#### **JOB DESCRIPTION**

|  |
| --- |
| JOB IDENTIFICATION |
| Job Title: Dietetic Clinical Lead in Speciality (CAU University Hospital Ayr)  Responsible to: Dietetic Service Manager -South  Department: Dietetics  Directorate: South Ayrshire Health and Social Care and Partnership Services  Operating Division: NHS Ayrshire &Arran  Job Reference: 073357  No of Job Holders: 1  Last Update: October 2021 |

|  |
| --- |
| 2. JOB PURPOSE |
| * To work within the 7 day CAU Team providing a proactive expert clinical assessment and treatment to people who are assessed and identified as requiring dietetic intervention. Making timely decisions regarding their management, which involves triage of patients independently, making onward appropriate referrals to Consultants, clinics, interdisciplinary and interagency professions including community AHPs and to discharge patients directly from in-patient Dietetics if appropriate. * To act as SPOC (single point of contact) for Hospital @ Home Service for triage, direct or indirect intervention/onward referral to appropriate dietetic clinician/team as required. * To treat and manage a large and highly complex clinical caseload across multiple specialties. * To lead Dietetic 7 day CAU training and provide clinical support to peers, supporting the escalation process within the 7 day CAU. * To work alongside the 7 day CAU interdisciplinary and wider interagency teams using advanced/highly developed skills to aid assessment, management and treatment of people with highly complex conditions e.g. recognising the need for and recommending further investigation in line with protocols and escalation to appropriate interdisciplinary and legislative forums. * To act as Dietetic clinical lead for patients with specific conditions, giving highly specialist advice and clinical supervision to other health, social and third sector staff, students, service users, and carers. * To assess and manage significant clinical risk within own caseload – this involves the identification of serious conditions and the necessary liaison with all health care professionals, which may involve onward referral. * To educate and train members of the health & social care uni-professional and multi-agency teams including students. * To act as a source of clinical advice for the health & social care uni-professional and multi-agency teams including students. * To lead clinical audits and participate in local & national research projects. Participate in Clinical Governance activities associated with the 7 day CAU Service. |

|  |
| --- |
| **3. DIMENSIONS** |
| The 7 day CAU Service accepts referrals from GPs, Consultants, and other Health and Social care Professionals throughout Ayrshire & Arran.   * To work autonomously being professionally and legally responsible and accountable for all aspects of own work, including management of patient caseload. Accountable to Dietetic Service Manager -South * To lead on a clinical speciality, both in strategic development, and clinically at a local level & contribute to national level strategy e.g. frailty. * Patients identified as requiring dietetic intervention, encompassing an extensive variety of conditions, some of whom may have complex and/or chronic presentation and/or multi-morbidities. * To co-ordinate delegation of tasks, teach and directly supervise band 6 and 5 staff, support workers and under/post graduate Dietetic students. * To evaluate the effectiveness of service using Quality Improvement methodology to track and report on outcomes achievement and impact. |
| 4. ORGANISATIONAL POSITION |
| Organisational Position  AHP Manager  Dietetic Service Manager  CAU MDT Clinical Leads  Dietetic Team Lead  Dietetic Clinical Lead  THIS POST  dotted line?  DEPARTMENTAL STAFF  Band 6 and below in department |

|  |
| --- |
| 5. ROLE OF DIETETIC SERVICE |
| Dietetic services provide assessment and treatment interventions to all age groups, working collaboratively with a diverse range of people and communities across Ayrshire and Arran  working in partnership with other agencies e.g. Local Authority and private sector, to ensure the delivery of integrated patient centred care.  To work with the British Dietetic Association code of professional conduct with HCPC standards.  To educate and train Dietetic Students, other health care professionals and other medical staff.  Dietetics as a profession, is committed to extending, applying, evaluating, and reviewing the evidence that underpins and informs its practice and delivery.  The exercise of clinical judgement, clinical reasoning, information interpretation and being adaptable are core elements within practice. |

