**NHS TAYSIDE – AGENDA FOR CHANGE**

**JOB DESCRIPTION**

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| **1. JOB IDENTIFICATION** | **Job Title** | Dietitian Specialist (Education) – Nutrition in the medical undergraduate curriculum |
| **Department(s)/ Location** | Centre for Public Health Nutrition Research (CPHNR), University of Dundee, Ninewells Hospital and NHS Dept of Nutrition and Dietetics |
| **Number of job holders** | 2 x 0.5 wte fixed term |
| **2. JOB PURPOSE**  To provide assistance on the organisation, development and delivery of nutrition training and education of MBChB students to ensure that they are competent in the delivery of effective nutritional programmes.  To assist on the organisation, development and delivery of nutrition education and training in line with the Association for Nutrition (AfN) UK curriculum in nutrition for medical doctors (2021) to provide medical students with a basic knowledge and understanding of nutrition, that can be developed further within foundation and specialty training, and ensure achievement of the General Medical Council (GMC, 2020) outcomes for graduates by the systematic development, delivery and appropriate assessment of nutrition teaching.  Patient management – medical undergraduates are expected to demonstrate competence in:   * Assessment of nutritional status * Health consequences of malnutrition * Requirements for nutritional intervention * Understanding of the evidence base and the practicalities of nutritional support and dietary treatments of specific disease states * Monitoring and evaluation of nutrition interventions and programmes * How to access appropriate specialist advice (e.g. dietetic) * Team work including dietetic and other specialists in patient management (e.g. in diabetes) | | |

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| **3. ORGANISATIONAL POSITION** |
| **4. SCOPE AND RANGE**  The post holder will work with the University of Dundee Medical Curriculum Management Group via the teaching lead for nutrition, in order to identify where the core requirements in nutrition can best be delivered via the nutrition and dietetic specialist team. This will include designing and assisting the following   * Ensuring that undergraduate students are taught underlying principles as well as the practical application relating to competencies in nutrition * Contributing to problem based learning in relation to diseases of nutritional origin * Developing a case study series for learning and teaching * Developing appropriate monitoring and assessment techniques of nutrition knowledge and skills   Additionally liaising with and enabling specialist dietitians to contribute to developing and delivering the curriculum |
| **5. MAIN DUTIES AND RESPONSIBILITIES**  **Personal and people development**   * Work autonomously and meet with professional NHS manager to determine and review personal objectives * Work within the relevant “Professional Code of Conduct” and the Health Professions Council’s Standards of Ethics, Conduct and Performance * Attend regular (monthly) meetings with the Teaching Leads for Nutrition to provide regular updates on nutrition curriculum objectives. * Organisation and delivery of dietetic presentations from specialist dietitians. * Development of reports and proposals for discussion * Develop and expand specialist knowledge and skills for effective nutrition education programme delivery * Liase with clinical dietitians on the development, delivery and evaluation of a standardised nutrition training programme on clinical nutrition for undergraduate medical staff. The design of the training programme will be based on the needs of different learning styles, the specialist areas covered and with advice from specialist dietitians * Assist with the development of e-learning materials   **Health, safety and security**   * Interpret on an ongoing basis, national and local legislation, policy and research * Incorporate the implications of national and local legislation, policy and research into the clinical and public health nutrition aspects of the curriculum , as well as personal objectives * Conform to all data protection and information management and technology security policies and guidance issued by NHS Tayside and the University of Dundee * Follow policies and procedures regarding equipment and provide support for other members of staff and the public in order to facilitate their compliance * Ensure that self and staff conform to Health & Safety policies and procedures as issued by NHS Tayside and the University of Dundee in order to comply with national legislation and take action to minimise risk within the workplace * Responsible for the safe use of equipment e.g. audiovisual and anthropometric equipment   **Equality and diversity**   * Develop own work programme * Act as a role model in the context of equality and diversity   **Service improvement**   * Evaluate current training provision against national education and nutrition guidelines * Examine, modify, further develop and deliver nutrition demonstrations, addressing theory and assessment skills for small group tutorials in clinical nutrition * Oversee development and assist in delivery of Student Selected Components (SSC) * Ensure that medical students understand the role of the doctor in ensuring that nutritional care of patients is always addressed as part of their overall management * Liaise with the CPHNR teaching personnel and NHS Tayside dietitians in clinical practice * Develop materials designed for the assessment of knowledge, skills and attitudes relating to clinical nutrition within portfolios and Extended Matching Item (EMI) question banks * Undertake assessment of clinical reasoning and analysis within short cases * Supervision of undergraduate student projects * Evaluate own training and carry out audits as required |
| **6. COMMUNICATIONS AND RELATIONSHIPS**  The post-holder is required to have:   * Excellent written and critical appraisal skills * The ability to disseminate complex specialised information * Excellent verbal communication and presentation skills with large and small teaching groups * Have contact with the following on a regular basis: * Dietetic Service Lead/s * Dietitians * Doctors with responsibility for medical education * Clinical Skills Centre Staff * Healthcare professionals * Public health nutritionists * University staff, years 1 to 3 teaching SIP Committee and FoM Leads PIP committee   The post-holder is required to:   * Actively participate and lead in multidisciplinary/multi-agency discussions and give clear, accurate reports regarding nutrition in the medical curriculum * Liaise effectively with CPHNR staff and dietitians for the purposes of course design and delivery * Contribute to multi-disciplinary/multi-agency meetings, which will include chairing meetings * Maintain and develop an advanced level of interpersonal and communication skills, which may be employed at both strategic and clinical levels within areas of expertise * Give presentations to a variety of groups using audiovisual and multimedia equipment – e.g. medical students to audiences of 4-100+ * Interpret, communicate and receive complex information, which may include giving unwelcome or difficult to accept information and present this in an understandable form to students and staff * Recognise potential breakdown and conflict when it occurs and act to resolve it, only seeking advice and support if required * Contribute to the development and appraisal of resources using agreed tools and procedures for nutrition in the medical curriculum * Ensure that a comprehensive communication framework is utilised throughout the programme of work * Coordinate production of reports updating progress relating to nutrition in the medical curriculum * Ensure all communication is dealt with confidentially and in line with data protection guidelines * Communicate daily with professional and support staff,providing and receiving clinical and sensitive information |
| **7. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**   * Relevant first level degree or Post Graduate Diploma in Nutrition & Dietetics * Evidence of relevant research skills (e.g. Masters level training or appropriate CPD) * Relevant clinical and teaching experience * Current registration with the UK Health Professions Council * Demonstrate knowledge and experience of project management * Completed professional portfolio providing evidence of CPD * Knowledge of IT equipment and relevant software packages * Comprehensive organisational skills * Demonstrable leadership and team working skills * Negotiation and change management skills |

