical

1. To manage a highly complex caseload of patients on the critical care unit and support outpatient clinics as appropriate, act as clinical lead and co-ordinate service improvement projects in this area.
2. To manage a highly complex caseload of patients requiring parenteral nutrition, assisting in service improvement projects in this area.
3. To provide leadership across the critical care and medical team working to ensure the delivery of an effective, high quality, evidence based dietetics service. This will involve working collaboratively with the gastroenterology and surgical dietetics team lead.
4. To have an in-depth understanding of and provide leadership to ensure the effective running of the critical care and medical dietetics service.
5. To accept clinical responsibility for a designated caseload of patients within your own scope of practice and organise this effectively and efficiently with regard to clinical priorities and use of time.
6. To work as an autonomous practitioner by planning and prioritising own workload according to locally agreed priority coding and supporting dietetic assistant practitioners and less experienced dietitians to do the same.
7. To undertake a comprehensive assessment (interpretation of biochemistry, anthropometrics, clinical condition and diet history) of patients including those with highly complex presentations/multi pathologies and use advanced clinical reasoning skills to set nutritional goals for each patient.
8. Develop individual treatment plans for patients by calculating the nutritional requirements and support the prescription of feeds where required.
9. To give expert opinion on highly complex nutrition related issues where numerous social, ethical, psychological and medical factors have to be considered and where there may be conflicting ideas from the multidisciplinary team.
10. To negotiate and agree dietary interventions with patients and their carers, using appropriate counselling and motivational skills to optimise their nutritional status.
11. To make recommendations for appropriate prescription of nutritional products according to local guidelines regarding the use of nutritional supplements and enteral feeding products.
12. To ensure adequate monitoring and review of patients.



13. To assess the suitability of incoming referrals according to the agreed referral criteria and liaise with the dietetic assistant practitioner if further information is required prior to acceptance.
14. To co-ordinate appropriate follow up, discharge arrangements and outward referrals to other services in order to facilitate the safe and timely discharge/transfer of care.
15. To be responsible for safe discharge planning including co-ordination of patients requiring home enteral feeding.
16. To have insight to recognise and act appropriately if vulnerable patients are at risk or deemed to be in need.
17. To be responsible for maintaining accurate and comprehensive patient records in line with BDA, HCPC, Trust and department standards.
18. To take appropriate action using highly advanced problem solving skills to assist patients, health and social care professionals and members of the public with queries relating to your own clinical areas.
19. To work flexibly to support the critical care and medicine dietetics team.
20. To provide cover for other Dietetic teams at short notice to cover unplanned and planned absences within the post holders competency and skill level.

Communication

1. To take appropriate action using highly advanced problem solving skills to assist patients, health/social care professionals and members of the public with queries regarding the critical care and medical dietetics service.
2. To liaise with healthcare professionals at ward level and the wider community and across the network.
3. To communicate highly complex, specialised and sensitive information with empathy and understanding to patients and their carers or other family members where appropriate.
4. Liaise with outside agencies and partner organisations where required to ensure accurate sharing of information in a way that meets information governance policies.
5. Use a wide range of communication skills to converse effectively and tactfully with patients, their relatives and carers. This will include using tools to communicate where there are barriers to understanding.
6. Use advanced communication skills to reassure, motivate, encourage and negotiate for positive outcomes.
7. Provide and receive highly complex and / or sensitive information for example in regards to prognosis and communicate this where appropriate in a sensitive manner.

Organisational and Management:

1. To provide management for the critical care and medicine dietetics team liaising with Human Resources where required.
2. Contribute to the collection of activity data and where required assist in interpretation of such data and reporting in a timely fashion.
3. To represent the dietetics department at multi-disciplinary meetings and ward rounds to ensure delivery of high quality co-ordinated multi-disciplinary care.



