

Delivering care through collaboration

NHS Golden Jubilee

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Chair: Susan Douglas-Scott CBE

Chief Executive: Jann Gardner

Recruitment line: 0800 0283 666

Dear Candidate

POST: Specialist Dietitian

HOURS: 22.5 per week

CLOSING DATE: 28 August 2020

The Golden Jubilee Foundation welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees, please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call.

In the meantime, I wish you success with your application and should you require any further information please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely
Recruitment Assistant

Golden Jubilee Foundation

Information Pack

For the post of

Specialist Dietitian

22.5 Hours Per Week

Reference Number: 028089

Closing Date: 28 August 2020



Golden Jubilee Foundation

General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about the Golden Jubilee Foundation (GJF).
- The contents of this package are as follows:-
 - Job Description/person specification
 - Terms and Conditions of Service
 - Application Form
 - Equal Opportunities Monitoring Form
 - Information on Agenda for Change
- The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- Please note, to ensure that we adhere to our current policy on Equal Opportunities; CV's received with Application Forms will be destroyed prior to Application forms being passed for Short listing.
- GJF operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of two year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please submit your completed application through the Jobtrain Recruitment System to:-
recruitment@gjnh.scot.nhs.uk
- The short listing process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
 - Valuing dignity and respect
 - A "can do" attitude
 - Leading commitment to quality
 - Understanding our responsibilities
 - Effectively working together

Golden Jubilee Foundation
Terms and Conditions of Service

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

1. Superannuation

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from to 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

2. Salary

£31,800 to £39,169 per annum (pro rata)

3. Grade

This post is offered at Band 6.

4. Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

5. Hours of Duty

22.5 Hours per week

6. Tenure of Employment

This post is offered on a fixed term basis, until the end of March 2021

7. Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

Golden Jubilee Foundation

Benefits

NHS Superannuation scheme:

New entrants to the Golden Jubilee Foundation who are aged sixteen but under seventy-five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

Annual leave entitlement (including public holidays):

35 days' annual leave on appointment

37 days' annual leave after 5 years

41 days' annual leave after 10 years

Free car parking

Continuing professional development opportunities

Discounts at the Golden Jubilee Conference Hotel

Leisure Club membership – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £25 per month.

Discounted Room Rates - Rooms rates discounted subject to specific conditions.

Discounted Dining - 20% off food and beverage when dining in the hotel.

Golden Bistro (Hospital Restaurant) - Discounted food in our award winning hospital restaurant.

NHS Staff Benefits

As a staff member in the Golden Jubilee Foundation, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit www.nhsstaffbenefits.co.uk - new offers are added on a weekly basis.

GOLDEN JUBILEE NATIONAL HOSPITAL
JOB DESCRIPTION – SPECIALIST DIETITIAN

1. JOB IDENTIFICATION

Job Title: Specialist Dietitian

Department(s): Rehabilitation

Job Holder Reference:

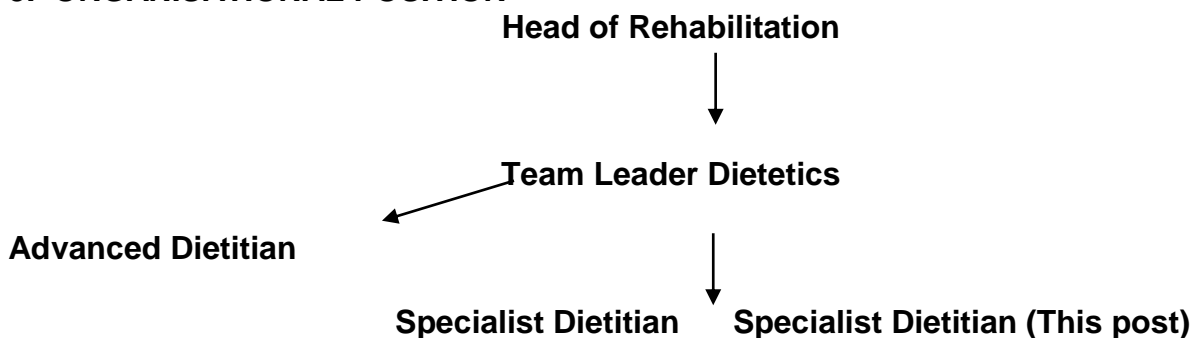
No of Job Holders: 2

2. JOB PURPOSE

The post holder acts as a source of knowledge and expertise on nutrition within the medical, surgical and critical care programmes. The post holder as a 'Specialist Dietitian' is involved in all dietetic activities and contributes to the care of new patient groups at the Golden Jubilee Hospital.

