

Job Description

JOB TITLE	Dietitian
GRADE	Band 5
REPORTS TO	Manager of Nutrition & Dietetic Services
ACCOUNTABLE TO	Director of Nursing & Quality
DEPARTMENT	Nutrition & Dietetic
DIVISION	CDCS
DATE	January 2022

JOB PURPOSE

Professionally accountable to the Manager of Nutrition and Dietetics Services and the Team Leaders. To liaise with all appropriate professionals and carers involved in patient care within Derby Hospitals NHS Foundation Trust, and external parties as required. To work under the supervision of a more senior member of the dietetic team.

Work as an active member of the dietetics team to facilitate and provide a dietetic service to a variety of designated medical and surgical conditions (in and out patients). To advise patients, healthcare professionals and carers on appropriate nutrition/dietetic intervention and treatment.

KEY RESULT AREAS

General Patient Care

1. Gathers, receives, assesses and interprets complex, sensitive or contentious information concerning the patient's background, including medical, human body measurements, biochemical, medication, diagnostic tests, social history and dietary intake.
2. Makes judgements, plans and implements a variety of dietetic strategies based on an individual's medical, biochemical, anthropometric and nutritional status.
3. Negotiates and persuades patients, through direct patient contact to follow nutritional advice taking into consideration barriers to understanding and communication methods (language, special needs) and motivation to change.
4. Provides individualised specialised practical advice (both written and verbal) regarding dietetic nutrition care plans for patients and care providers.
5. Provides information directly and indirectly to non-health professionals and carers involved in the patient's care using face to face, email, letters and telephone contacts.
6. Contributes to the nutritional analysis of hospital menus to ensure the provision of suitable special diets and cultural requirements necessary to meet nutritional requirements of all patients.
7. Liases with catering (internal and external) to ensure the provision of suitable meals and snacks for individual patients including those requiring therapeutic dietary manipulation and/or with special cultural needs.
8. Makes recommendations and informs other dietetic colleagues, health care professionals and external agencies including GP's of issues concerning patients' nutritional and dietetic management or transfer of care as appropriate, to ensure a multi-disciplinary approach.

9. Discusses and negotiates with other health professionals regarding the appropriateness of dietary referral and requested intervention.

Specialised Services

10. Day to day provision of dietetic service of designated general medical and surgical wards, as well as care of the elderly, trauma and orthopaedics and obstetrics & gynaecology.
11. Provides a dietetic outpatient service to general medical and surgical patients, and also to more specialist areas of dietetics as appropriate.
12. Responsible for the provision of appropriate enteral feeds for patients.
13. Provides cover for other dietitians within the department during periods of absence.
14. Works closely with the Dietetic Assistant.

Management/Leadership Responsibilities

15. Contributes to the training and assessment of student dietitians during their period of clinical training.
16. Assists in the induction of new members of staff into the dietetic department.

Professional Practice and Education.

Professional Qualifications

17. Completing a Degree in Dietetics and obtaining State Registration with the Health Professions Council.
18. Maintains registration with the Health Professions Council.

Professional Development & Experience

19. Engages in Continuous Professional Development (CPD) by attending a variety of appropriate training courses, demonstrating initiative and self-directed study and showing commitment to reflective practice.
20. Ensures wherever possible that practice is evidence based and delivered to an agreed standard.
21. Works towards professional competencies and standards understanding scope of practice/skills/knowledge when seeking or offering advice.
22. Completes mandatory training for the Trust (Induction, Fire, CPR, Child Protection)
23. Completes mandatory training for the Dietetic department (Clinical Training Skills, Health Records on Trial).
24. Follows Trust and departmental policies and procedures to provide a high quality patient service.
25. Contributes to the development of general dietetic practice by participating in the development of department policies and resources.
26. Works towards the Health Professions Council Professional standards of proficiency and Standards of conduct, performance and ethics.
27. Works and acts independently but follows professional guidelines and British Dietetic Association statement of conduct.
28. Undertakes regular appraisals to discuss and agree individual objectives.

Training & Education of Others

29. Provides education on general nutrition issues for staff, in a variety of settings including Trust Mandatory Training days.
30. Provides post graduate training for health professionals within the Trust (nurses, medical staff and Allied Health Professionals).
31. Demonstrates presentation / teaching skills through the delivery of lectures and education sessions to health care professionals and non-health care professionals.

