

## Clinical Job Description and Person Specification

Thank you for considering a role at [Cambridge University Hospitals NHS Foundation Trust](#), which includes Addenbrooke's and the Rosie Hospitals.

### About Us

The Trust is one of the largest and busiest hospitals in the country and is a leading clinical and academic centre with a national and international reputation for excellence. Recognised as providing 'outstanding' care to our patients and rated 'Good' overall by the Care Quality Commissioner, is testament to the skill and dedication of the people who work here. It is their teamwork, energy, commitment and imagination that make us one of the best hospitals in the UK.

### Our Values

The Trust's philosophy is to keep the patient at the heart of everything we do and we expect staff to uphold our values of **Together - Safe, Kind, Excellent** at all times. The Trust's Values and Behaviour Standard is attached to this job description; it provides more information about the type of behaviour we expect and love to see, and those we do not want to see. In considering whether to apply for the post you should consider whether you understand and feel able to live our Values.

### Supporting you to be the best you can be

The Trust is committed to bringing the best out of its employees. We want everyone who works here to enjoy job satisfaction and feel proud to be an employee of the Trust. Each pay band has a set of Performance Standards which explains the level of competency and standard of delivery required to perform the role, you can download the performance standard for this post with the application pack. The Trust is committed to providing on-going feedback, development and an annual appraisal discussion.

### Your Health and Well-Being

As a world leading healthcare organisation, CUH is a champion of good health and is committed to providing a smoke free campus to protect its staff, patients and visitors. Smoking is not permitted on the CUH campus and all employees must comply with the requirements of the CUH No Smoking Policy and support the processes and practices in place in relation to patients and visitors.

Your health and well-being are important to us. If you have a disability or long term health condition and have questions or concerns about the role, or indeed any aspect of working at CUH, and how this may impact on your health, please contact Recruitment Services to discuss how we can best support you throughout the recruitment journey and as a member of the CUH family.

We offer an extensive staff benefits package, including, childcare, flexible-working schemes and the NHS pension scheme along with a range of facilities that includes on-site sport and leisure facilities. Do visit our website for more information about working at CUH and living in Cambridge: [Working for us](#)

### Submitting your application

Please read this job description thoroughly before submitting your application. As well as meeting the essential requirements of the person specification, be sure that you can demonstrate commitment to our Values, teamwork, reliable attendance, dedication and the ability to show compassion, care and respect to our patients, visitors and colleagues.

We recommend that you download the 'Information for Applicants - Completing your application' document which provides further details about how to complete each section of your application form and further information about the application process.

<b>Job title:</b>	Bank Advanced Paediatric Dietitian
<b>Band:</b>	7
<b>Hours of work:</b>	Variable
<b>Location:</b>	Staff Bank working in the Department of Nutrition and Dietetics
<b>To whom responsible:</b>	Staff Bank Manager and Principal Paediatric Dietitian
<b>Job summary:</b>	<p>As a member of the Paediatric Dietetic Team provide very highly specialised dietetic support for the management of children and young people. Depending on clinical need, experience and interest there may be opportunities within different areas. The Paediatric Dietetic Team provide support to in- and outpatients within many clinical sub-specialities including gastroenterology, oncology, surgery, paediatric and neonatal intensive care, obesity, eating disorders, ketogenics, diabetes, allergy and cystic fibrosis.</p> <p>To provide input, direction and support to the hospital and regional clinical MDTs in respect of nutrition and dietetic support for patients at CUH and other external units/agencies as directed.</p> <p>To provide leadership, direction and training to the MDT and wider nursing/medical/Paediatric dietetic teams responsible for management of patient groups including ward and other external units/agencies as appropriate.</p> <p>Participate in relevant research, audit and development projects and provide expertise within a multidisciplinary environment.</p> <p>To work within a multiprofessional framework and contribute to a quality service through evidence based clinical practice, management, education, research and audit. To set and work towards individual and team objectives that reflect corporate plans and work within the clinical governance framework.</p>

### **Key duties and responsibilities:**

#### **Clinical Practice**

- In all aspects of work, to provide very highly complex nutritional counselling requiring motivational and reassurance techniques to initiate complex changes in dietary habits and overcome barriers to change.

