#### Form JE 5



**JOB DESCRIPTION**

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| 1. JOB IDENTIFICATION |
| Job Title: Paediatric Dietetic Clinical Lead Responsible to: Allied Health Professions Lead Dundee H&SCPDepartment(s): NHS Tayside Nutrition & Dietetic Service, hosted by Dundee H&SCPDirectorate: NHS Tayside Nutrition & Dietetic Service, hosted by Dundee H&SCPOperating Division:Job Reference: Sco6-5851NNo of Job Holders: 4 |
| 2. JOB PURPOSE |
| To lead and operationally manage a multi-disciplinary Nutrition & Dietetic Team for NHS Tayside and Dundee, Perth & Kinross and Angus Health & Social Care Partnerships.To provide operational management, clinical leadership and co-ordinate the development, implementation and evaluation of an efficient, effective, equitable and evidence-based Nutrition & Dietetic Service for a designated population. To actively support implementation of the NHS Tayside’s Nutrition Priorities with NHS Tayside, its partners and the public, ensuring that the prevention, early intervention, treatment and management of malnutrition is addressed through a range of different options and approaches which, are developed in a whole system approach.To be an independent practitioner, with a high level of clinical autonomy and responsibility, to provide expert advice to patients, carers, clinicians and other members of the dietetic team within clinical paediatrics. All four postholders will function as a self-managed team ensuring service operations are maintained at all times. |
| **3. DIMENSIONS** |
| **Within this role the post holder is required to:**Manage and lead a Nutrition & Dietetic Service for a designated population across NHS Tayside.Postholder will function self-managed team ensuring service operations are maintained at all times. Undertake a range of shared responsibilities on behalf of the Nutrition & Dietetic Service (e.g. student clinical placements, staff governance, clinical supervision, safety governance and risk management, report writing).Take joint responsibility for the design, delivery, monitoring and review of a cost-effective, evidence- based and integrated Tayside-wide Nutrition & Dietetic Service across population groups.Work in partnership with statutory and non-statutory agencies and communities to ensure a population approach centred on self-management, early intervention and anticipatory care. **Staff**The post holder operationally manages a multi-disciplinary team which specialises in the delivery of the nutrition and dietetic needs (prevention and/or treatment) of an explicit population group as well as generic practitioners that work in several groups (e.g. rotational and/or part time posts). Each team may comprise of different disciplines and staff with varied levels of responsibility, experience, knowledge and skills.Supporting and promoting interdisciplinary working whilst ensuring all disciplines work within the remit of their professional codes of conduct (e.g. British Dietetic Association, Chartered Society of Physiotherapy, British Psychological Society).Identifying staff training and development needs and ensuring they all have personal development reviews and personal development plans and regular reviews to assess performance.Supporting generic practitioners that work across more than one population group. **Budget**The post holder is responsible for monitoring and making spending decisions on an annual budget to ensure best value for money and keep within given financial envelope.  |
| 4. ORGANISATIONAL POSITION |
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| 5 ROLE OF THE DEPARTMENTTayside faces significant nutrition-related morbidity and mortality, demographic changes, large scale reductions in public sector spending, and an intractable gap between the life and health outcomes of all from the most deprived to the most affluent.At least 130,000 adults/older people (42% of population) are malnourished and/or suffer from a long term diet-related condition e.g.95,000 are overweight/obese (prevalence of obesity has continued to increase since 1995, reaching 27% in men and 26% in women (16-64 yrs) in 2011); 1/3 of pregnant women are obese at booking20,000 have diabetes (since 1996 incidence has almost doubled and most are Type 2 diabetes, because of our ageing population and rapidly rising numbers of overweight/obese people (80% of Type 2 diabetics are overweight/obese)24,000 are undernourished (5% independent living, 16% inpatients, 30% care homes)4,000 have coeliac disease (prevalence of 1.5% but this is a huge underestimate due to under-diagnosis) At least 23,000 children & young people (33% of population) are malnourished and/or suffer from a long term diet-related condition e.g.2/3 of babies are breastfed at birth but only 1/3 are being breastfed at 2 months21,000 are overweight/obese (31.6% of children were overweight/obese in 2011, an increase since 1998 when the prevalence was 28.0%).1,800 are underweightThe Tayside Nutrition MCN is recognised as leading the achievement of transformational change in relation to improvements to the prevention and management of malnutrition in NHS Tayside’s nutrition priorities. Hosted within the Directorate of Public Health, the Tayside Nutrition MCN seeks to achieve this by addressing four strategic nutrition priorities (public health nutrition, nutritional care, weight management & diabetes and therapeutic nutrition) and by:* Taking a population perspective
* Mobilising the organised efforts of society and acting as an advocate for the public’s health
* Enabling people and communities to increase control over their own health and wellbeing
* Acting on the social, economic, environmental and biological determinants of health and wellbeing
* Protecting from, and minimising the impact of, health risks to the population
* Ensuring that preventive, treatment and care services are of high quality, based on evidence and are of best value