32. Plans and presents education sessions to groups of patients and carers on general medical conditions e.g. Osteoporosis, Cardiac Rehabilitation, Pulmonary Rehabilitation.
33. Assists in the review and development of general dietary information and diet sheets as required, to ensure that this is best practice/evidence based.
34. Assists in the review and development of dietetic education resources, for use during patient education sessions or ward training.
35. Organises the work of student dietitians when supervising them, with the support of senior dietetic staff. Assesses and evaluates student progress.

Research, Audit & Planning

36. Plans, organises and manages own clinical workload where the pattern is regularly unpredictable due to interruptions from bleep, telephone and directly from individuals regarding patient care.
37. Participates occasionally in departmental surveys and audits, under supervision of senior department members, to ensure the maintenance of high standards.

General

38. Assists in the production, implementation, monitoring and evaluation of general dietetic clinical guidelines, policies and procedures.
39. Maintains clear and current documentation of all patient case records, both dietetic and medical.
40. Trained to trainer level for use of enteral feeding pumps.
41. Informs ward staff on the safe use of nutritional products, specified enteral feeding pumps and associated equipment.
42. Requires prolonged concentration throughout whole of patient assessment process particularly when undertaking calculations to determine patients nutritional requirements using knowledge and experience
43. Maintains competency and safe practice in the use of enteral feeding pumps, weighing scales, stadiometers, food weighing scales and dictaphones.
44. Demonstrates on a daily basis keyboard skills for use of computers; for word processing, Powerpoint, e-mail, internet, monitor and recording blood results from the Pathology system, use of computer packages (including nutritional analysis databases), and comprehensive use of the Patient Administration System including the provision of client data statistics.
45. Frequently undertakes consultations with distressed and emotional patients and their carers including dealing with difficult family situations and circumstances or terminally ill patients.
46. Frequently works with areas where there are unpleasant smells, soiled linen or exposure to radiation from portable x-rays at ward level.

PERSON SPECIFICATION – FOR RECRUITMENT PURPOSES

	Essential	Desirable
Education, Training and Qualifications CPD Requirements	Degree level Dietetic qualification or working towards this qualification HCPC Registered Dietitian	BDA Registration Relevant NHS Experience

Experience & Knowledge	A range of clinical experience across adult services during clinical placements	<p>Experience of delegating work to non-registered staff</p> <p>Experience of working in multidisciplinary / multiprofessional teams</p> <p>Experience of supporting service change</p> <p>Facilitation of learning course for dietitians.</p> <p>Application of professional ethics.</p> <p>Member of British Dietetic Association.</p> <p>Experience of planning and organising education sessions</p>
Skills and Ability	<p>Demonstrates confidence when dealing with a range of staff and patients</p> <p>Demonstrates ability to adapt treatment approach for a wide variety of patients to ensure all are treated equitably.</p> <p>Ability to problem solve.</p> <p>Prioritisation skills</p> <p>Ability to work as a team member.</p> <p>Awareness of roles of other professionals involved in care of service users</p> <p>Effective planning, time management and organisational skills</p> <p>IT Skills</p> <p>Awareness of principles of clinical governance / audit</p>	<p>Experience of delivering patient and healthcare professional training.</p> <p>Competent usage of enteral feeding systems</p>
Communications and interpersonal skills	<p>Empathetic</p> <p>Self-motivating and ability to motivate others.</p> <p>Ability to work independently.</p> <p>Able to cope with a busy working environment.</p> <p>Ability to prioritise own workload.</p> <p>Ability to reflect and critically appraise own performance.</p>	Motivational interviewing skill course.
Values and Behaviours		
Other requirements		<p>Holds a UK driving licence.</p> <p>Research Skills</p>

		Audit research training
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PERSON SPECIFICATION

Communication and relationship skills (include internal/external contacts)

Able to demonstrate quality written and verbal communication skills.

Able to demonstrate negotiation, confidence & motivational skills.

Maintains effective working relationships with other health professionals and the multidisciplinary team.

Able to present information in formal and informal settings.

Can write clearly and concisely e.g. care plans, medical notes, diet sheets.

