

PERSON SPECIFICATION

JOB TITLE:	Band 5 Dietitian
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Listed below are the key requirements needed to perform this job, candidates will be assessed against these criteria throughout the selection process. NB – Any criteria in the “Essential” box must apply to all candidates. You must stipulate at which stage of the selection criteria will be assessed, i.e. Application Form (AF) or Selection Process (SP)

	Essential Criteria		Desirable Criteria	
	Criteria	AF / SP	Criteria	AF / SP
Qualifications	Degree in Nutrition & Dietetics	AF		
	Registered Dietitian with the Health Care Professions Council	AF		
Experience	Undergraduate or post graduate experience in a clinical setting	AF	Clinical dietetic experience as qualified dietitian	AF/SP
	Experience of working within a multi-disciplinary team and appreciation of the roles of others.	AF		
Skills and Knowledge	Ability to demonstrate good communication and interpersonal skills	AF/SP	Training in behavioural change strategies	AF/SP
	Ability to demonstrate organisational, prioritisation and team working skills	SP	Previous experience or involvement in teaching e.g. to healthcare staff or students on clinical placement	AF/SP
	Up to date knowledge of dietetic interventions/care in relevant clinical area(s)	AF/SP	Confidence to present at staff meetings, courses, training events	AF/SP
	Ability to work independently		Teaching and communication skills in the delivery of group education	AF/SP
	Awareness of behavioural change strategies	AF		

	Essential Criteria		Desirable Criteria	
	Criteria	AF / SP	Criteria	AF / SP
		AF/S P		
Personal Attributes	Good time management skills Enthusiasm Able to act with integrity and tact. Basic IT skills	SP SP SP AF	Demonstrable ability to meet the Board Values	SP
Other Requirements	Commitment to clinical and professional development	AF/S P	Professional portfolio or equivalent record of CPD	SP

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Dietitian

Department(s): Rehabilitation

Job Description Reference:

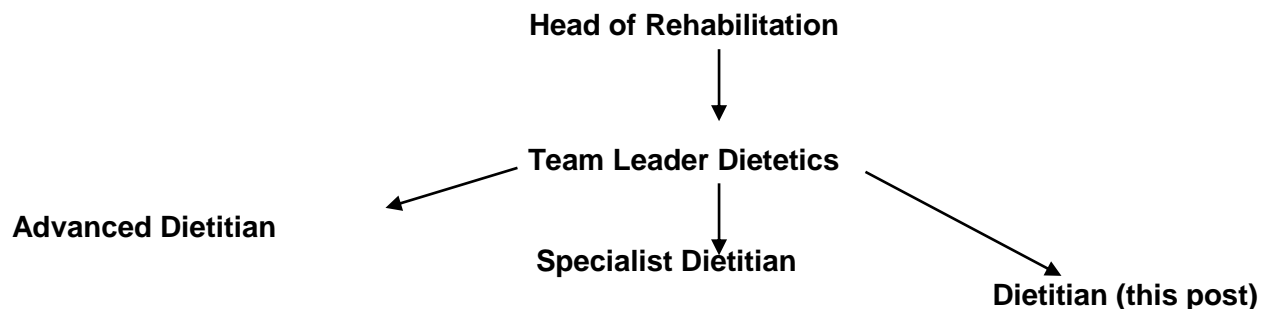
No of Job Holders: 1

2. JOB PURPOSE

To work as a member of the Golden Jubilee Rehab department as a dietitian.

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 'Dietitian' is involved in all dietetic activities and contributes to the care of cardiothoracic and orthopaedic patient groups at the Golden Jubilee Hospital.

3. ORGANISATIONAL POSITION



4. SCOPE AND RANGE

- The post holder will work to provide a clinical and advisory service both to inpatients and outpatients. Able to review a variety of patient groups.
- 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.

- 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.

5. MAIN DUTIES/RESPONSIBILITIES

As a member of the dietetic team and the multi-disciplinary team, the dietitian will:

Clinical:

- Provide a dietetic service within a designated clinical area, with an agreed clinical caseload.
- Develop the knowledge and clinical skills required for the delivery of effective patient care.
- Manage, plan and deliver the most appropriate treatment programmes for patients, using recognised nutritional assessment techniques and equipment and working within established protocols.
- Recognise and tailor individual treatment programmes to take account of holistic care encompassing lifestyle, gender and cultural background when developing individual treatment plans.
- Advise and recommend the use of “prescription only” nutritional preparations for the treatment of patients as appropriate.
- Monitor and review nutritional care plans against outcome measures and adjust care plans to facilitate achievement of treatment goals.
- Facilitate nutritional care to enable the safe and timely discharge of patients. This will involve liaison with GPs, community Dietitians and other relevant healthcare staff and agencies..
- Keep accurate records of clinical interventions, advice given and the outcome of decisions taken as per professional code of conduct and departmental guidelines.
- Collect caseload and workload activity data.

Professional:

- Be professionally responsible and legally accountable for all aspects of own work.
- Work within the British Dietetic Association’s ‘Professional Code of Conduct’ and the Health and Care Professional Council’s Standards of Ethics, Conduct and Performance, including record keeping,
- Develop professional competencies through activities such as CPD, clinical updates, journals clubs, clinical supervision and portfolios.
- Participate in the appraisal process, agreeing objectives and a personal development plan with line manager.
- Contribute to the development and updating of departmental evidence based clinical standards/guidelines, policies, procedures and patient information.
- Attend and contribute to departmental/multi-disciplinary/multi-agency meetings and lead when required.