The purpose of the NHS Tayside Nutrition & Dietetic Service is to help maximise the nutritional wellbeing and status of the population of Tayside, and thereby prevent nutrition related disease and minimise its consequences, prolong valued life and reduce inequalities in health. This is undertaken by addressing four key population groups under the headings of Hospital, Community, Weight Management, Diabetes, Community Food & Health and Clinical Paediatrics each of which is led by a professional manager / service lead (this post). There is currently a team of circa. 75 WTE staff who work to provide a nutrition and dietetic service across all geographical areas / population groups. |
| 6 KEY RESULT AREAS |
| **Leadership**1. Provide leadership to promote the added value of the role of Nutrition & Dietetics across the Health & Social Care system (including the three Health & Social Care Partnerships).
2. Use analytical and judgment skills to decide on priorities, interpret national and local strategies and policies, establish goals, solve problems, delegate tasks and monitor performance within broad professional standards national and local policies and directives.
3. Provide advice, information and intelligence to NHS Tayside and partnership planning groups to ensure that the nutrition needs of the population are incorporated into the service plans and the Performance Assessment/Evaluation Framework.
4. Provide expert input as required and lead on complex issues e.g. clinical cases where there are multiple co-morbidities/issues present which may pose limitations to the recommended clinical pathway and/or, complex social issues (e.g. SIMD quintiles 1&2, homeless or incarceration). A minimum of one session per week.
5. Ensure that the health equity strategy is applied and that the Nutrition & Dietetic Service reduces the health inequality gap in relation to the relevant population.
6. Contribute to the shared leadership of the Tayside Nutrition MCN Executive Group, provide regular updates on progress, and deliver presentations, reports and proposals for discussion.
7. Make recommendations to the Tayside Nutrition MCN Executive Group, project teams and service managers for changes to practice based on the latest research/audit evidence and develops any appropriate protocols and guidelines. This may influence team decision-making regarding care pathways and may lead to the implementation of specific changes to practice within and beyond the NHS.

**Operational Management**1. Operationally manage the Nutrition & Dietetic Service across Primary, Secondary Care and community settings.
2. Recruit staff, facilitate the design and development of new posts, formulate job descriptions, and be actively involved in the advertisement, short listing, interviewing and selection procedures, candidate feedback, appointing and service induction programmes for new staff; liaising with the human resource department and occupational health.
3. Manage staff absence ensuring service continuity and quality as required, reporting sick leave, record-keeping for sick leave, return to work interviews, referral to occupational health in line with NHS Tayside policies.
4. Investigate both formal and informal service complaints or service suggestions, ensuring that they are dealt with sensitively, determining and implementing any action that is required and formulating appropriate responses in line with NHS Tayside complaints policies and procedures.
5. Report and manage service waiting times within agreed national standards.
6. Lead continual review of the service workload profiles to determine recommended safe caseloads for staff delivering the service interventions and to inform workforce planning requirements of the service in terms of the supply and demand which the service can accommodate.
7. Lead the development of clinical and/or non-clinical referral systems to the service using knowledge of all multidisciplinary roles and external agencies to ensure best referral management.
8. Maintain specialist knowledge within this area of clinical practice and support supervision of staff.
9. Ensure safe practice through development of caseload management systems taking into account issues of risk management, patient documentation and reporting of critical incidents as outlined in NHS Tayside policy.