- Use highly developed communication and teaching skills to educate patients and health care staff in very highly complex dietary therapies and nutrition support regimens.
- At all times work within the boundaries of the HCPC's Code of Conduct, the BDA's Professional standards and clinical guidelines developed both internally and externally for the management of the clinical speciality in children.
- To champion and facilitate an innovative approach to the development of dietetic management for CYP within clinical speciality through professional representation at meetings / working groups at both a local CUH, regional and where required, national level
- To attend, actively participate in and contribute to MDT meetings prior, during and post admission for CYP.
- Act as the point of contact for Paediatric Dietitians in clinical services across the region and wider geography.
- To take responsibility for all aspects of dietetic care for CYP admitted under the CUH service.
- To undertake complex nutritional assessment, calculation of nutritional requirements based on biochemical, clinical and anthropometric assessments, prescribing nutritional therapy as indicated.
- To provide highly specialist dietetic service to CYP ED patients. To include where indicated advising and directing the specialist medical / surgical teams on the nutritional management of patients, independent prescribing of enteral and supplemental feeds, and advising and directing medical / surgical teams on the modification of drug therapy and nutritional supplementation (where appropriate) for the optimal provision of nutrition for the patient's condition(s).
- To train and provide leadership to new and junior staff helping them to gain an understanding of the management of CYP within clinical speciality.
- To deliver teaching and training for nursing, medical and paediatric dietetic personnel that focuses on the nutritional management of the clinical speciality.
- To provide highly specialist dietetic services to other identified areas where required by the Principal Paediatric Dietitian. Areas of work potentially to include gastroenterology, oncology, surgery, paediatric and neonatal intensive care, obesity, eating disorders, ketogenics, diabetes, allergy and cystic fibrosis.

#### Education and Resources

- Provide clinical leadership for dietetic team members in this the clinic speciality complex area of dietetics. Provide support and supervision where required for dietitians undertaking cover duties in this area.
- Be responsible for the research and development of evidence based clinical guidelines and policies within clinical speciality.
- In conjunction with the Paediatric Dietetic sub group lead in the production of relevant written literature on dietary intervention and guideline development. Present these findings to relevant MDT.
- Actively participate in relevant AHP sub group of national/international Paediatric Clinical Speciality sub groups.
- To provide clinical leadership in the areas of duty to include policies, literature and training.
- To provide ongoing regular MDT teaching and educational training on a local, regional and where required, national and international level in nutritional management of clinical speciality.

## Research and audit

- Evaluate and audit service provision where appropriate.
- Participate in collaborative research and audit projects within the clinical setting that lead to improvement in quality and service outcomes as accommodated within clinical workload and as directed by Principal Paediatric dietitian.
- Actively contribute to the research and development of evidence based clinical based guidelines.
- Undertake clinical audits as part of MDT, where relevant.

## Professional

- Undertake ongoing Clinical Professional Development as identified through the ADR process.
- Ensure evidence of CPD activities is accurately recorded in order to facilitate the ADR/KSF process and fulfil the requirements of the HCPC.
- Ensure all members of the dietetic team are kept up to date in this area of practice.
- Active involvement in total service provision e.g. by covering others during periods of absence, reviewing operational policies, contributing to the overall development of the department and peer review.

## General duties

- To provide cover for other dietitians in times of absence. Cover is allocated under the direction of the Principal Paediatric Dietitian on the basis of experience, core skills completion and provision of appropriate training.
- Oversee inpatient provision of therapeutic diets; liaising with Catering Department, as appropriate.
- Act as mentor to student dietitian, role to include:
  - Counsel – help student to explore their feelings and focus on how the past influences the present.
  - Coach – show how to carry out a task or activity or how to improve future performance.
  - Facilitate – create opportunities for student to use new skills challenge ideas in discussion and support individual students in managing their own learning.
  - Network – refer student to other (with the student's permission) when the mentors experience is insufficient.

Be actively involved in the training and assessment of student dietitians including acting where requested as overall coordinator mentor or weekly a supervisor for paediatric training.

### **Student Coordinator role:**

- Oversight into the whole of the student placement at CUH, in conjunction with the Department Placement Lead.
- Collating of the information provided by the weekly supervisor and own ward supervisor.
- Feedback progress to the student, including halfway and final feedback.

### **The role of the Weekly Supervisor is to:**

- Co-ordinate the weekly block

- Plan the weekly timetable with the specialist team and student
  - Arrange any visits identified on the AOTs and sign off the verified witness statement, if appropriate
  - Facilitate learning by accommodating learning opportunities/tasks, enabling the student to gather evidence to meet learning outcomes.
  - Take part in summative assessment when required
  - Ensure that the inpatient and outpatient checklists have been completed and if appropriate the group checklist
  - Meet for handover in preparation for following week
  - Liaise with Student Co-ordinator as/ when required
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- Performance of routine office tasks including the regular provision of patient data statistics.
  - Regular attendance of departmental staff meetings.
  - Regularly review journals and written information and report back to department where appropriate.
  - Any other duties that may be required by the Dietetic Services manager, Principal Paediatric Dietitian and relevant medical staff appropriate to the grade of this post.