|  |
| --- |
| 6. KEY RESULT AREAS |
| **Clinical**   * To be professionally and legally accountable for all aspects of own work including direct and indirect patient care. * To manage and treat a large and highly complex clinical caseload. * Act autonomously to assess, evaluate, analyse, treat and diagnose patients with highly complex disorders and possible multiple pathologies, using expert clinical reasoning skills in a timely manner. * To recognise the need for / recommend additional investigations, wider AHP interventions or the need for referral to other disciplines This requires an advanced level of understanding of the roles and skills of other specialists * Provide expert advice, instruction and teaching to patients, relatives, carers and other professionals to ensure patients are managed appropriately within the service. * Provide expert and advanced clinical interventions * Maintain timely and accurate patient document records that reflect care provided and meet professional standards * Communicate and make recommendations to all relevant disciplines of staff and liaise with a range of staff to maximise patient care and promote interdisciplinary working. * Escalate patients appropriately after gaining consent from the patient based on a full explanation of the benefits and risks involved. * Possess highly developed negotiation and motivational skills to frequently deliver unwelcome diagnosis/ prognosis/ management to patients and carers where expectations may be unrealistic and to encourage them to consider alternative management. * Use a range of verbal and nonverbal communication tools to exchange complex and sensitive information with patients, carers and other clinicians. To sensitively advise patients and referring medics or health care professionals on diagnosis and management, this may differ to that previously given and where underpinning evidence may be conflicting. * To be aware of the boundaries of own advanced scope of practice and to manage the associated clinical risk effectively at all times. * Communicate with appropriate disciplines within and across the organisation by the efficient transfer of high quality verbal, written and electronic patient information. Maintain accurate, comprehensive and up-to-date documentation in line with legal and departmental requirements. * Collect and analyse qualitative and quantitative data to provide accurate statistical information to effectively monitor the provision and development of the service. * To practice within supplementary prescribing guidelines if authorised/any prescribing group directives (PGD’s) for the provision of pharmacological treatments for patients   **Managerial**   * Day to day management and supervision of clinical and non-clinical staff to maximise efficiency and achieve desired quality of care. * Participate in and undertake Personal Development and Performance Review to promote personal and service developments. * Undertake clinical audit/research to support the speciality ambitions and strategic drivers. * Liaise with a range of individuals, internal and external to the organisation, to ensure effective service delivery. * Be aware of budgetary constraints but not a budget holder.     **Educational**   * Develop, maintain, and update own clinical knowledge and skills through study & reflective practice. Maintain a portfolio which demonstrates personal development and shows evidence of reflection, peer review, and attendance at external courses. * Provide spontaneous and planned training, and expert advice to Dietetic staff, other clinicians, relatives, and carers to promote professional development and clinical care. * Provide expert clinical input to the Dietetic service by actively developing and implementing an in-service training programme. * Work collaboratively with the interdisciplinary team to maintain and develop scope of practice/ knowledge and develop pathways within nutrition and diet therapy or to ensure delivery of a co-ordinated interdisciplinary service for individual patients and the service as a whole. * As a practice educator, teach, mentor and appraise Dietetic students.   **Audit/Research**   * Identify, develop, co-ordinate and deliver appropriate audit/research activity which will contribute to the further development of effective evidence based practice and professional knowledge, systems/processes improvement/enhancement. * Disseminate and facilitate the communication of recent and relevant audit/research, national and local guidelines/ protocols/ pathways between the Dietetic services. * Develop local clinical guidelines as required to enhance standards of care and promote a seamless pathway of care. * Participate in Clinical Governance activities associated with the Service – ongoing evaluation and service improvement * Participate in the development of policies, procedures and clinical guidelines for Speciality which will influence wider interdisciplinary clinical practice |

|  |
| --- |
| 7a. EQUIPMENT AND MACHINERY |
| After an assessment of patient needs, the following items of equipment may be used or provided:   * Weighing scales/height measures for patients * Enteral feeding pumps, knowledge of use * Plastics associated with enteral feeding * Anthropometric equipment – use of skinfold calipers * Computers and printers * Phones, faxes, shredders, photocopiers, scanners and mobile phones * Peoplesafe * Digital technology associated with remote working and treatment modalities. * Vehicles associated with community and multi-site working   Please note that this is not an exhaustive list. Equipment used will vary depending on clinical caseload and working environment. |
| **7b. SYSTEMS** |
| * Patient records – maintain up-to-date records of assessment, treatment and outcome for individual patients which meet recognised registering body /professional/local standards . * Competent use of the electronic patient management systems. * Electronic systems to order & receive results of investigations. * Discharge information to appropriate location/person be sent to on completion of treatment summarising course of treatment and outcome. * Appraisal, continuous personal development and training systems. * Referral to other health care professions - written, electronic, or telephone referral where appropriate to share patient information to allow further input as assessed and deemed appropriate. * Travel expense forms to be completed monthly as appropriate. * Overtime and additional hour’s timesheet to be completed monthly as appropriate. * Medical notes/electronic systems – access medical notes for patient information, diagnosis, results and investigations. * DATIX to report any incidents. * Hospital information system – to check location of patients * Will be required to write medical/legal reports relating to patients. * Software packages for use in treatment programmes * Digital systems.e.g. TRAKcare, EMIS WEB, Microsoft, Electronic blood reporting |