**ESSENTIAL ADDITIONAL INFORMATION**

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| **8. SYSTEMS AND EQUIPMENT**   |  |  | | --- | --- | | **Equipment/System** | **Use/purpose** | | **Information Technology**  Computers (including multi-media projectors, CD re-writers, scanners) | Word processing (Word)  Data collection and analysis  Nutritional analysis (WISP)  E-mail – internal/external  Presentations (PowerPoint)  Internet (accessing information and systems)  Electronic diaries | | **Telecommunications**  Telephone (including voicemail) | Internal/external communication | | **Systems**  Dietary information sheets  Statistics  Adverse Incident Management Reporting | To share information with others, observing data protection guidelines  To record significant incidents | |
| **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. |
| **9. PHYSICAL DEMANDS OF THE JOB**  **Physical:**   * Works away from the office environment * Stands and/or sits for lengthy periods of time, e.g. during multi-disciplinary meetings/consultations/clinics * Regularly uses advanced keyboard skills for data recording, communication and report writing   **Mental:**   * Undertakes prolonged periods of mental concentration during service delivery and includes responding to interruption e.g. telephone calls * Deals with abusive and aggressive situations should the need arise   **Emotional demands and working conditions:**   * Liaison skills and challenges these may present |
| **10. DECISIONS AND JUDGEMENTS**   * Provides expert assistance and co-ordination for the delivery and evaluation of nutrition in the medical curriculum to meet agreed objectives * Expected to use a significant degree of initiative and resourcefulness in undertaking responsibilities to anticipate/prioritise/respond/monitor educational needs and develop practice in line with the medical curriculum * Implements policy and guidelines on nutritional care * Proposes changes to local policy and guidelines * Entrusts specific tasks to appropriate health care professionals with the necessary competencies, to ensure effective use of skill mix and available resources so as to meet the needs of the programme on nutrition in the medical curriculum * Undertakes regular ACT appraisals as required by the ACT lead |

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| **11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**   * Delivering direct and measurable benefits across all aspects of the programme on nutrition in the medical curriculum * Managing the complexities of working across a range of nutrition specialities and disciplines, whilst maintaining robust effective and efficient communication which is integral to the post * Building effective working relationships with a wide range of NHS and University staff * Ensuring priority is still given to CPD and actively contributing to the promotion and development of best practice locally and nationally, e.g. through Tayside Nutrition Network |