

1. JOB DESCRIPTION

Job Title: Dietetic Assistant (Nutritional Support)

Department(s): Community Dietetics

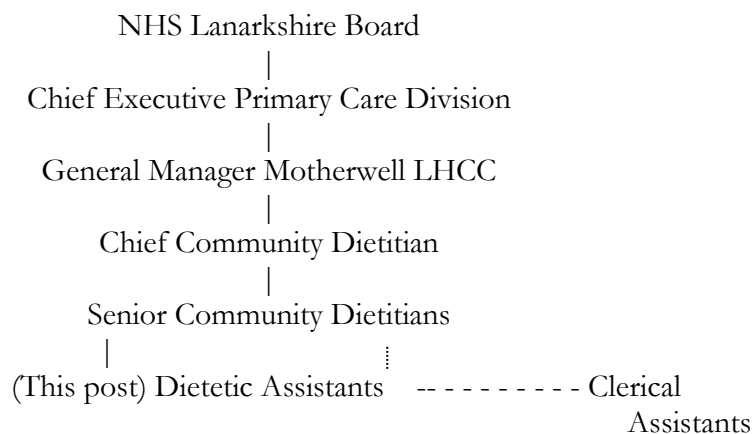
CAJE ID: AHP.0384

No of Job Holders:

2. JOB PURPOSE

To support the community dietetic department in the delivery of the domiciliary nutritional support service. This will be done by providing defined and delegated aspects of nutritional care under the direction of a qualified dietitian and by undertaking a range of defined support functions.

3. ORGANISATIONAL POSITION



4. SCOPE AND RANGE

Undertakes clearly defined and controlled clinical tasks for named patients referred by a health care professional after specific training and within specified protocols. Works regularly alone and unsupervised when on visits.

5. MAIN DUTIES/RESPONSIBILITIES

- To support the work of the Dietitians within the department and provide a service to referred patients.
- Encourage and assist patients to choose preferred and appropriate nourishing meals, snacks and drinks.
- To provide relevant information to patients and carers within defined protocols
- To monitor nutritional status through changes in dietary and fluid intake and weight.
- Collate information relating to patients nutritional status such as :
 - Height
 - Weight
 - BMI
 - Food Intake Charts
 - Biochemistry
 - Fluid charts

and ensure all information is kept up to date.

- Liaise with Dietitians on patients' progress.
- Liaise with other agencies with regard to patients' dietary requirements.
- Collecting audit information including patient interviews/questionnaires for use in service development and clinical governance.
- Carry out computer analysis of diary food records.
- Maintaining Dietetic record files and pulling of dietetic records.
- Monitor storage and usage of Dietetic products within the department
- Participate in Department projects, audits and duties as directed by Dietetic Services Manager.
- Flexible working hours may be necessary at times.
- Assist Dietitians to maintain statistical database.

OTHER DUTIES & RESPONSIBILITIES (BUT NO LESS IMPORTANT)

- Participate and contribute to your performance management reviews.
- To participate in departmental staff meetings
- Observe and adhere to Statutory Trust and Hospital Policies and Procedures.
- Day to day practices should reflect evidence based practice, therefore you should have a working knowledge of NHS Quality Improvement Scotland Standards, Sign Guidelines etc.

6. EQUIPMENT & MACHINERY

- Car
- Weighing scales & Hoist Scales
- Computer programmes
- Fax Machines, telephones, mobile telephone

7. SYSTEMS

- Patient database
- Dietary analysis programme

8. DECISIONS & JUDGEMENTS

- Works at all times within established policies, standards and guidelines of practice
- Acknowledges changes in patient's nutritional intake and refers back to a qualified dietitian any patient where an informed clinical judgement is required before proceeding with treatment
- Undertakes clearly defined clinical duties which have been agreed and taught
- Plans order of work and activities in support of and supervised by a qualified dietitian.
- In conjunction with senior dietitian will carry out work review and formal personal development plan

9. COMMUNICATIONS & RELATIONSHIPS

- Communicates effectively with patients and carers, recognising patients rights and responsibilities
- Works as a member of the community dietetic department, seeking advice, guidance and support from other members and communicating concerns identified in patient contacts to dietitians within the service.
- Works under supervision of the nutritional support dietitians, who ensure that skills are maintained and developed to meet the needs of the post.

10. DEMANDS OF THE JOB (physical, mental, emotional)

Physical Effort – combination of sitting, standing, walking and driving
Occasional requirement for light physical effort for short periods

Mental Effort – Frequent concentration, varied work pattern
Concentration when advising patients, ordering goods and computer work

Emotional Effort – occasional exposure to distressing situations
Dealing with terminal illness

11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Varied caseload with daily driving.
- Dealing with terminal illness
- Dealing with distressed families

12. KNOWLEDGE, TRAINING AND/OR EXPERIENCE REQUIRED TO DO THE JOB

- SVQ III in healthcare, or working towards, or equivalent experience working within a caring environment/role.
- Ability to work with people and as part of a multidisciplinary/agency team.
- Effective written and verbal communication skills.
- Ability to carry out assigned patient care tasks effectively within a busy environment.
- Ability to work unsupervised.
- To actively participate in the Personal Development Plan process to fulfil the requirements of continuing professional development.
- Working knowledge of basic information technology

Job Description Agreement

Job Holder's Signature

Date

Head of Department Signature

Date