March 2024

### **General Compliance:**

1. To comply with all Trust Policies and Procedures, with particular regard to
  - Risk Management
  - Confidentiality
  - Equal Opportunities
  - Health & Safety
  - Data Quality
  - No Smoking
  - Information Governance
  - Freedom of Information
  - Being Open: a duty to be candid
2. All staff have a responsibility to comply with the current infection prevention and control policies, procedures and standards and ensure they have received training on infection prevention and control issues including hand hygiene and received refresher training appropriate to the job role. All staff should practice and encourage appropriate hand hygiene and act professionally to ensure the hospital environment is clean, safe and tidy.
3. To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
4. To follow all the Trust Security policies and procedures and be vigilant to ensure the safety and secure environment for care.
5. All managers/supervisors have prime responsibility for health and safety as part of their normal line management function. They are responsible for the health and safety of people, areas and activities under their control. This responsibility cannot be delegated
6. All staff that have access to or transfers any data are responsible for those data, it must be kept secure and they must comply with the requirements of the Data Protection Act 2018 and the General Data Protection EU Directive (GDPR). All data must be kept in line with the Trust's policies and procedures. Data includes all types of data i.e. patient, employee, financial, electronic, hard copies of printed data or handwritten data etc.
7. The worker is responsible for data quality and complying with the policies, procedures and accountability arrangements throughout the Trust for maintaining accuracy and probity in the recording of the Trust's activities.
8. The Trust is committed to carefully screening all staff who work with children and vulnerable adults. If this applies to this post, the appointment will be subject to a satisfactory Disclosure and Barring Service disclosure (formerly the CRB disclosure) of the appropriate Level.
9. All staff will receive training on Child Protection -Safeguarding Children Policies and Procedures as part of Induction and receive refresher training appropriate to the job role; this will equip the post holder with the knowledge of what you will need to do if you have concerns about the welfare of a child/young person under aged 18.
10. Participate in an annual Appraisal and Development Review meeting and ensure you are meeting the Trust's Performance Standard for the post.
11. CUH is a smoke free campus. All employees must comply with the requirements of the No Smoking Policy and support the processes and practices in place in relation to patients and visitors
12. To uphold the Trust Values and Behaviours standard.
13. Perform any other duties that may be required from time to time.

Every worker can make a difference to a patient's experience. You will come across patients as you walk around the hospital; we rely on all our staff to be helpful, kind and courteous to patients, visitors and each other. This job description may be altered to meet changing service needs, and will be reviewed in consultation with the worker.