Is able to conduct patient interview and negotiate treatment plans, in an empathetic manner.

Able to convey complex or contentious information to other medical staff and patients e.g. explaining metabolic pathways, in a clear concise manner for patient and staff.

Communicates effectively and confidently within multidisciplinary environments.

Knowledge, training and experience

Bachelor of Science degree in Nutrition & Dietetics or equivalent.

Health Professions Council Registered.
Evidence of continuing professional development.

Able to demonstrate up to date knowledge and awareness of appropriate current national issues e.g. service frame works and NICE guidelines.

Experience of teaching student dietitians.

Knowledge and application of professional ethics

Understanding of Clinical Governance.

Reflection and appraisal of won performance.

Evidence of professional development

Has general dietetic experience & knowledge.

Undertakes training on record keeping and clinical training skills as well as trust mandatory training.

Is able to understand and apply the rules of confidentiality and patient ethics.

Keeps a professional portfolio and reflects on practice with colleagues.

Analytical and judgemental skills

Assessment and evaluation of complex, sensitive and contentious patient information.

Knowledge of diagnostic criteria for conditions within area of work.

Formulation of best course of dietary treatment and other aspects of patient care.

Problem solving skills, and the ability to suggest possible area for service development.

Has access to full patient records, patient diagnosis, social issues, family issues and evaluation of patient treatment.

Patients often have multiple / conflicting medical and social problems.

Able to advise medical staff in the correct dietary management of patients.

Monitors and highlights to team leader any service growth and possible strategies to develop the service.

Planning and organisational skills

Organisation of complex information.

Prioritises own workload.

Able to work unsupervised and to supervise more junior staff when appropriate.

Organisation of elements of the student training programme.

Meets daily deadlines.

Able to work flexibly enough to cover unexpected work.

Demonstrates self-motivation.

Contribute to project development within designated workload, as appropriate.

Meets departmental and personal daily deadlines.

Self-motivation

Records, assesses and evaluates all information from a variety of sources including patient health records, medical, nursing and other documentation, information from other health professionals and the patient and family.

Has a designated patient caseload and undertakes patient related administrative duties.

Is able to cover in the absence of other band 5 dietetic team members

Physical skills

Keyboard skills

Use of computer software including dietary analysis and hospital based systems.

Competent usage of weighing and measuring equipment.

Is able to set up a feeding pump and administer a tube feed competently.

Responsibilities for patient / client care

Interprets the complexities of diseases management, providing complex nutritional counselling, implementing a variety of dietetic strategies to provide practical and understandable dietary treatment which can be regularly monitored.

Liaison with patient, carers, medical and catering staff.

Provides nutritional advice in preparation for discharge.

Plans future follow up care and monitoring, when patients are discharged. Liaising with outside agencies as necessary.

Knows own limitations and how to act on them.

Assessment and formulation of individualised patient nutritional care plans.

Maintains accurate patient records.

Plans future follow up care.

Formulates plans to monitor patients' dietary treatment and progress.

Organises appropriate monitoring process e.g. outpatient clinic appointments, appointment with patients carer, telephone interview, liaison with other professionals and agencies such as Social Services, Primary Care Trusts.

Provides group teaching for NHS and non NHS settings

Responsibilities for policy and service development

Assists in the development and implementation of departmental policies and procedures.

Aware of NHS Government/national policies

Ensures regular monitoring and audit of nutritional service to patients and acts on the results to continuously improve it.

Liaises with the wards to constantly improve the service to them and improve patient care.

Responsibilities for financial and physical resources

Awareness of financial implications of dietary treatment within the Trust.

Review and develop evidence based patient information

Has an understanding of the cost of nutritional supplements both standard and specialist products.

Ensures the correct usage of enteral feeding equipment / nutritional supplements.

Responsibilities for human resources

Assess and evaluate student progress.
Teaching and presentation skills
Works effectively within a team.

Contributes to the training and assessment of student dietitians during their period of clinical training.

Provides support and supervision for junior staff.

Presents lectures and talks to patient groups and health care professionals.

Information well presented evidence based and up to date.

Responsibilities for information resources

Undertakes departmental data collection.

Appraisal of patient information and educational resources.
Inputs dietetic activity data into Patient Administration System.