Autonomous practitioner providing effective assessment, evidence based treatment and specialist advice to patients, colleagues and other health care professionals. Acts within professional scope of practice. Post is managed rather than supervised.

3. ORGANISATIONAL POSITION



4. SCOPE AND RANGE

Provision of dietetic services both to inpatients and outpatients as a specialist dietitian. Able to review a variety of complex patient groups and utilise a variety of nutrition support strategies to meet the patient's full nutritional needs.

Advise medical and nursing staff regarding patient's nutritional care.

As per the local agreement, inputs enteral feeding plans / nutritional supplements onto the CIS system and drug kardex.

Works as a member of the Multidisciplinary Team (MDT), advising medical staff on the prescribing of supplements and relevant biochemical tests.

Work and professional development monitored via TURAS.

As part of the dietetic team, ensures that dietetic (ACBS approved) products are available in the hospital via the top-up system.

Familiar with enteral feeding pumps, nasogastric, gastrostomy and jejunal feeding tubes; and ancillaries.

5. MAIN DUTIES/RESPONSIBILITIES

Management

To participate in the setting of standards and policies within Dietetics. Working within nationally accepted standards and ensuring adherence at NHS Golden Jubilee.

To support cover (dietetic) to other areas of the hospital; during absence of colleagues when necessary.

Clinical

To be responsible for the provision of a comprehensive dietetic service to both inpatients and outpatients at the Golden Jubilee Hospital.

To assess and advise on meeting the nutritional requirements of patients on the ward, HDU and intensive care (if cover is required).

To contribute to the clinical management of patients on therapeutic diets utilising evidence based practice e.g. diabetes.

To have effective communication with medical, nursing and AHPs, ensuring their understanding of the patient's nutritional requirements and the factors that influence them.

To assess the need and develop evidence based information for patients, carers and/or multidisciplinary team.

Complies with Hospital health and safety policies and procedures; works within the HCPC professional code of practice.

Completes dietetic patient notes and data collection, in accordance with departmental policy.

To identify and produce resources required to run the dietetic service i.e. feeding regimens diet sheets.

Training

To participate in the local training of nursing, catering and other health professional groups as required.

To participate in the delivery of dietetic student training via:

- Clinical training and practical training
- Tutorials
- Student appraisal and assessment

To provide evidence of continued professional development in the form of a portfolio.

To participate in own appraisal and performance review with the Dietetic Team Leader, including TURAS review.

To be actively involved in promoting Nutritional screening (MUST) at ward level.

Attends appropriate courses and seminars to continue professional development.

Research & Audit

To participate in the audit of enteral feed and service provision.

To identify and implement audit and research to evaluate and ensure optimal service quality.

To present audit findings locally and represent the department at symposia i.e. poster presentation.

6. SYSTEMS AND EQUIPMENT

Keyboard skills in using:

Clinical systems for recording patient notes.

Microsoft, creating simple spreadsheets for calculating stats; patient/doctor/MPT discharge (d/c) or referral letters; *PowerPoint* for presentations to colleagues and Healthcare Professionals (HCP); email for communication and internet for information and literature searches.

Complete ICP patient records accurately and CIS entries.

Completion of patient stats as required by line Manager.

Competency on enteral feeding pumps.

7. DECISIONS AND JUDGEMENTS

A high degree of clinical knowledge is required in order that the post holder can influence clinical care.

Plan own workload, ensuring high quality input to patient care (as part of ICP / referral system). The post is managed, not supervised. To cope with unpredictable workload and demands on time i.e. being paged to see a patient in another area while reviewing someone in critical care.

To assess and advise on nutritional requirements, using evidence based methods and clinical judgement.

To continually reassess the effectiveness of dietetic care plans, utilising alternative strategies to meet the patient's needs.

To advise on the prescription of nutritional products, evaluating effectiveness and cost.