**Clinical**1. As a key member of the multidisciplinary/multi-agency team, take the lead in the dietetic component of the specialist service to patients with complex or multiple needs.
2. Act as an autonomous expert practitioner assessing, managing, planning and delivering the most appropriate treatment programmes for patients within an extensive and clinically varied complex caseload.
3. Use nutritional assessment techniques and equipment to develop protocols and in situations where there are no policies and guidelines decisions will be made using best practice/evidence/experience.
4. Take leadresponsibility for the dietetic inpatient and outpatient service in the specialist area, planning and organising own workload to ensure effective case load management.
5. Develop and expand specialist knowledge and skills for effective service delivery.
6. Provide specialist advice and recommendations regarding the use of ‘prescription only’ nutritional preparations and any other relevant/supplementary medications for the treatment of patients to medical staff, patients, carers and other health care professionals.
7. Develop, monitor and review individualised nutritional care plans against outcome measures and adjust care plan to facilitate achievement of treatment goals.
8. Plan and 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.
9. Provide ongoing Dietetic review for chronic medical/nutritional problems within specialist area requiring dietetic assessment and monitoring of changing nutritional needs over many years.
10. Contribute effectively to and lead as required work undertaken as part of a clinical multidisciplinary/multi-agency team(s) and provide evidence based advice and expertise to dietetic colleagues, other healthcare professionals and multidisciplinary team(s), within and out-with the organisation, locally and nationally.
11. Develop, implement, maintain and review appropriate evidence based clinical guidelines to optimise patient care and services.
12. Recognise and tailor treatment programmes to take into account holistic care encompassing lifestyle, gender and cultural background when developing individual treatment plans.
13. Promote and act to influence others to incorporate non-judgemental, values-based care into practice.
14. Respect and support others to consider the dignity, wishes and beliefs of all patients/clients, involving them in decision making where possible.
15. Create opportunities for patients/carers to feedback on experiences of care and ensure that feedback is listened to and responded to in order to inform and improve practice.
16. Keep accurate records of clinical interventions, advice given and the outcome of decisions taken as per professional code of conduct and departmental guidelines.
17. Collect caseload and workload statistics as required.
18. Undertake regular individual/departmental audits to ensure efficacy of Dietetic practice.

**Personal and People Development**1. Performance will be appraised via TURAS, jointly by the Dietetic Consultant in Public Health Nutrition and Allied Health Professions Lead, DH&SCP.
2. Evaluate the currency and sufficiency of own knowledge and practice against eKSF outline for the post, identify own personal development plan, work autonomously and meet regularly with Dietetic Consultant in Public Health Nutrition, Allied Health Professions Lead, DH&SCP and equivalent post holders.
3. Develop others in a manner that is consistent with legislation, policies and procedures ensuring access to training.
4. Actively promote the workplace as a learning environment encouraging all staff to learn from each other and from external good practice.
5. Work within the relevant ‘Professional Code of Conduct’ and Health and Care Professions Council’s Standards of Ethics, Conduct and Performance.
6. Maintain and develop professional competencies through activities such as continuing professional development (CPD), clinical updates, journal clubs and maintaining a professional portfolio.
7. Contribute to the development and implementation of evidence based best practice.
8. Determine the training needs of multi-agency staff working on nutrition and dietetics identifying the competencies and standards required by different staff roles and remits.
9. Lead the development, delivery and evaluation of standardised training programmes for various staff working in this area as appropriate and ongoing job responsibility.
10. Contribute to discussions with higher education establishments to ensure key aspects of nutrition and dietetics are included in relevant undergraduate courses.

**Health, Safety and Security (Safety, Governance and Risk)**1. Identify how best to manage the risks and incorporate the implications of national and local legislation, policy and research into the Nutrition & Dietetic Service as well as staff and personal objectives.
2. Ensure that self and staff, conform to Health & Safety policies and procedures as issued by NHS Tayside in order to comply with national legislation and take action to minimise risk within the workplace.
3. Support others in maintaining their own health, safety, security and wellbeing e.g. via Healthy Working Lives programme events or training.
4. Conform to all data protection and information management and technology security policies and guidance issued by NHS Tayside.
5. Follow policies and procedures regarding equipment and provides support for other members of staff and the public in order to facilitate their compliance.

**Service Improvement, Research and Development**1. Continue to develop and drive a service improvement plan for the Nutrition & Dietetic Service.
2. Lead on the delivery and evaluation of Tayside-wide activities to meet the objectives within NHS Tayside’s Service Improvement Plan for the Nutrition & Dietetic Service.
3. Support others to produce, implement and review action plans across all agencies that will deliver on nutrition priorities, in conjunction with the Tayside Nutrition MCN.
4. Influence the development of future posts appropriate to the Nutrition & Dietetic Service e.g. by contributing to the development of relevant job descriptions.
5. Facilitate the contribution of staff to research and clinical practice evaluation in order to ensure service models are evidence and best practice based.

