NHS GREATER GLASGOW

**JOB DESCRIPTION**

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| **1. JOB IDENTIFICATION** | | |
| **Job Title:** | **Highly Specialist Paediatric Dietitian** | |
| **Division** | **North sector** | |
| **Department:** | **Nutrition and Dietetics** | |
| **Job Reference Number (coded)** | | SCO21/2023AHP015 |

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| 2. JOB PURPOSE  * To clinically lead the development and delivery of the neonatal dietetic team to organise and deliver a comprehensive, high quality and effective Nutrition and Dietetic Service to the specialist area. * To act as a source of expertise on paediatric dietetic neonatal nutrition and to provide training to medical and nursing staff and other health care professionals locally and nationally. * To contribute and participate in the work of the AHP Scottish Neonatal Network to continually improve dietetic standards of practice |
| **3. ORGANISATIONAL POSITION**  **See attached** |
| **4. SCOPE AND RANGE**  The Royal Hospital for Children is the largest paediatric centre in Scotland providing national and tertiary services for all major paediatric specialties and provides secondary care to the local population of NHSGGC. The paediatric dietetic department works across four sites, Royal Hospital for children (RHC), Inverclyde Royal Hospital, Vale of Leven Hospital and Princess Royal Maternity Unit.  The Department of Paediatric Nutrition and Dietetics has a team of 39wte dietitians delivering an integrated primary and secondary care paediatric Nutrition & Dietetic service across NHSGGC to ensure continuity of care and seamless service. The Department also manages the Special Feeds Unit which prepares approximately 80 feeds/supplements a day. The department has a high profile within RHC as good nutrition & growth development is well recognised as an essential part of care of the ill child.  The Neonatal Unit at RHC manages and cares for the most complex and vulnerable infants including those with congenital abnormalities, complex medical problems and complications of prematurity of all gestations. It provides regional and national services including cardiac surgery and the Scottish ECMO service.  The Neonatal Team work closely with specialist paediatric services including surgery, cardiology, ENT, neurosurgery, endocrinology, respiratory, plastic surgery, ophthalmology, gastroenterology, genetics, neurology, infectious diseases, orthopaedics and radiology.  The reconfiguration of Scottish neonatal services as a result of the 'Best Start' report is likely to designate RHC as one of three Neonatal Intensive Care Units.  The post holder will contribute to the training, education and supervision of a rotational Band 6 Dietitian including initial shadowing, competency completion and clinical supervision during their 18 months. The post is mainly inpatient based with a small outpatient caseload.  The post holder may be asked to contribute to the Scottish Neonatal AHP network to support joint working and contribute to the development of a quality framework to improve standards of care. You will contribute to the development and delivery of the paediatric Dietetic Services by developing clinical pathways.  The post holder will contribute to identifying and monitoring dietetic outcome measurements related to your area of expertise and work with other key members of the team to influence best care.  The dietitian will provide clinical support and advice and hand over to receiving health boards to follow through the dietetic care.  You will also be expected to contribute to the development of the service and to departmental projects and activities e.g. weekly department meetings journal clubs, clinical updates and audits. The department operates an on call service on Saturday and Sunday morning 9am to 12.30pm, and the frequency is approximately one weekend in 10 (3-4 annually). |
| **5. MAIN DUTIES AND RESPONSIBILITIES**  Clinical   * To provide and develop a comprehensive nutrition and dietetic service to inpatients, outpatients and day patients in specific highly specialised clinical areas. To be professionally and legally responsible for all aspects of your own work, including the assessment and management of your clinical caseload. * To formulate and implement individual nutritional care/dietetic treatment programmes based on clinical judgement and using current clinical evidence, guidelines or best practice statements. This will be achieved by assessment of nutritional status, calculation of nutritional requirements, and evaluation of highly complex clinical details and results of biochemistry tests and other relevant tests and investigations. * To monitor and review growth, intervention and outcomes on a regular basis and alter treatment as appropriate. The frequency of the review of treatment and outcomes will depend on the clinical condition and the age of the child as nutritional requirements change with age. This will be at the clinical discretion of the dietitian, but will usually require daily contact for inpatients. * To advise and recommend on the use of specialist medical foods and feeds in the management of patients * To organise and plan discharge and follow up of patients, including ensuring the necessary systems are in place to support the dietetic management at home, e.g. organisation of home enteral feeding, GP prescriptions. * To lead in neonatal dietetic issues and offer expert clinical dietetic advice to the inter professional team in relation to the area of expertise and contribute to the development and implementation of evidence based policy, guidelines, protocols, pathways, standards. * To liaise on a daily basis