Have knowledge, skill, and initiative, to intervene in patient care, if the patient is considered nutritionally at risk.

To be creative in the delivery of patient advice to meet the demands of the individual.

Shows professional judgement, competency in hospital's specialist areas whilst recognising limits of own knowledge and expertise.

To review stock levels of nutritional products and complete top-up sheet.

8. COMMUNICATIONS AND RELATIONSHIPS

Communicating with -

Patients - who are in pain, afraid and reluctant requiring educating, reassuring, motivating and persuading to comply with treatment.

Carers/Visitors - educating, reassuring and motivating to assist.

SLT colleagues - regarding areas of overlap in patient care.

The referring Board, GP, Occupational Health Nurse and local healthcare colleagues advising them on treatments provided and regarding the level of service.

Nursing staff - education and training regarding Dietetic treatment for cardiac / thoracic and oncology patients.

Cardiothoracic and other Consultants – maintaining a close working relationship; combined discussion regarding treatment profiles.

Interacting courteously with other departments in the hospital – Material Management, CSPD, Porters, administration, infection control amongst others.

May be required to communicate with patients in a foreign language, either directly if able or through an interpreter.

Utilises skills in listening perceptively, conveying awareness and responding appropriately. Advising and referring patients to other hospitals, detailing their treatment programmes and reason for referral.

The post holder will be required to deal with complex or stressful situations – negotiating with patients, staff and relatives. The post holder will be required to provide advice, information and guidance and should be equipped to counsel patients, staff and relatives where this is necessary. Counsel patients on treatment plans that may require explanation and reassurance (when discussing risks and benefits of treatment options) and empathy, understanding and motivational skills to maximise patient concordance.

Demonstrate excellent communication skills verbally / non-verbally and also written format - communicating, counselling, motivating / persuading, teaching patients and at times relatives, as well as liaising with the referring source regarding the treatment programme to be implemented.

To prepare, deliver and evaluate presentations and training sessions for patients and other health professionals within the organisation.

9. PHYSICAL DEMANDS OF THE JOB

General keyboard skills.

Requirement for light physical effort, walking, standing for periods of time.

High level of concentration required on a daily basis i.e. reviewing patients with multiple comorbidities and complex nutritional needs.

The post holder is occasionally exposed to unpleasant working conditions during clinical duties.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Working within a small team, the ability to work effectively alone and as part of the group.

Work with those patients and their relatives where their quality of life has been seriously affected. To influence the long-term sustainable change in individual lifestyle within the timescale of the patient's hospital admission.

Be adaptable and flexible, able to cope with a variety of clinical conditions within the hospital, as per Scottish Government directives.

Motivating and persuading patients who are unwilling to co-operate with treatment, both following surgery and during rehabilitation.

Liasing with MDT on patient care – can be time consuming although essential for the safety of patient care.

Assessing and accurately diagnosing patient's conditions to be able to plan and implement appropriate treatment.

Planning and maintenance of service levels and care standards in an evolving and expanding the Dietetic Department.

Managing busy caseload under the stress of frequent interruptions and distractions (telephone calls/pagers).

11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Degree / Diploma in Dietetics

Extensive post-graduate experience, preferably to include cardiac, respiratory and oncology. HCPC registration.

Membership of the relevant Professional Body – desirable.

CPD portfolio.

Excellent communication and interpersonal skills

Evidence of specialist knowledge in critical care, surgical and oncology.

12. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

Recruitment Person Specification

	Essential	Desirable
Qualifications/Training	1. Degree in Nutrition & Dietetics and HPC registration	6. Additional qualification or BDA accredited courses or equivalent in-house training e.g. PENG clinical update, renal course
Experience	2. Experience with surgical patients, including critical care Broad range of clinical experience, across a variety of clinical areas to include nutrition support in both in and out-patients Experience of MDT working	7. Experience of working with surgical cancer patients.
Skills/Knowledge	3. Ability to demonstrate leadership skills, excellent communication skills and computer literate.	8. Active participation in an audit or project Evidence of teaching and presentation skills.
Additional job requirements Eg. car driver, unsocial hours	4. Experience of autonomous working Flexible working patterns including regular weekend cover	9. Demonstrable ability to meet the Board Values
Any other additional information	5. Commitment to advanced clinical and professional development	10.