**Quality**1. Act consistently with legislation, policies, procedures and other quality approaches and alert others to the need for improvements in quality.
2. Possess and develop specialist knowledge for effective service delivery in the complex field of public health nutrition and clinical dietetics.
3. Provide strong and effective leadership across professional and organisational boundaries with a focus on improved quality and service excellence and addressing health inequalities.
4. Prioritise, organise and plan own work and keeping within agreed time frames for implementation of Nutrition & Dietetic Service Improvement Plans.
5. Enable others to understand and address risks to quality.
6. Actively promote quality in all areas of the Nutrition & Dietetic Service.
7. Initiate and take forward the introduction of quality and governance frameworks.
8. Continuously monitor quality e.g. by way of specific audits designed to improve services, collating and presenting results as necessary.

**Equality and Diversity**1. Use equality and diversity assessment impact tools in the design of policy and procedures.
2. Act as a role model in the context of equality and diversity.
3. Act as advocate and support to staff.

**Service Performance Management** 1. Responsible for progressing on all aspects of the Nutrition & Dietetic Service and implement data systems and performance metrics (process and quality) to measure and monitor progress in accordance with the expected outcomes.
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| 7a. EQUIPMENT AND MACHINERY |
| The equipment below requires a high degree of knowledge and expertise. Much of it requires manual dexterity e.g. use of IT equipment or moving, setting up and calibrating scales.

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|  | **Use/Purpose** | **Frequency** |
| **Educational Tools** |
| Flip Chart, Display boardsPowerPoint projectorDisplay BoardsFood Models and foodCooking UtensilsPatient information leaflets, booklets and Diet sheets | Presentation work, Training, TeachingAs appropriate in training, education and awareness raising sessions for patients, families / carers, staff, community groups | Once or twice weeklyAs required. |
| **Nutritional Assessment & Support Equipment:** |
| Scales including wheelchair scales | Weighing patients | As required |
| Stadiometer | Measuring heights | As required |
| Measuring Tapes | Measuring waist circumferences/ Mid-arm Circumference | As required |

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| **7b. SYSTEMS** |
| Many of the systems used require expert use of analytical and information management skills.

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|  | **Use/Purpose** | **Frequency** |
| **IT:** |
| Conferencing equipment – Computer Laptop and PowerPoint Projector  | Data Collection, Data reporting & Data Analysis (using MS Excel,)Correspondence, poster presentations and report writing (MS Word)Presentation Development (MS PowerPoint) Internet/Intranet. Nutritional Analysis  | DailyAs required |
| **Telecommunications:** |
| Telephone landline and mobile, fax and e-mail, Dictaphone | Communication and dictation | Daily and as required |
| **Technology Enhanced Care** |  |  |
| FlorenceAttend AnywhereHealth call | Alternative means of consultation |  |
| **Administration:** |
| Patient Records – paper and databaseReferral and appointment management | Recording and case review of service interventions, Tayside Electronic Systems. | Daily |
| Medical Notes/Care Plans | Source of patient/clinical information and communication of treatment | Daily |
| Written Dietary Information Resources | Patient Education Tool | As required |
| Activity recording system | NHS Mail Calendar - To record, monitor and be able to report on clinic contacts, team whereabouts, service waiting times, health promotion activity, education sessions activityMonitor and report as necessary on all team absence/leave including sick leave, special leave and annual leaveMaintain training records of all team staffMaintain records of training delivered by team including evaluations | Daily |
| Datix, SSTS, Pecos, E-expenses |  | As required /monthly. |