Ensures all patient information and educational resources e.g. leaflets, posters, diet sheets are evidence based, accurate and up to date.

Responsibilities for research and development

Evaluation and audit skills

Follows departmental policies and procedures to ensure best practice.
Involved in departmental and client group specific audit projects.

Freedom to act

Works and acts independently and takes clinical responsibility for workload.

Clinical responsible for student dietitians
Works within professional standards

Adheres to code of conduct.

Confident to refer on to other practitioners as appropriate.

Aware and confident to advise about and use specialised nutritional products.

Liaises with other medical staff regarding the appropriateness of dietary referrals and requested interventions.

Prescribes specialised nutritional products and advises on recommended use of other medication under supervision.

Recommends products and advises medical staff and GPs about the prescription of ACBS approved nutritional products.

Physical effort

Undertakes light physical work.

Regularly walks to and from hospital wards and departments.

Drive to community clinics & home visits

Mental effort

Responds to unpredictable work patterns and frequent interruptions.

Concentration span for prolonged periods of time.

Works within set time frames

Calculates requirements using specialised equations/ conversions as part of nutritional assessment of patients.

Regular interruptions from health professionals, patients, carers, other dietitians, medical staff, general public.

Is able to seek clarification from senior members of staff appropriately.

Emotional effort

Manages difficult or distressing situations.

Uses counselling skills, negotiation and reflection when dealing with critically ill, chronically ill patients.

Those that are angry and have received distressing news.

Regularly encounters distressed and emotional patients/carers and may be involved in breaking bad news to them.

Will seek support from others.

Working conditions

Exposure to unpleasant smells/situations in working environment.

Exposed to ward and hospital department smells and bodily fluids.

This job description outlines the duties as currently required but may be amended by mutual agreement to reflect future transformation and integration of the Trust.

Signed: (Member of staff)		Date	
Signed: (Line Manager)		Date	

University Hospitals of Derby and Burton NHS Foundation Trust was formed on 1 July 2018, bringing together five hospital sites in Derby and Burton.

Our aim is to bring together the expertise of our 12,300 staff to provide the highest quality care to patients within Derbyshire and South East Staffordshire. Our vision, values and objectives are:



Our Vision & Identity

Our UHDB Identity is that we provide '*Exceptional Care Together*', which is our 'Why?'. It is the fundamental purpose that guides all that we do.



Our Values & Behaviours

Our staff have co-created a set of values and behaviours that are stretching and inspiring in equal measures. These are our UHDB promises. They are powerful messages and will shape how we care for others and care for each other. They are **Compassion, Openness and Excellence...**



Our objectives

As part of the 'Big Conversation', we lastly turned our attention to our aims, big steps we must we take in the future. This is our 'What?'. Our staff said that we should continue to have **PRIDE...**

Equality, Inclusion and Diversity

University Hospitals of Derby and Burton NHS Foundation Trusts is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, inclusion, diversity and human rights. Failure to do so will be treated as misconduct under the Trusts' Disciplinary Policy and Procedure, which may result in dismissal."

Freedom to Speak up

The Trust is committed to listening to our staff and learning lessons. There are a variety of ways in which concerns can be raised in person, by phone or in writing (including email). We also have a Freedom to Speak Up Guardian who works with Trust leadership teams to create a culture where staff are able to speak up in order to protect patient safety and empower workers. Full details can be found on the Trust Intranet

Data Protection

Organisations are required to comply with the General Data Protection Regulation; the UK Data Protection Act 2018; all other data protection legislation and other local policies and procedures regarding the handling of information. All employees retain the right to request information held about them.

Confidentiality

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

Infection Control

The prevention and management of infection is a key priority for the Trust. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself.
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff.
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at mandatory training and ongoing continuing professional development
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Health and Safety at Work Act

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered to.

Smoke free Trust

The smoke free policy applies to staff, patients, resident's visitors and contractors.

Research

"The Trust comprises research-active hospitals with a developing culture of research and innovation across the whole organisation. All clinicians are expected to engage in research, development & innovation.

Engagement of clinical staff in research covers a spectrum of involvement, ranging from having an awareness of the studies and trials taking place in their areas, to assisting with the identification of research participants, to research-experienced individuals who win research funding and assume the role of Chief Investigator for multi-centre trials and studies".