

## Job Description

<b>Job Title:</b>	Lead Dietitian
<b>Base:</b>	Salisbury District Hospital
<b>Band:</b>	8a
<b>Reporting to:</b>	Head of Therapies – Clinical Support & Family Services Division

## Our Values

Our values are at the heart of everything we do. You can expect to see them in the way we act and the way we treat each other. Our values make us who we are.

### Person Centred and Safe

Our focus is on delivering high quality, safe and person focussed care through teamwork and continuous improvement

### Professional

We will be open and honest, efficient and act as role models for our teams and our communities.

### Responsive

We will be action oriented, and respond positively to feedback.

### Friendly

We will be welcoming to all, treat people with respect and dignity and value others as individuals.

### Progressive

We will constantly seek to improve and transform the way we work, to ensure that our services respond to the changing needs of our communities

## Main Purpose of the Job

The post holder will take a leading role in the management and development of the Nutrition and Dietetics department in addition to providing a clinical service to paediatric patients within the Trust. This role will be responsible for the management of a team of approximately 12 posts, including the direct line management to senior members of the team. It will also have managerial responsibility for the provision of services to a diverse range of patient care groups across a wide range of developmental and medical disorders.

## Main Responsibilities and Duties

### Main responsibilities

- To provide management and leadership to the Dietetics department
- To provide representation of the Dietetic department at focus and steering groups within the Trust (for example Nutrition and Hydration steering group)
- To provide a clinical service to the paediatric team to include eating disorders, cystic fibrosis and coeliac disease.

## KEY RESULT AREAS

### Managerial responsibilities

- Have overall responsibility and accountability for leading and managing Dietetics services, in order to deliver efficient, effective and quality services for all patients, across a wide variety of teams and agencies (e.g. health, education, social, voluntary services).
- Manage all human resource aspects of services:
  - Ensure good practice in recruitment, selection & retention of all clinical and non-clinical staff
  - Provide direct line management, performance appraisals and professional clinical supervision to senior dietetic staff in all areas of the service including those who manage others as well as other specialists and senior clinicians.
  - Manage the clinical performance of staff including disciplinary procedures, staff absence and dealing with staff grievances
  - Be responsible for developing skills of all team members (dietitians, secretarial and student) in response to patient needs and in line with mandatory training and continuing professional development requirements (CPD). This includes monitoring of mandatory and professional training, organisation of training events within the service and across the strategic health authority.
  - Predict and managing staff issues arising in relation to changes within dietetics services, the Trust, or other organisations.
- Be responsible for strategic and operational management of a complex and diverse range of dietetics services across the Trust and other organisational boundaries, involving liaison with other agencies (e.g. CCG's, other Trusts, HEE's, and voluntary agencies).
- Manage verbal and written queries and complaints appropriately, and deal with conflict in both clinical and managerial contexts; and also support dietetics staff in dealing with these situations / issues.
- Be responsible for all management and clinical information systems to support planning, delivery and evaluation of services, involving design and development of IT data systems, staff skills and training, analysis and reporting of information; in order to support financial contracts, new developments, workforce planning, and resource management.
- Develop and monitor dietetics departmental policies, procedures, guidelines and standards, to ensure delivery of quality care, targeted appropriately and given consistently and fairly within resources available.
- Be responsible for clinical governance across dietetics services, linking this with Trust programmes for clinical governance and with responsibility for initiating and co-ordinating dietetics audit and research activity.
- To support dietetics staff in seeking funding for research projects.
- Be responsible for ensuring the dietetics service compliance with legislation in the areas of information governance, health and safety at work, and other statutory requirements (e.g. statementing of special needs, child protection issues).
- Be the Professional Advisor / Lead for the Trust on all dietetics issues, with clinical accountability for the service, representing the service at Board level in the Trust, and to decision-making staff / committees in the other organisations who receive dietetics services (Health, Education, Social, and voluntary).

- Managing dietetics financial and physical resources; which includes:
  - o being the budget holder and primary authorising signatory
  - o having budgetary responsibility and accountability for dietetics services, involving forecasting, monitoring and controlling total income and expenditure
  - o developing new services and business, setting up and negotiating service level agreement contracts covering the delivery of existing and new dietetics services to other trusts and organisations
  - o identifying and resolving cost pressures and forming cost improvement plans
- To Safeguard and promote the welfare of children and young people in compliance with Trust and staff responsibilities under Section 11 of The Children Act 2004; to follow Trust Safeguarding Children and Child Protection policies and guidelines and undertake appropriate mandatory training and updates in Safeguarding Children/Child Protection.
- By following Trust Policies in relation to Safeguarding Adults, staff will ensure that they work with other agencies to protect all adults from abuse at any time.
- To maintain patient safety through rigorous and consistent compliance with Trust policies for the prevention and control of infection, including hand hygiene. To undertake appropriate mandatory training and updates in infection prevention and control.
- To respect and value the diversity of our patients, their relatives, carers and staff by committing to address the needs and expectations of the diverse communities we serve to provide high quality care, and strive to make best use of talents and experience from our diverse workforce
- An IAA (Information Asset Administrator) for the department.