|  |
| --- |
| **8. ASSIGNMENT AND REVIEW OF WORK** |
| * The post holder is accountable professionally and operationally to the Dietetic Service Manager * Clinical caseload will be generated by assessment and referral systems. * Expected to initiate work and allocate tasks associated with the day-to-day clinical/operational management of the service. * Work independently on a day-to-day basis, being accountable for own professional actions and working within codes of practice & professional guidelines. Meet regularly with the Dietetic Service Manager and Senior Leadership team to plan and discuss service delivery. * Workload is normally planned in advance but changes may have to be made at short notice because of patient, professional or workforce demands, for example staff sickness, urgent patient referrals and business continuity requirements. * Additional clinical and non-clinical tasks can be delegated by the Dietetic Service Manager. * Practice as an autonomous professional. Access to advice and support is shared with peers and sought from the Senior Management and Leadership Team if required. * Professionally and legally accountable for all aspects of your own work including the management of patients in your care. |

|  |
| --- |
| **9. DECISIONS AND JUDGEMENTS** |
| * Independently prioritise and allocate patient referrals to the appropriate clinician/service. * Make decisions on highly specialised and complex clinical diagnoses, applying advanced clinical reasoning and treatment skills * To provide expert advice regarding additional patient care to appropriate clinician or service. * Dynamic and proactive problem solving in the clinical area including patient related, or more sensitive and complex situations e.g. conflicting professional opinions. * Contribute to service decision making processes e.g. developments, recruitment. * Effectively integrate best available evidence into own and team clinical decision making to ensure effective clinical practice. * Ensure procedures carried out are within scope of practice and that they have   been appropriately risk assessed.   * Prioritisation of workload dependent on current caseload and number and urgency of new referrals, taking account of staffing levels and non-clinical responsibilities. * Recognise changes in patient’s condition that may require medical review either urgently or routinely. The post holder will initiate this process for own and other’s caseload as appropriate |

|  |
| --- |
| **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| * Take sole responsibility for the assessment, triage, treatment and management of new and highly complex conditions and presentations. * Developing and maintaining an advanced knowledge base and high level, expert clinical reasoning skills * Demonstrate advanced clinical skills and patient management * To have expert knowledge in order to perform advanced techniques safely, to prevent serious side effects happening to patients * To review opportunities for further developing the advanced dietetic roles * React flexibly to constantly changing situations and service pressures * Ability to identify differential diagnoses and significant clinical risk within caseload and have advanced knowledge to implement plan. * Undertake a mentally and physically demanding job, whilst at the same time taking care to safeguard their own health and safety as well as colleagues and patients. * Demonstrate high levels of concentration to evaluate and prioritise own workload, whilst making difficult decisions to meet services demands and provide effective and timely interventions. * Maintain excellent time management whilst dealing with increasing service demand, clinical duties, and patient expectations. * Identifying detrimental changes in patients’ conditions that need review by medical review, instigate further investigation or escalation as appropriate. |

|  |
| --- |
| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The post-holder will communicate with various people via any appropriate communication method.   * Effectively utilise a range of verbal and non-verbal communication techniques at all times in order to gain consent for treatment and optimise treatment outcomes. This may include patients with communication or cognitive impairments or those who lack the capacity to give consent. * Effectively communicate highly complex clinical information to patients and their carers using verbal and written skills. This may include conveying highly complex terminology into lay terms e.g. when discussing diagnosis. * Provide support and advice on highly emotive issues which would involve conveying information in a particularly sensitive manner when it is contrary to the expectations or desires of the patient, carer, or family. * Utilise highly developed interpersonal skills to manage patients who may previously had an unsatisfactory outcome from dietetic intervention. Addressing verbal complaints or challenging behaviour (including aggression) or conveying information which is sensitive or could be distressing to the patient, through highly developed negotiating, motivational, and persuasive skills. * Be aware of cultural diversity and its impact on treatment, modifying communication as appropriate. * Provide advice, support, and mentoring to peers. * Delegate tasks to senior Dietitians, registered, support staff and the Interdisciplinary team. * Liaise with the Dietetic Service Manager regarding service and personal needs and development. * Report Dietetic assessment findings, patient progress, and treatment / investigation outcomes verbally or in writing to the appropriate agencies. * Actively participate in discussions regarding patient care, progress, escalation and discharge planning. This can be on a formal or informal basis. * Demonstrate and advise on Dietetic management strategies to optimise patient care. * Where appropriate, complete discharge summary forms timeously * Liaise with enteral nutrition company around discharge and arrange pump training * Arrange appropriate prescription of Borderline substances (ACBS) * Explain the role of the Dietitian and clarify the appropriateness and frequency of continued intervention. * Complete legal documentation as required e.g. legal reports, criminal injuries, child protection reports. * Suggest input of other professional teams as appropriate. * Refer patients to Local Authority Services and the voluntary sector as appropriate. |

