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| 1. **JOB IDENTIFICATION**
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| Job Title:Responsible to:Agenda for Change:Whole Time Equivalent:Department:Sector:Base:Date Job Description Reviewed: | Specialist Dietitian Oncology (Head and Neck Surgery)Dietetic Clinical Team Lead - OncologyBand 61.0 wte (37.5 hours week)Adult Acute Dietetic, NHS Greater Glasgow & Clyde( Hosted in Older Peoples Service ) North Acute Queen Elizabeth University HospitalFebruary 2024 |
| 1. **JOB PURPOSE**

As part of the service wide dietetic oncology team to plan, organise and provide an evidence based dietetic service to patients, senior medical, nursing and AHP staff within the Regional ENT / Oral Maxillo-Facial / Head and Neck Cancer Unit at the QEUH. To assure that collaborative (clinicians, nursing, patients, carers) evidence based care is provided to patients requiring complex clinical nutrition in this highly specialised area.The post-holder is required to use investigative practice to evaluate and develop service provision within the speciality translating scientific information about food and nutrition into dietary advice for patients. Delivering care in accordance with service Standards, National Professional Standards of Practice and the Health and Care Professions Council Standards of Conduct, Performance and Ethics. Key Result Areas* Responsible for collaboratively leading on the development of dietetic practice to support Head and Neck oncology patients within GG&C.
* Nutritionally, clinically and socially assess patients referred for nutritional care within this speciality.

 * Act on analysis of assessment, plan, advise and communicate to patients/carers (lay or professional) on an appropriate nutritional care plan.
* Monitor, evaluate and interpret the effectiveness of dietetic interventions employed in a range of complex pathophysiologies.
* Contribute to the development and implementation of the experiential training programme for dietetic staff within this speciality. To clinically supervise staff  within this area.
* Actively contribute to the service’s clinical effectiveness programme through investigative practice.
* Ensure agreed standards of enteral and parenteral nutrition are adhered to and actively contribute in the development and implementation of clinical audit.
* To communicate investigative practise in this speciality to the Dietetic Service and the multi-disciplinary health care team.
* Participate in the planning, development, assessment and supervision of undergraduate dietetic clinical placement programme.
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| 1. **ROLE OF DEPARTMENT**

The Adult Acute Dietetic Service provides in and out-patient services in three Clyde Acute Hospitals, (RAH, IRH, VOL) and three Glasgow Adult Acute Hospitals, (QEUH, GRI, GGH), the Beatson West of Scotland Cancer Centre and Glasgow’s two Ambulatory Care Hospitals. The 67 WTE Dietitians work across four Directorates (Surgery, Emergency care and Medical, Older People and Regional) and are hosted within the North Acute Division, Older People Services. The primary focus is to provide safe and effective nutritional care to the Adult Acute hospital population served by NHSGGC. |

1. **ORGANISATIONAL POSITION**



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| 1. **SCOPE AND RANGE**

Dietetic Specialist who has responsibility for:-* Assessment, monitoring and treatment of head and neck (H&N) oncology and trauma in-patients QEUH Max Fax ward 63, ENT ward11b and H&N patients hosted in an 13 bed neuro critical care unit.
* MDT case conferences and related combined consultant clinics for head and neck oncology out-patients. Total of 2 sessions per week
* Pre-assessment clinic for head and neck planned surgery and implementation of ERAS program. 1 session per week
* Provide outreach support to head and neck cancer patients on home artificial nutrition who remain to be under the care of the GG&C head and neck consultants.
* Responsible for liaising with the GGC Clinical Nutrition Teams in the management of complex clinical nutrition in Oncology.
* Clinical Supervision of a specialist rotation Band 5 Dietitians within the oncology team through shared caseload management.
* Absence cover for Oncology Dietitian at the Beatson West of Scotland Cancer Centre and haemato-oncology as required.
* Dietetic Student Practice Placement supervisor and assessor up to 6 students weeks per year
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| 1. **MAIN DUTIES/RESPONSIBILITIES**

**Clinical*** Assess and diagnose the nutritional status of Head and Neck patients with highly complex pathophysiology’s and based on clinical judgement, develop an appropriate individual nutritional care plan.
* Assessing need for complex nutrition support and appropriate access route for oncology patients requiring enteral/parenteral nutrition.
* Monitor and review nutritional care plans against outcome measures and adjust care plans to facilitate the achievement of treatment goals. Collate datasets from this speciality and evaluate practice.
* Ensure the safe and timely transfer or discharge of patients from a dietetic episode of care.

**Professional*** Remain current in terms of HCPC registration and professional organisation’s guidelines and standards of proficiency and practice.
* Interpret national clinical, professional and organisational standards that impact on the clinical management of this specialised area of practice and make recommendations for changes to clinical practice.
* Involved in the development and implementation of policies and procedures in the post-holders focused area of practice.
* Lead in the development of standards, procedures and guidelines relating to dietetic practice in the post-holders area of practice.
* Understanding and awareness of the ethical and legal implications associated with dietetic interventions.
* Identifying and engaging in CPD activities that will enhance aspects of service and meet Health and Care Professions Council (HCPC) requirements, demonstrating this at performance appraisal.
* Identify and initiate audit and/or investigation to permit evaluation of dietetic practice thereby contributing to the Service’s clinical effectiveness programme and ensuring practise is based on current evidence.
* Contribute and participate in the delivery of the service’s clinical governance programme.
* Ensure all patient activity data is current, accurately documented and in accordance with professional and Service standards.

**Educational:*** To develop and implement the experiential training programme for dietetic staff, support workers and students within this speciality.
* Develop appropriate educational resources and use in the education and counselling of patients and their carers.
* Contribute to the planning, development and delivery of the Service’s formal education programme for healthcare staff and students.