4. To report, review and manage information required for managing and monitoring the service such as referral numbers, prioritisation of caseloads, outcome measures and user satisfaction surveys.
5. To liaise with dietetic assistant practitioners, pharmacy and nursing staff to ensure the availability and provision of appropriate specialised nutritional products.
6. To co-ordinate the provision of suitable meals for patients on therapeutic diets through liaison with the catering department and the dietetic assistant practitioners.
7. To be an active member of the department by the attendance, chairing and presenting at staff meetings, attending and facilitating tutorials and training sessions.
8. To participate in the department appraisal scheme and be responsible for complying with agreed personal development plans to meet knowledge and competencies.
9. Participate in the appraisal scheme as an appraiser for staff within your team setting appropriate objectives and personal development plans.
10. To participate in, co-ordinate and provide regular supervision and support for less experienced dietitians and dietetic assistant practitioners.
11. To lead on the induction and recruitment of new staff members within the critical care and medicine dietetics team.
12. To be responsible for the management of staff development in order to maintain staff skill mixes and ensure adequate resilience across the critical care and medicine dietetics team.
13. Participate in the recruitment and selection process in Dietetics and support retention of staff through Trust processes and by assisting in identifying development opportunities for your team.

Education and Training

1. To plan, deliver, evaluate and develop training and education sessions to patients and multi-disciplinary staff groups formally and informally in conjunction with the clinical lead if outside your own clinical area.
2. To participate in and contribute to the organising and delivery of the department's CPD programme in collaboration with other senior staff.
3. To be responsible for the supervision and assessment of students during their placement. This will include the role as practice educator and weekly supervisor.
4. Maintain compliance with mandatory training as per Trust requirements.

Quality and Effectiveness

1. To lead and co-ordinate the development and updating of policies, guidelines, patient information and other resources related to critical care, stroke, respiratory care and medicine.
2. To lead in ensuring guidelines relating to Dietetics in critical care, stroke, respiratory care and medicine are fully implemented across the department/MDT.
3. To plan and deliver audit, research, service evaluations and service development projects to help deliver improvement in service delivery and clinical practice, leading on implementation of recommendations for change across the team within critical care, stroke, respiratory care and medicine.
4. Work with colleagues to help the Trust meet the CQC standard for nutrition.



5. Develop and maintain service delivery in line with local and national requirements and standards.

Professional:

1. Respect the individual values, culture and religious diversity of patients and colleagues and contribute to providing a service which is sensitive to these.
2. To develop and maintain a highly specialist knowledge of evidence-based practice, the common conditions you come across and national and local standards within your clinical areas.
3. To work within Trust, departmental, HCPC and BDA clinical and professional guidelines, policies and procedures.
4. To be responsible for maintaining own development and competency to practice through CPD activities.
5. To undertake any other duties as identified by the manager for nutrition and dietetics as required for the successful delivery of the critical care and medicine dietetics service.

GENERAL:

To comply at all times with any regulations issued by the Trust, especially those governing Health and Safety at work and to ensure that any defects which may affect safety at work are brought to the attention of the appropriate manager.

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

This job description reflects the present requirements and objectives of the post. As the duties of the post change and develop, the job description will be reviewed and will be subject to amendment, in consultation with the post holder.

You are required to disclose any additional work you undertake or are planning to undertake for another employer.

PROBATIONARY PERIOD:

This post is subject to the successful completion of a probationary period of 6 months within which the notice period for both you and Bedfordshire Hospital is four weeks.

STANDARDS:

Staff are responsible for complying with the relevant standards set by their Line Manager. A breach of such standards may lead to disciplinary action. It would be investigated fairly and appropriate steps taken to prevent a recurrence and address any wider causes.



SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

All employees and volunteers working within the Trust have a responsibility for safeguarding and promoting the welfare of children and vulnerable adults.

INFORMATION GOVERNANCE:

(This includes Patient Confidentiality, IT Security, Data Protection and Freedom of Information)

You are required to respect the confidentiality of all patients, carers and staff, by not sharing any information (including data) obtained during the course of your duties. You have an obligation to report any non-compliance through the Trusts Incident Reporting process.

All staff must comply with the legal obligations and statutory requirements of the General Data Protection Act 2018, the Trusts IT Security and Information Governance Policies, Codes of Conduct and Best Practice Guidelines which are available on the staff Intranet site.

