

1. JOB DETAILS	
Job title:	Nutrition Assistant
Accountable to:	Matron
Managerially	Ward Manager/Nurse in Charge
Professionally	Close links for clinical supervision, training and development with the Nutrition and Dietetic service
Agenda for Change Band:	2
Location:	Lascelles Neuro-Rehab Unit
2. JOB SUMMARY	
<p>Providing our patients with excellent nutritional care improves their recovery from illness and can reduce length of hospital stay. Our ward based Nutrition Assistants coordinate and monitor the nutritional care of our patients, under the direct supervision of Registered Nurses. The post holder will work as an integrated member of the ward team but will have close links with the wider multidisciplinary team, particularly the Nutrition and Dietetic, Speech & Language Therapy and Catering teams</p> <p>Nutrition Assistants are required to undertake the Care Certificate and complete the work book within 12 weeks of appointment (pro rata for part time staff)</p> <p>Attendance at monthly training sessions run by the Nutrition & Dietetic team is required in order to ensure that knowledge is kept up to date</p>	
3. ROLE OF DEPARTMENT	
<p>Lascelles is a 12 bed mixed sex rehabilitation ward specialising in providing inpatient rehabilitation for adults with complex medical and social care needs, living with a variety of neurological conditions such as head injuries, multiple sclerosis, Parkinson's, motor neurone disease, Guillain-Barre syndrome and patients who have suffered strokes.</p>	
4. ORGANISATIONAL CHART	
<div style="text-align: center;"> <p>Nutrition Assistant</p> <p>↓</p> <p>Nurse in Charge of Shift</p> <p>↓</p> <p>Ward Manager</p> <p>↓</p> <p>Matron</p> </div>	

5. KEY WORKING RELATIONSHIPS

The post holder will be required to communicate with medical, nursing, care support and domestic staff on the ward on a daily basis.

Frequent communication with catering staff, dietitians, speech & language therapists, physiotherapists, occupational therapists and other healthcare professionals is required.

The post holder will communicate with patients and their relatives/carers on a daily basis in order to maximise food and fluid intake.

6. DUTIES AND RESPONSIBILITIES OF THE POST

- To provide 'first line' nutritional support to patients identified as 'nutritionally at risk' on HDFTs Nutrition Risk Screening tool, by the correct implementation of the 'Red Tray System'
- To repeat nutritional screening on WebV using HDFTs Nutrition Risk Screening tool, following training from the dietitians. Instigate a nutritional care plan according to the nutrition risk score obtained
- Liaise with catering staff to identify patients requiring meals on the Red Tray System
- Explain the Red Tray System to patients and relatives/carers, and provide written information where appropriate
- Order high calorie 'red tray snacks' from catering for nutritionally at risk patients, according to patient preference
- Offer oral nutritional supplements (ONS) twice daily to patients on the Red Tray System and identify their preferences. Monitor consumption of ONS
- Ensure appropriate presentation of ONS. Always serve chilled and from a cup/glass
- Use EPMA (view only access) to ensure that correct oral nutritional supplements are offered to patients if prescribed, following dietetic assessment (under the supervision of a registered nurse)
- Coordinate completion of daily Food Record Charts with assistance from nursing and care support staff. Alert nursing staff and dietitians to any concerns
- Fortify foods with dried milk powder and cream replacer to increase patient's calorie and protein intake
- Assist ward staff to weigh patients regularly (as per trust guidelines). Record weights on Patientrack. If a patient cannot be weighed, document reason why
- Refer patients to the dietitian when indicated by the nutritional care plan, using the dietetic referral form on WebV
- Coordinate the issue, completion and collection of patient menus. Assist and encourage patients to complete menus taking into account any specific dietary requirements