# Our Trust values and behaviours

Values	Behaviours	Love to see	Expect to see	Don't want to see
<b>Safe</b> I never walk past, I always speak up	Safety	Shares lessons learned to help others to improve safety.	Always follows agreed safety and wellbeing procedures. Learns from mistakes and asks for help if they need it.	Shows a lack of focus on safety and wellbeing in their day-to-day work.
	Raising concerns	Encourages others to raise concerns about safety or attitude.	Speaks up every time standards on safety, care or dignity are not met. Welcomes feedback.	Keeps concerns to themselves, and rejects feedback about their own behaviour.
	Communication	Seeks ways to enhance understanding of information being communicated to meet people's needs.	Keeps people informed and gives clear explanations in ways people can understand.	Doesn't give people the information they need. Uses jargon inappropriately.
	Teamwork	Encourage others to contribute and demonstrates better ways of working within and across teams.	Works as part of a team. Co-operates and communicates with colleagues. Values other people's views.	Excludes others and works in isolation.
	Reassuringly professional	Is constantly aware that what they say and do affects how safe other people feel.	Is calm, patient and puts people at ease. Takes pride in their own appearance and our environment.	Passes on their negativity/stress. Is critical of other teams or colleagues in front of others. Displays unprofessional appearance.
<b>Kind</b> I always take care of the people around me	Welcoming	Goes out of their way to make people feel welcome.	Is polite, friendly, makes eye contact, smiles where appropriate and introduces themselves. 'Hello my name is...'	Ignores or avoids people. Is rude or abrupt, appears unapproachable/ moody.
	Respectful	Applies a broader understanding of the diverse needs of patients/ colleagues. Supports others to be themselves.	Treats everyone as an equal and valued individual. Acts to protect people's dignity.	Ignores people's feelings or pain. Makes people feel bullied, belittled or judged.
	Helpful	Thinks about the needs of others. Goes the 'extra mile' for other people.	Is attentive and compassionate, helps people who need help, or finds someone who can. Never walks by.	Makes people feel like a burden: 'It's not my patient / job / problem'.
	Listen	Makes time to listen to people even when busy.	Listens to people in an attentive and responsive manner.	Disinterested, dismissive or talks over people.
	Appreciate	Goes out of their way to make people feel valued for their efforts and achievements.	Encourages people's efforts. Notices when people live up to our values, says thank you.	Doesn't notice or appreciate people's efforts.
<b>Excellent</b> I'm always looking for a better way	Aiming high	Their positive attitude inspires others to achieve the highest levels of quality.	Always aims to achieve the best results.	Accepts mediocrity or moans without looking for solutions.
	Improving	Helps others to find creative solutions to problems and shares good practice.	Suggests ideas for better ways of doing things and looks for opportunities to learn.	Resists change: 'we've always done it this way'.
	Responsible	Shows enthusiasm and energy to achieve excellent results.	Takes responsibility and has a positive attitude.	Avoids responsibility. Blames or criticises others.
	Timely	Always respects the value of other people's time.	Is on time, efficient, organised and tidy. Apologises and explains if people are kept waiting.	Misses deadlines or keeps people waiting, without explanation/apology.
	Makes connections	Helps others to understand how services connect.	Thinks beyond their own job and team to make things easier for people.	Focuses on their own department needs to the detriment of the people they serve.

Together-**Safe** | **Kind** | **Excellent**

**Post Title: Bank Advanced Paediatric Dietitian**

**Band 7**

**Department: Nutrition and Dietetics**

**How evidenced:** **A** = Application Form      **I** = Interview      **T** = Test

Factors	Essential Criteria	How Evidenced	Desirable Criteria	How Evidenced
<b>1 Qualifications</b>	Registered Dietitian	A	Recognised training in specialist paediatric area.	A/I
	Appropriate diploma/degree to Masters level – such as Masters in Advanced dietetic Practice / masters in Paediatric Dietetic practice <u>or</u> equivalent level of knowledge and experience.	A/I	Recognised further training in paediatric dietetics.	A/I
	Strong evidence of CPD (portfolio) with evidence of training in paediatrics and specialist clinical area.	A/I	BDA Paediatric group member	A/I
<b>2 Experience</b>	Significant level of general, acute paediatric dietetic experience including plus demonstrable clinical experience within a specialist area in both the inpatient and outpatient setting.	A/I	Speaker at training days / conferences at local, regional and national level.	A/I
	Evidence of working across a range of inpatient wards.	A/I		
	Demonstrable interest in working within paediatric dietetic clinical specialities.	A/I		
	Proven ability to perform at Band 7 level and work independently	A/I		
	Proven development work	A/I		



	MDT work with influential role and point of reference for the team	A/I		
	Experience of audit and /or research leading to service review / development	A/I		
	Talks/group/education session work	A/I		
	Student Training experience	A/I		
		A/I		

<b>3 Knowledge</b>	Up to date with current issues in paediatric dietetics	A/I	Appreciates own limitations	A/I
	In depth knowledge and up to date with clinical speciality practice and evidence	A/I		
	Demonstrates good clinical practice.	A/I		
	Demonstrable evidence that able to carry a busy and complex caseload	A/I		
<b>4 Skills</b>	Good written and verbal communication skills/interpersonal skills	A/I	Understanding of the management option for clinical speciality patients outside the CUH setting.	I
	Works well in a team and on own initiative	A/I		
	Time management skills, organised and able to handle busy workload	A/I		
	Be prepared to deal with complex and sensitive issues.	A/I		
	Be able to remain calm and able to concentrate intensely through distressing and emotional interviews.	A/I		
	Able to convey highly complex ideas in easily understood language.	A/I		
	Be able to function in clinical situations with many people present.	A/I		
	Able to demonstrate leadership attributes and lead a team.	A/I		
	Computer literature and adaptable to use a wide range of software	A/I		

<b>5 Additional Requirements</b>	<p>The ability to understand and behave at all times, towards patients, visitors and colleagues according to the Trust values of <b><i>Safe, Kind, Excellent.</i></b></p> <p>Ability to undertake On-call duties</p> <p>Works well under pressure</p>	I/A		
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