**Responsibility for Records Management**All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. |
| 8. ASSIGNMENT AND REVIEW OF WORK |
| The post holder works autonomously being accountable for own actions and delegated actions of service team members. |
| **9. DECISIONS AND JUDGEMENTS** |
| Decisions/judgments are undertaken across a number of parameters at multiple levels of complexity – operational, financial, procedural, professional, strategic, political, clinical, governance and organisational.Decisions and judgments undertaken require the expert interpretation and application of local/national and international clinical evidence and health service policy, statutes, legislation, strategy and guidance. In making decisions and judgments, the post holder must employ highly developed problem solving skills, investigative skills, prioritisation methods, conflict resolution skills, consultation and influencing skills, all of which are utilised with a high level of frequency on a daily basis. In undertaking decisions/judgments the post holder is expected at all times to utilise high levels of discretion and sensitivity.Decisions and judgments undertaken by the post holder regularly have a direct impact on or influence other areas of healthcare beyond the service e.g. NHS Tayside’s prescribing budget, the number of patients being referred to secondary care (e.g. for surgery and therefore the cost of bariatric surgery in Tayside), the referral pathway options for Primary Care clinicians, the training needs of health professionals out with the service, the expected service level for neighbouring health board areas. |
| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Managing the pace of strategic development of the Nutrition & Dietetic Service and ensuring relevant partners are engaged with the details of strategy development across Tayside.Developing and implementing a shared management and leadership framework with equivalent post holders to function as a self-managed team ensuring service operations are maintained at all times. Ensuring an equitable approach to the operational management and service leadership of different disciplines of different grades within the service, including distribution of workload, task delegation, training and development opportunities and skill mix between the different disciplines. Optimising performance, using creative and innovative approaches, when financial pressures and change often present significant barriers e.g. limited training budgets.Evaluating best practice and current clinical/public health nutrition evidence against cost of desired service level, ensuring best economic performance within available resources.Managing and leading the service within limited resources and within budget whilst optimising both cost effectiveness, clinical outcome and patient/client experience.Leading and managing extensive consultation processes to foster involvement and commitment of all partners, stakeholders and service users of the Nutrition & Dietetic Service across NHS Tayside. |
| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The post holder communicates both internally and externally with a wide range of service staff, service users and health professionals operating across organisational, professional and geographical boundaries. The post holder must readily adapt communication style to ensure appropriate targeting to multiple disciplines and levels of knowledge within healthcare, commercial agencies, partnership agencies, press and media, voluntary sector organisations and community groups across Tayside. This spans being able to communicate appropriately and effectively with service users through to Directors within other areas of healthcare e.g. Directorates of Finance, Medicine, Pharmacy, Surgery (e.g. Gastrointestinal and Plastic Surgery) and Rehabilitation.Communication may vary – one to one basis (e.g. clinical/client work, professional supervision, team support), presentation work (e.g. clinical/client work, teaching/education/service presentations), chairing, leading and participating in a range of strategic meetings. Communication is carried out verbally, non-verbally and via written and presentation work.There is a requirement to receive and communicate complex, contentious, sensitive and highly confidential information on a daily basis, e.g. being able to advise others on a range of clinical/service issues. The post holder is expected to deal with disclosures of a highly sensitive or emotive nature (e.g. clinical/client work relating to discrimination, isolation, depression, anxiety, eating disorders or abuse experienced by service users). The post holder must ensure tact and discretion are utilised in communications of this nature.Typically communication relates to enhancing service design, quality and profile. Networking and consultation skills to ensure the development of joint working are utilised frequently with service users, the service team, wider team and service partners.Communication requires expert ability in being able to advise, negotiate, counsel, mediate, influence and manage on complex service information and interrelationship issues which arise with staff / service users / their carers and other agencies. This includes being able to deal effectively with managing change including resistance to change and to manage communication in situations where communication has broken down and conflict resolution is required.Barriers to communication can include impairments of physical function (hearing/vision/speech/mobility), cognitive function (learning difficulties) and may also involve language barriers with service users from minority ethnic groups. The post holder is responsible for ensuring that the service team have mechanisms/strategies in place to overcome/manage these barriers and in line with statutory requirements e.g. Disability Discrimination Act, Fair for All legislation. The post holder is required to link with other services and Tayside Nutrition MCN work streams e.g. Maternal & Infant Nutrition Framework, or Food, Fluid & Nutritional Care.The post holder will have contact with some of the following on a daily/weekly basis:**Internal – NHS Tayside**Administration staffCommunication staffDietetic and/or public health nutrition colleaguesIT staffLaboratory staffMulti-disciplinary teamOther Healthcare staff e.g. Consultants, Allied Health Professionals, General Practitioners, Community NursesPatientsRelatives/Carers/VisitorsService ManagersUndergraduate students, Dietetic and otherIntegration Joint Boards**External**British Dietetic AssociationClinical Specialist GroupsExternal Agencies e.g. local authoritiesLocal Institutes of Further EducationLocal UniversitiesMulti agency teamsNutrition Company representativesPatient Support GroupsPrivate organisations Scottish GovernmentThird sector organisations e.g. Helm |
| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Demands**Daily use/transportation of display screen/computer/presentation equipment for several hours per day. This requires working in static positions (sitting or standing) for long periods. High degree of visual, manual and visual dexterity required.Occasional carrying/handling of equipment e.g. scales, bariatric scales, presentation equipment.Physical skills required for use of anthropometric equipment (occasional).Physical skills required for risk assessing, moving and handling patients/clients (who may weigh up to 310kg) and any associated equipment e.g. seating and wheelchairs.National/international travel as required to represent service or present on service (occasional).Ability to travel in an urban or rural environment, including in adverse weather conditions.**Mental Demands**Frequent prolonged periods of intense concentration.Highly unpredictable work pattern, managing unplanned and frequent interruptions which require immediate action/response (e.g. media enquiries/interview, responding to service user complaints, responding to staff emergencies). High levels of time management and prioritisation skills are utilised on a daily basis.Produce complex reports and service evaluations for multiple audiences.Constantly adapting level and style of engagement to the needs and requirements of multiple stakeholders and partners across NHS Tayside.Manage competing and conflicting demands on time, workload and service priorities on a daily basis. Manage prioritisation issues with different staff disciplines and with staff working in different areas and levels of the service across NHS Tayside.Utilise a high degree of flexibility to meet changing and variable agendas, often within tight timescales.**Emotional Demands**Work autonomously on a daily basis being accountable for overall Nutrition & Dietetic Service development, delivery, audit and performance assessment.Manage conflict, aggression, grievance or disciplinary issues relating to staff, service users or service issues, e.g. inter-professional conflicts, patient complaints.Manage sensitive staff/service user issues e.g. family issues, illness or bereavement, disclosures of abuse, neglect, anxiety, depression, isolation, discrimination.Lead and manage a nutrition and dietetic specialty where multiple and complex co-morbidities exist (e.g. obesity, undernutrition, diabetes or heart disease) and/or where there is a high degree of resistance to change and/or where funding is fixed term. This can often involve giving unwelcome news about limitations of treatment/interventions e.g. that surgery is not an available option, or that pharmacotherapy or artificial nutrition is not clinically indicated, or services are time limited.Negotiate complex service issues which may impact on staff roles, terms and conditions or sense of value to the team/service. |
| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| QualificationsRequired to have a qualification as a dietitian such as: BSc in Dietetics, Post Graduate Diploma or Masters in Dietetics. A complete record of continuous professional development at Masters level relevant to discipline and to the service area.Management/leadership development qualification or equivalent evidenced experiential learning.Professional Experience & TrainingSignificant post-registration experience with experience of working in a leadership capacity. Member of discipline-specific Professional body and registration body e.g. HCPC.Extensive experience of working in the specialist field. Wide range of advanced professional and clinical/public health nutrition knowledge and experience including the application of clinical governance.Experienced in the use of strategies to support health behaviour change.Experienced in service evaluation and audit.Extensive experience of multidisciplinary working.Extensive experience of training/education.Experienced in the principles and delivery of group education.Applied knowledge of research design and methodology including complex data analysis. Knowledge & SkillsAbility to achieve results through persuasion and influence of people at all levels.Flexible and positive approach to work in a challenging and demanding environment.Ability to prioritise, plan and organise workload effectively.Excellent presentation and facilitation skills.IT literate – proficient use of Microsoft Office applications – Word, Outlook (e-mail), Internet,Excel, Access and PowerPoint.Interpersonal skills of the highest order, including verbal and written communication, demonstrating the use of a variety of media including social media.Advanced negotiation, influencing and networking skills.Analytical and Critical Appraisal skills.Ability to translate and integrate evidence-based research/guidelines into the development of service pathways of care. |
| **14. JOB DESCRIPTION AGREEMENT** |
| A separate job description will need to be signed off by each job holder to whom the job description applies.Job Holder’s Signature:Head of Department Signature: **(I confirm that the Job Description accurately reflects the duties and** **responsibilities of the postholder and does not impact upon any other** **postholders role)**  | Date:Date: |