- Coordinate the service of patient meals in conjunction with the ward team, in line with the Protected Mealtimes initiative and HDFT Standard Operating Procedure
- Identify patients requiring assistance at mealtimes and highlight to the ward team. Provide assistance (e.g. cutting up food, opening packets, removing lids) and provide verbal encouragement where necessary. Feed patients who are unable to feed themselves
- Refer patients to Speech & Language Therapy when directed by medical or nursing staff, using email referral form
- Ensure that patients whose fluid intake is not medically restricted have access to fresh water and are offered water, and more nourishing fluids, on a regular basis
- Ensure that fluids are thickened to the appropriate consistency (level) if recommended by a Speech and Language Therapist. Check that all food and fluid is of appropriate consistency before offering to the patient
- Liaise with pharmacy to ensure that an adequate stock of 'first line' oral nutritional supplements in a range of flavours are always available on the ward
- Liaise with stores to ensure that a stock of dried milk powder, cream replacer and Actasolve Soup are always available on the ward
- Offer the use of feeding aids to patients, where appropriate (e.g. adapted cutlery, plate guards and non-slip mats)
- To have a knowledge of current legislation in relation to allergens in food. Check patients' requirements and liaise with catering staff as appropriate. Complete mandatory training on allergens
- Contribute to ensuring that the food and beverage service is provided to patients in a manner which complies with the food hygiene standards
- Attend ward handovers and inform staff of patients specific nutritional needs
- Develop ways in which to highlight nutritionally at risk patients to the ward team (e.g. nutrition risk scores on handover sheet, by use of a 'nutritional board' etc)
- Provide advice to relatives and visitors on appropriate foods to bring in to the ward to support the patient's nutritional needs
- To be actively involved in ensuring that Protected Mealtimes are implemented on the ward, including informing patients, visitors and staff and ensuring that information leaflets and notices are accessible
- Maintain confidentiality with regard to all patient information
- To respect the privacy and dignity of patients at all times

Learning from the patient experience to constantly drive up standards is paramount. The post holder will be accountable for ensuring the highest standard of care is delivered and will constantly promote patient safety, effective care and a positive patient experience at each stage of the patient's journey

The post holder will wear a uniform unique to this post

The tasks identified above are a guide to the main duties and responsibilities of the Nutrition Assistant post. These may vary dependent on the type of ward. There may also be occasions when flexible working will be required

7. WORK SETTING AND REVIEW

As discussed with ward manager or delegated nurse in charge of shift.

8. JOB DESCRIPTION AGREEMENT

Post holder's signature

Date

Line Manager's signature

Date

PERSON SPECIFICATION

POST TITLE: Nutrition Assistant

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Good standard of general education to GCSE level or equivalent• Completed Care Certificate or willing to undertake Care Certificate and complete work book within 12 weeks (pro rata for part time staff)	<ul style="list-style-type: none">• NVQ level II in Health and Social Care• Food hygiene certificate
Experience	<ul style="list-style-type: none">• Previous experience of working within a caring profession (e.g. nursing, care support, care home etc)• An interest in food and nutrition	<ul style="list-style-type: none">• Previous experience of working in a caring environment involving food or catering• Coping with change
Knowledge	<ul style="list-style-type: none">• Able to prioritise and manage own workload effectively• Good time management skills• Able to work effectively in team• Fully understands and respects the rights and feelings of patients and their families	<ul style="list-style-type: none">• A knowledge of the organisation, their role, responsibilities and accountability
Skills and Aptitudes	<ul style="list-style-type: none">• Good verbal and written communication skills• Able to work unsupervised at times• Able to develop ideas to improve nutritional care on the ward• Willing to undertake further training• Able to challenge others in a constructive manner to ensure high standard of nutritional care is delivered to patients.• Friendly, caring approach• Aware of equality and valuing diversity principles• Able to follow Trust policies and procedures	<ul style="list-style-type: none">• Coping with difficult situations• Able to support learning of others
Other requirements	<ul style="list-style-type: none">• Satisfactory Occupational Health clearance	

	<ul style="list-style-type: none"> • Satisfactory DBS clearance • Motivated and committed 	
PERSON SPECIFICATION AGREEMENT		
<div> <div>Post holder</div> <div>.....</div> </div> <div> <div>Date</div> <div>.....</div> </div> <div> <div>Line Manager</div> <div>.....</div> </div> <div> <div>Date</div> <div>.....</div> </div>		

Each of the above points should be considered in the light of minimum requirements listed in the job description.