PRIVACY STATEMENT:

The Trust is committed to protecting the privacy and security of your personal information. Information about you will be kept by the Trust for purposes relating to your employment. In accordance with the Trust's Privacy Notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal and special category data. The Trust will comply with its obligations under the General Data Protection Regulations and all other data protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records; which may, where necessary include special category data relating to your health, identity, data held for equality monitoring purposes, criminal offence data and data regarding DBS checks. The Trust requires such data for personnel administration and management purposes for the performance of your contract of employment and to comply with its legal obligations. The majority of information that you provide us with is mandatory to enable us to perform the contract of employment; where information is requested from you on voluntary basis, you will be advised of this and will be properly advised of your rights in respect of consent and the withdrawal of that consent.

The Trust will take all reasonable steps to ensure that the personal information held about you is complete, accurate, up-to-date and not held for longer than necessary for the purposes for which it was collected. However, you are responsible for informing us promptly of any changes to your personal information either in writing or by updating your information on MyESR.

The Trust's Privacy Notice sets out the legal basis for processing your personal data and your rights to access this data are prescribed by law.



The Trust requires you to familiarise yourself with the Trust's Information Governance (data protection) Policy which set out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's Data Protection Policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation. The Trust will consider a breach of its Data Protection Policy by you to be a disciplinary matter which may lead to disciplinary action, up to and including dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's Policies and Procedures. If you have any queries about your responsibilities in respect of data protection, you should contact the Trust's Data Protection Officer.

A copy of the full Privacy Notice for Employees can be downloaded from the Trust's Intranet.

PROMOTING EQUALITY:

The Trust is committed to promoting an environment that values diversity. All staff are responsible for ensuring that all patients and their carers are treated equally and fairly and not discriminated against on the grounds of race, sex, disability, religion, age, sexual orientation or any other unjustifiable reason in the application of this policy and recognising the need to work in partnership with and seek guidance from other agencies and services to ensure that special needs are met.

INFECTION CONTROL:

You are required to comply with the Trust's strategy regarding infection control and be aware of, and comply with, all Trust infection and prevention and control policies, to include hand hygiene, personal hygiene, environmental and food hygiene. Effective prevention and control of healthcare associated infections has to be embedded into every day practice and applied consistently by everyone. Failure to do so may result in disciplinary actions.

SMOKE FREE:

The Trust implements a Smoke Free policy that applies to all staff. Staff are not allowed to smoke while wearing a recognisable Trust uniform or visible trust identification badge, and not allowed to smoke anywhere on hospital grounds. Staff are not allowed to take additional breaks in order to smoke. They may smoke during designated breaks but only out of uniform and off site. Staff contravening this policy may be subject to disciplinary procedures.

DISCLOSURE REQUIREMENTS:

A risk assessment has indicated that a DBS disclosure is both proportionate and relevant to this position. Any person who is conditionally offered this post will be required to undertake a DBS check in this respect.

The Trust guarantees that this information will only be seen by those who need to see it as part of the recruitment process.

The Trust ensures that an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position sought could lead to a withdrawal of an offer of employment.



We undertake to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position or circumstances and background of your offence. Please be aware that the Trust has a Policy containing a more detailed Code of Practice that meets the standards specified by the Disclosure and Barring Service relating to the fair use of criminal record information and the appointment of persons having a criminal record.

Note: Failure by an applicant to provide accurate and truthful information is considered to be a serious matter. Where it is found that a person has recklessly provided inaccurate information or withheld information relevant to their position, this may disqualify them from appointment. It may also result in dismissal or disciplinary action and referral to the appropriate professional registration body.

If you would like to discuss what effect any criminal record or fitness to practise proceeding might have on your application, you may telephone the Recruitment Manager at the Trust, in confidence, for advice.

ASSISTANCE WITH TRUST PROCESSES:

Any member of staff who is a manager at band 7 and above may be asked to take part in disciplinary and appeals processes in line with the Trust's policy. Appropriate training and support will be provided by the Employee Relations Team.