|  |
| --- |
| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| Environmental demands and physical tasks are continually risk-assessed with reasonable preventative steps taken; however, it is recognised that risk cannot be entirely eliminated.  **PHYSICAL EFFORT/SKILLS:**   * Extensive daily computer usage * Lifting and handling of a range of resources, display equipment, scales clinic folders, supplements etc * Driving required to a wide range of locations over whole of Ayrshire often in inclement weather   often over a considerable distance   * Exposure to challenging situations e.g. poor hygiene, domestic pets, parasites and smoke * Knowledge of Breakaway techniques * The unpredictability of patients can result in a sudden effort being required, for example to prevent a loss of balance/fall. * Prolonged periods of sitting, standing and walking for the majority of the working day. * Frequent kneeling, sitting, bending, crouching, and working in confined space at patient’s bedside and in treatment areas throughout the day.   **MENTAL EFFORT/SKILLS:**   * Sustain high levels of concentration throughout working day. * Able to clinically reason conflicting diagnoses at advanced level with all patients throughout the day. * Continual education and awareness of the wide range of possible medical conditions, and current evidence based treatment strategies to ensure continual update of clinical expertise for a holistic approach * Managing with patients who require urgent onward referral. * Interruptions which can involve having to re-arrange a clinical caseload to respond at short notice, supporting junior staff or liaising with other members of the multi-disciplinary team. * You may have to lead a group-based treatment or treat more than one patient at a time. * Regular use of computers**.** * Daily requirement to write reports which demands a high level of concentration*.* * Daily requirement to maintain treatment records to required legal standards.   **EMOTIONAL EFFORT/SKILLS:**   * On a daily basis, manage patients who have acute and sudden health change, long term conditions, deteriorating prognoses and/or challenging social, emotional, behavioural, and environmental challenges * Deal with carers and/or family who may be distressed regarding the implications of their diagnosis which may have wide ranging consequences or impact e.g. activities that will cease or change due to condition. * On a daily basis, deal with highly sensitive and personal issues, which patients often find difficult to disclose. This involves sensitivity, understanding and reassurance. * To work with a client group which can present challenging behaviours frequently * To submit timeous DATIX incident reports * Deal with sensitive issues such as bereavement or end stage illness * Dealing with a failing student   **ENVIRONMENTAL DEMANDS:** Frequent daily exposure to unpleasant working conditions, which may involve direct contact with all forms of bodily fluids and occasionally parasites.  * Occasional subjection to verbal and/or physical abuse. * Daily exposure to transmittable diseases and infections. * Adopting awkward postures when treating patients * Responsibility for driving car with patient and/or staff on business i.e. to/from home |

|  |
| --- |
| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| **Essential** MSc/BSc in Nutrition Dietetics or post registration diploma in Nutrition and Dietetics  * Requires to have post graduate training in relevant speciality, or experience equivalent to a Masters Level. This would include inpatient and outpatient experience * Must have substantial and varied clinical experience of working in a relevant speciality at a specialist level. * Current Health and Care Professions Council Registration * Evidence of excellence in clinical knowledge and skills.  Excellent communication skills particularly with multi-agencies.  * Evidence of clinical leadership and supervision. * Committed to team & personal development with evidence of self-directed learning. * Excellent team worker. * Excellent interpersonal skills * Ability to work independently, using initiative, and to cope well under pressure. * Effective organisational and time management skills * Advanced skills in research, audit and quality improvement.   **Further Post Graduate Certificates and Diplomas**   * Relevant Post Graduate Courses –relevant courses related to clinical speciality     **Knowledge of local and national policies related to speciality**   * Formal appraisal training experience. * Information technology skills.   Mandatory and Statutory training (MAST) and role specific MAST |
|  |