#### Clinical Practice

1. To take a leading role in providing specialist, evidence based, high quality dietetic service to an identified specialism within the Trust.
2. To be professionally and legally accountable for all aspects of own work, including the management of patients in your care.
3. To attend appropriate MDT meetings in order to provide expert advice to clinicians, patients and carers regarding provision of nutritional care based on clinical evidence.
4. To communicate complex and sensitive information effectively with patients, families and carers to ensure understanding of their condition and nutritional needs. To draw on a wide range of communication skills to try to overcome barriers to change.
5. To effectively negotiate prescribed treatment, formulate and implement safe nutritional treatments plans, review effects of prescribed treatment, adjust care to facilitate achievement of required goals and make recommendations for on-going care.
6. To provide advice and make recommendations on the prescription of parenteral and enteral nutrition and dietetic supplements based on interpretation of nutritional assessment including biochemistry, anthropometric measurements, clinical condition, and drug prescriptions and interactions relating to nutritional intake.
7. To be responsible for ensuring that patients and carers have consented prior to dietetic intervention in line with national professional guidelines.
8. To provide clinical cover to other areas of the service as required

#### **COMMUNICATIONS & WORKING RELATIONSHIPS**

The post-holder will be providing and receiving complex, sensitive or contentious information where persuasive, motivational empathic or reassurance skills are needed. This



may be because agreement or co-operation is required or where there are barriers to understanding.

### **PATIENT/CLIENT CARE**

Provides highly specialist advice which contributes to the diagnosis, care or education and the provision of dietetic advice to patients and other professionals.

### **RESEARCH AND DEVELOPMENT**

1. The post-holder undertakes audits, often complex, designed to improve an area of the service
2. To undertake regular audits for parenteral nutrition to ensure current clinical standards are being met
3. Maintain own and others awareness by collating research results of relevant research evidence related to speciality and work with others in applying this to practice.

### **MENTAL EFFORT**

Concentration is required for patient assessments, treatment and determining nutritional requirements where the work pattern is predictable with few competing demands

### **EMOTIONAL EFFORT**

There will be frequent distressing/emotional circumstances as the post-holder will be working with, assessing elderly or terminally ill patients, some of whom may have special needs.

### **WORKING CONDITIONS**

There may be occasional exposure to unpleasant conditions, such as body odour and bodily fluids

### **SPECIAL CONDITIONS**

#### **Core**

- This job description is intended as a guide to the general duties required of this post, which may vary from time to time. It does not form part of the terms and conditions of employment
- Employees are required to co-operate with management and safety representatives on matters relating to the Health and Safety at Work Act, including the Radiation Protection Supervisor.
- This post is bound by the Data Protection Act 2018 and Trust Regulations on confidentiality.

#### **Additional (as applicable)**

- This post is exempt from the Rehabilitation of Offenders Act and is therefore subject to a check under the Disclosure and Barring Service (DBS) including a check against the adults' and/or children's barred lists.
- Professional Registration – where applicable the requirement for the post-holder to abide by their relevant Professional Code of Practice should be specified.
- To maintain patient safety through rigorous and consistent compliance with Trust policies for the prevention and control of infection, including hand hygiene. To undertake mandatory annual training/updates in infection prevention and control.
- To safeguard and promote the welfare of children and young people in compliance with Trust and staff responsibilities under Section 11 of The Children Act 2004; to follow Trust safeguarding children and child protection policies and guidelines and



undertake appropriate mandatory training and updates in safeguarding children/child protection.

- By following Trust Policies in relation to Safeguarding Adults, staff will ensure that they work with other agencies to protect all adults from abuse at any time.
- To respect and value the diversity of our patients, their relatives, carers and staff by committing to address the needs and expectations of the diverse communities we serve to provide high quality care, and strive to make best use of talents and experience from our diverse workforce.

#### **Additional Information**

The Trust may ask you to undertake other duties, as required, which are not necessarily specified in the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A of this Job Description and Person specification details key information you should be aware of.