 **Managerial:*** Responsible for the regular clinical supervision of the dietetic team within your speciality.
* Consider the impact of any staff absence or personnel issues that may impact on the effective operational management of the dietetic service communicating proposed plan and actions to the line manager.
* Contribute to the development of the Dietetic Service through the Dietetic Oncology Team Practice Development forum and Clinical Governance plan.

 **Organisational:*** Plan and decide priorities for own work area, balancing caseload with other patient related activities and professional demands.
* Review and evaluate workload for specialist area of practice providing appropriate feedback to line manager.
* Contribute as a member of the multidisciplinary team by attending team meetings and/or case conferences and complying with multi-disciplinary discharge policy.
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| 1. **SYSTEMS AND EQUIPMENT**

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| Equipment/System  | Use/Purpose  |
| *IT:** Computers
 | * Accessing and recording or clinical information (Clinical Portal, Trakcare)
* Data Collection and Analysis (Excel)
* Nutritional Analysis package
* Correspondence, report writing (Word)
* Presentation Development (PowerPoint)
* Internet for accessing clinical information
* Email for internal/external communication
* MS teams
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| Audio – Visual Equipment* Telehealth, WebEx, near to me , MS teams
 | * Presentations, education and training of patients / carers and health care staff.
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| *Telecommunications: (telephone,* *scanning, paging system)*  | * Internal and external communication.
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| *Nutritional Assessment and Support Equipment*:* Scales
* Stadiometer
* Skinfold Callipers
* Enteral Feeding Pumps and systems
 | * Weighing patients
* Measuring heights
* Measurement of body fat stores
* Administration of Nutritional Support
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| *Administration:** Electronic patient record/Medical Notes/Nursing Notes/Care Plans
* Written Dietary Information Resources
* Statistic proforma
* Referral and Discharge documentation
 | * Recording dietetic intervention
* Source of patient/clinical information and communication of treatment
* Patient Education Tool
* To record patient contact
* To inform other health professionals for ongoing care.
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| 1. **DECISIONS AND JUDGMENTS**

Decisions and judgements will be guided and achieved by working within established protocols and procedures. The post holder will independently make clinical, operational judgements and decisions relating to evidence based patient care within their defined clinical caseload and scope of practice. The post-holder is charged with articulating to their clinical line manager capacity and/or capability issues. They are responsible for effective caseload management such that it conforms with the Service’s clinical governance framework. |
| 1. **COMMUNICATIONS AND RELATIONSHIPS**
* Receive, communicate and evaluate complex/sensitive medical, social, biochemical and behavioural information. Apply a high level of interpersonal and counselling skills to facilitate patients’ and carers understanding of dietetic intervention and recognise physical, emotional, cultural and educational barriers to change and take appropriate action.
* Core member of the Head and Neck Multi Disciplinary Team working collaboratively to provide care for patients requiring complex clinical nutrition.
* Working through interpreters for language translation and to communicate to patients with physical disabilities, i.e. deaf, blind.
* Will require to use counselling skills with patients, families and carers to achieve prescribed dietary goals for chronic and/or terminal conditions.
* Effectively network and communicate with healthcare professionals and multi-disciplinary teams such that it will contribute to the quality of patient care.
* Use appropriate communication strategies to communicate to patients with physical disability following surgery to the head and neck.
* Present the finding of audit / research work undertaken, using appropriate technology, at a local level.
* Use information technology to assist in achieving the main duties and responsibilities of the post.
* Communication to line manager of clinical developments within the speciality that has implications for Dietetic Service Provision.
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| 1. **PHYSICAL DEMANDS OF THE JOB**

This practitioner will spend the majority of time moving between clinical areas and maybe required to manoeuvre patients to undertake anthropometric measurements, i.e. weights. Daily light physical activity. |
| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**
* Developing strategies to deal with distressed patients and their carers.
* Engender change with patients and healthcare professionals resistant to change.
* Take responsibility in working as an independent practitioner.
* Developing appropriate strategies for meeting the emotional demands inherent with working with acutely ill patients.
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| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

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| **FACTOR** | **ESSENTIAL** |
| **Qualifications****Membership Professional Bodies** | BSc Human Nutrition & DieteticsRegistered Dietitian (Health and Care Professions Council)Advanced Diploma in Dietetic Practice or equivalent at Masters Level postgraduate education.Member British Dietetic Association |
| **Experience** | Normally 5 years post qualification experience.* At least two years undertaking additional responsibilities within a specialist area of practice, preferably within a multi-disciplinary setting.
* Experience of development and delivery of complex artificial nutrition support care packages.
* Audit experience and evidence of impact on practice.
* Acted in a clinical supervisory capacity.
* Development and delivery of teaching and learning programmes at post graduate level.
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| **Knowledge & Skills** | * Organisational, communication and reflective skills.
* Counselling and supervisory skills
* Appreciate the range of nutritional assessment methodologies that can be used to assess and monitor patients, receiving complex artificial nutrition support.
* Demonstrate clinical effective practice through an ability to synthesis and analyse clinical and theoretical information.
* Practice based audit.
* Self-directed practitioner.
* PC literate in the use of Word, Excel and PowerPoint. MS Teams
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| **Work Style** | Enquiring, Initiative, Flexible and Participative |
| **Disposition** | Confidence to deal with staff at all levelsTeam player with leadership qualitiesQuestioningReasoningTactfulEmpathetic  |

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| 1. **JOB DESCRIPTION AGREEMENT**

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| A separate job description will need to be signed off by each jobholder to whom the job description applies. **Job Holder’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Head of Department Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:\_\_\_\_\_\_\_****Date:\_\_\_\_\_\_\_** |

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