- Participate in ongoing service review and development and make recommendations to clinical/line manager of service for changes to practice based on the latest research/audit evidence.
- Contribute to short-term cover for other staff in periods of absence as directed by line manager, which is likely to involve covering additional duties as allocated.

Policies and Procedures:

- Conform to Health & Safety policies and procedures to comply with national legislation and take action to minimise risk within the workplace.
- Conform to all data protection and information management and technology security policies and guidance
- Follow policies and procedures regarding feeding equipment and provide support for other members of staff and patients in order to facilitate their compliance.

Educational:

- Plan and deliver formal and informal training/teaching, to patients/carers and other health/social care staff as requested.
- Contribute to the training of pre-registration students i.e. dietetic and medical students

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

The dietitian will:

- Be responsible for a specified caseload, which includes the dietetic care of all referred patients in their clinical area. This will include prioritising patients depending on clinical need.
- Interpret biochemical and anthropometric information by using problem solving and judgmental skills to decide on the most appropriate treatment plan for the patient.
- Have complete discretion to assess and treat these patients using evidence-based practice.
- Use own initiative and identify own limitations asking for guidance from more senior staff where required.

- Identify the need for, and in discussion with other health/social care professionals, action referral to other disciplines.
- Normally work independently on a daily basis, with senior clinicians providing regular, ongoing clinical supervision.

8. COMMUNICATIONS AND RELATIONSHIPS

The dietitian will:

- Ensure that all communication is dealt with confidentially and in line with data protection legislation.
- Communicate daily with professional and support staff providing and receiving clinical/sensitive information.
- Actively participate in multidisciplinary/multi-agency discussions and give clear, accurate reports regarding dietary management of clients, e.g. weekly ward meetings.
- Continue to develop a high level of interpersonal and communication skills at all times in all areas of practice.
- Communicate assessment and treatment results to the appropriate disciplines verbally and/or in the form of letters and reports.
- Communicate effectively with patients, family and carers to convey comprehensive details of care/treatment in a manner and rate that is appropriate to the individual. This information may be complex or sensitive or contradictory to their expectations.
- Use communication skills including empathy and reassurance to motivate patients to comply with treatment programmes, particularly where there are significant barriers to understanding. Effective communication will include the appropriate use of verbal, non-verbal, written and presentation skills as required.
- Recognise potential breakdown and conflict when it occurs and seek advice and support to resolve.
- Give presentations to a variety of groups using audio-visual and multi-media equipment.

9. PHYSICAL DEMANDS OF THE JOB

Physical:

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

Mental:

- Be able to prioritise demands on time.
- Be alert to unexpected changes in patients' clinical condition.
- Motivate and empower patients to take an active role in their treatment programme.

- Be able to deal with, or seek advice regarding abusive and aggressive situations.

Emotional Demands and Working Conditions:

- Requirement to work as a lone practitioner but within a supportive team environment.
- Be adaptable and assist in cover for others in periods of absence.
- Will have to work with a variety of patients which may include patients in low mood, care of the terminally ill, patients with chronic conditions, loss of independence, bereavement and those with behavioural problems.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Working within both the dietetic and Prehabilitation project team.
- 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.
- Motivating and persuading patients who are unwilling to co-operate with treatment, both pre surgery and during rehabilitation.
- Liaising with MDT on patient care – can be time consuming although essential for the safety of patient care.
- Managing busy caseload under the stress of frequent interruptions and distractions (telephone calls/pagers).
- Prioritising and managing a diverse caseload appropriately, recognising time constraints/pressures on service delivery without compromising quality of patient care.

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

The post holder should possess the following:

- Degree/Post Graduate Diploma in Nutrition & Dietetics
- Current Health and Care Professions Council (HCPC) registration
- Awareness of, and compliance with, the British Dietetic Association and (HCPC) Professional Standards and Code of Conduct.
- Up to date professional portfolio to provide evidence of CPD

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/ Line Manager Signature:

Date:

Delivering care through collaboration

NHS Golden Jubilee

Beardmore Street, Clydebank G81 4HX

Telephone: 0141 951 5000

www.nhsgoldenjubilee.co.uk



Chair: Susan Douglas-Scott CBE

Chief Executive: Jann Gardner

Recruitment line: 0800 0283 666

Dear Candidate

POST: Dietician

HOURS: 37.5 per week

CLOSING DATE: 13 August 2021

NHS Golden Jubilee 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

NHS Golden Jubilee

General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about NHS Golden Jubilee (NHSGJ).
- 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.
- NHSGJ 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
- 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

NHS Golden Jubilee

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

£26,104 to £32,915 per annum

3. Grade

This post is offered at Band 5.

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

37.5 Hours per week

6. Tenure of Employment

This post is offered on a fixed term basis

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.

NHS Golden Jubilee

Benefits

NHS Superannuation scheme:

New entrants to NHS Golden Jubilee 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 £30 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 NHS Golden Jubilee, 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.