## Person Specification

<b>Job Title:</b>	Head of Nutrition and Dietetics
<b>Base:</b>	Salisbury District Hospital

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and by your referees.

Criteria	Essential	Desirable
<b>Trust Values</b>	We will expect your values and behaviours to reflect the Values of the organisation: Patient Centred and Safe Professional Responsive Friendly Progressive	
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• HCPC registered Dietitian</li> <li>• Degree in Nutrition and Dietetics or equivalent, acceptable for registration with Health Care Professions Council.</li> <li>• Evidence of further postgraduate study and continuous professional development.</li> <li>• Clinical Supervisory skills training.</li> <li>• Member of British Dietetic Association and affiliated specialist interest group.</li> <li>• Master's degree or evidence worked at this level.</li> </ul>	<ul style="list-style-type: none"> <li>• Formal management training</li> <li>• Non-medical prescribing qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Management experience</li> <li>• Significant clinical dietetic experience.</li> <li>• Evidence of personal participation in clinical governance issues in relation to dietetic practice.</li> <li>• Managing a complex caseload of paediatric patients</li> <li>• Evaluating practice and involvement in service development or review.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of active participation in audit activities in dietetic practice.</li> <li>• Management of student training programmes</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Proven interpersonal verbal and written communication skills</li> <li>• A good standard of written and spoken English required to be able to undertake relevant duties.</li> <li>• The ability to prepare and deliver presentations to a group of people.</li> <li>• Proven practical problem solving skills.</li> <li>• The ability to actively prioritise, meet deadlines and achieve agreed outcomes.</li> <li>• Ability to work independently and as an effective part of a team(s)</li> </ul>	



	<ul style="list-style-type: none"> <li>• Flexible and adaptable.</li> <li>• Good computer literacy to support communication, reporting and audit</li> <li>• Ability to hold others to account to support service delivery and safe practice.</li> </ul>	
Other Job-Related Requirements	<ul style="list-style-type: none"> <li>• To work within HCPC registration standards for Dietetics</li> </ul>	



## Appendix A

### Additional information applicable to all posts

#### **Confidentiality**

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal. You must adhere to the Trust Data Quality Policy and be fully versed in the responsibilities outlined for your job role.

These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply both during employment and after the termination of employment.

#### **Equality and Diversity**

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

#### **Quality and Safety**

Patient, service/facility user and staff safety is paramount at Salisbury NHS Foundation Trust. The post holder will promote a just and open culture to reporting of incidents and adverse events.

The post holder should be aware of current health and safety policies of the Trust and are required to co-operate with management and safety representatives on matters relating to the Health and Safety at Work Action, including the Radiation Protection Supervisor. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

#### **Vetting and Barring Scheme**

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offence for someone barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone barred from working with vulnerable adults or children are liable for prosecutions.

#### **Infection Control**

To ensure the practice of self and others is at all times compliant with infection control, including hand hygiene policy and procedures. Hand hygiene must be performed before





and after contact with patients and their environment. To undertake mandatory annual training/updates in infection prevention and control.

### **Government and Risk**

Adhere to Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

### **Duty of Candour**

The post holder is also required to ensure compliance with the statutory “duty of candour”. This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

### **Data Quality**

The Trust recognises the role of reliable information in the delivery and development of its service and in assuring robust clinical and corporate governance. Data Quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high quality health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Trust's Policy and Procedures for Data Quality.

### **Safeguarding**

To safeguard and promote the welfare of children and young people in compliance with Trust and staff responsibilities under Section 11 of the Children Act 2004; to follow Trust safeguarding children and child protection policies and guidelines and undertake appropriate mandatory training and updates in safeguarding children/child protection.

By following Trust policies in relation to Safeguarding Adults, staff will ensure that they work with other agencies to protect all adults from abuse at any time.

### **COVID Vaccination**

During the COVID-19 pandemic, it has been necessary to take significant steps to protect the health and safety of our staff, service users and those attending our sites. In order to comply with our duty of care, we continue to encourage and support our staff to have the COVID vaccine in order to protect themselves, colleagues and their patients as this is the best line of defence against COVID-19.

### **Training and Personal Development – continuous professional development**

There is a requirement for all Trust employees to take part in an annual appraisal; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students/trainees and other learners in practice.



**Sustainability and Carbon Reduction**

Every member of staff is encouraged to take responsibility for energy consumption and carbon reduction and is expected to incorporate the agenda of sustainability, carbon and health in their daily work.

**Flexible Working**

We support flexible working and will consider requests taking into account the needs of the service.