with staff in the Special Feeds Unit and diet bay to provide detailed instructions on special feeds, supplements and diets required for your patients * To communicate complex patient related information and work in partnership with the multi disciplinary team and other agencies by attending and contributing to ward rounds, team meetings, case conferences and training. To prepare reports for Social Workers and Legal teams for Child Protection Cases when requested. * To provide appropriate resources for patient education and to continually develop and update resources, e.g. education packages, diet leaflets, feed regimens, instructions for use of gastrostomy, nasogastric tubes. To work with Dietitians across the UK and in Specialist Groups to design and develop resources for national use if requested. * To provide support for parents of children with chronic conditions seeking advice on medical, psychological and social problems and deciding on the most appropriate action. * To provide cover during periods of leave in other clinical areas when required, in addition to managing your current caseload (approximately 6 weeks a year). * To take part in the department on call rota for outpatient clinics, urgent referrals for under 1s (monthly). * To take part in the department weekend on-call rota, reviewing in-patients in other clinical areas as requested by colleagues and dealing with queries from medical and nursing staff. This is usually done by telephone but you will be expected to come in if required. * To record accurate statistical information on patient activity/caseload on spreadsheets or cornerstone applications (trakcare).  Training and Education  * To be an expert in clinical dietetic neonatology and contribute to the teaching other healthcare professionals. * To train junior dietitians working in your specialist area, including development of competency programmes for band 6 rotational dietitians working in the specialist area to develop their knowledge and skills. * To complete tutorials in specialised areas, requiring self study (1-3 months) to ensure maintain clinical competence and maintain an up to date theoretical understanding when covering other clinical specialities. * To take part in the training of student dietitians on clinical placement. * To regularly plan and deliver core training and education in your specialised areas(s) and on general paediatric nutrition to student dietitians, and qualified dietitians using competency programme for rotational band 6 dietitians, medical staff, nurses and other groups of health professionals (under and post graduate). * To prepare and deliver in service training and education to the Special Feeds Unit Assistants and Diet Cooks to provide staff with the skills and knowledge to undertake their duties safely and competently. * **Professional Duties and Responsibilities** * To follow British Dietetic Association (BDA) Professional Standards and Code of Professional Conduct, Health and Care Professions Council (HCPC) Standards of conduct, performance, ethics and proficiency. * To follow NHSGGC Operational and Human Resources Policies e.g. Health & Safety, Sickness Absence. * Department or professional clinical standards/guideline for treatment of conditions will be followed where available and applicable/appropriate. * To demonstrate continuing professional development and to continually develop and improve knowledge in your specialised area and keep up to date with current best practice and development in other areas of paediatric dietetics. * To regularly evaluate your own current practices by initiating and undertaking audit or other evidence based practice projects or taking part in multi-disciplinary or multi-centred audits and research projects. To review the results and implement changes to changes to clinical practice if appropriate. To present these findings at local level and nationally as appropriate. * To promote evidence based practice by developing and implementing evidence based clinical guidelines and protocols and disseminating the information to the multidisciplinary team. * To contribute to the development or review of national guidelines, policies if requested. * To participate in department meetings e.g. weekly staff meetings, journal club, and clinical update and department projects or working parties, e.g. development of guidelines/standards, audit * Be aware of and work to policies and procedures designed to maintain health and safety in the workplace. * To contribute to the development, implementation and audit of evidence based local and national guidelines/protocols in your specialised clinical area, disseminate the information to the multi-disciplinary team and propose recommendations for changes to clinical practice, which will directly contribute to patient management and also the improvement and development of the dietetic practice.   **6. SYSTEMS AND EQUIPMENT** **Systems**Dietary Analysis Packages: Used to assess patient’s nutrient intake. The results are analysed and compared to the Reference Nutrient Intakes and used to recommend changes to dietary treatment/intake if appropriate.  Clinical Portal   * All Dietetic assessment and management is documented electronically on Clinical Portal * Use to view documentation from medical & other health professionals, including results of blood tests and other investigations.   **Trak Care**   * To gain information on patient’s demographic details and appointments * To create and change appointments for Dietetic Clinics   **IGrow**   * Electronic version of Growth Charts   **Electronic dietetic records:**  To record full details of assessment, treatment and follow up and any other relevant information such as biochemistry results, child protection concerns via portal.  **Special Feeds Unit:**  To enter daily details of special feeds and supplements required for each patient, which are then prepared or issued by the Special Feeds Unit.  **Clinical Databases:**  Creation, maintenance and updating of databases to record patient details and outcomes for audit purposes.  **Dietetic Activity Database:**  Recording of daily activity related to patient care. **Equipment** **Anthropometrics equipment:**  To measure patient’s weight, height/length and skin fold thickness and mid are circumference as part of the assessment of nutritional status. Requires a high degree of accuracy to ensure small changes are identified and recorded.   * Weighing scales * Stadiometers/kiddometers/Leicester incubator measure * Skin fold callipers * Tape measure   **Enteral Feeding Pumps:**  For administration of enteral feeds  Knowledge of operation of pumps required to train nursing staff and parent/carers  **Computers:**  Microsoft Word, Excel,PowerPoint, E-Mail/ MS 365  These software packages are used daily to update departmental database, produce reports, presentations and to record information for audit purposes.  Medical databases - for literature search for current medical research, guidelines. |
| **7. DECISIONS AND JUDGEMENTS**  The post holder will be fully accountable for prioritising, managing, and following up their own clinical caseload and balancing other patient related and professional demands, with guidance from the dietetic manager paediatrics, if required.  Provide highly specialist nutritional care to high risk infants taking into account multiple factors e.g. growth, biochemistry, feed tolerance, overall clinical picture whilst balancing the risk of nutritional intervention in the management of the vulnerable premature infant.    Decisions and judgements on clinical management should be guided by National or local clinical standards or best practice guidelines if available. If not available or appropriate, e.g. complex cases with multiple pathology, rare clinical conditions, or conditions which present a range of options, then decisions should be based on clinical experience with support from peers, manager or medical staff if required. |
| **8. COMMUNICATIONS AND RELATIONSHIPS**  Provides and receives information regarding patient care (assessment, diagnosis, prognosis and treatment) to and from a wide range of health professionals both internally and externally and to patients and carers. Also required to communicate on regular basis with other professionals to provide and receive information on professional issues, nutrition products and to deliver training and education.  Internal: Patients, Parents & Carers  Consultants, and other Medical staff,  Nursing staff, including ward, clinical specialist nurses, liaison health visitors  AHP’s . pharmacists, psychologists, social workers and other health professionals  Special Feeds Unit Staff, Diet Cooks  Catering, Portering, Clerical    External: GPs, Health Visitors, Community nurses,  Social workers, Education Dept, Legal profession  Dietitians in other Divisions/Trusts and Health Boards  British Dietetic Association. Professional Specialist Groups  Nutrition Company representatives  Parent Support groups and national neonatal networks  Media   * Information, provided and received will be mainly highly complex and will include more than one factor, e.g. clinical condition, investigations, assessment and treatment. Post-holder will need to have effective and appropriate skills in communicating diagnosis, advice, instruction and professional opinion to colleagues, patients, their relatives and carers, within the directorate and external agencies to promote and ensure optimum care. * The information conveyed must be provided at an appropriate level for children and parents and the means of communication will need to be modified to consider potential barriers, e.g. age, physical or learning disability and mental illness. * Need to be able to persuade or motivate the child and/or parent who may be resistant to change or have difficulty in accepting the information e.g. commencing tube feeding in a child or young person, persuading children to make substantial changes to diet or accepting long term adherence to restricted diets e.g. gluten free for coeliac disease, dietary manipulation in anorexia nervosa, ADHD and congenital heart disease. * Will frequently use empathic/counselling skills to elicit or provide sensitive or difficult information in a non-judgemental way and when communicating with families with children with chronic or life threatening conditions/terminal conditions. * Good negotiation skills are also frequently required in dealing with the multidisciplinary team members. |
| **9. PHYSICAL, MENTAL & EMOTIONAL DEMANDS OF JOB**  Physical demands   * Required to walk distances throughout the hospital * Required to stand for long period on ward rounds (daily) * Handling of extremely small infants to weigh and measure (regularly) * Required to use keyboard skills for reports and data recording (daily) * Occasionally required to deliver feeds or equipment to wards (weekly)   **Mental Effort**   * Frequent need for intense concentration when assessing and advising families, planning patient care, calculating feeds and nutritional assessment. * Frequent need for intense concentration when preparing reports or presentations. * Managing conflicting priorities   **Emotional Demands**   * Occasionally involved in communicating unwelcome news to parents * Occasional exposure to verbal abuse * Frequently involved in distressing situations, e.g. child protection issues, working with complex   vulnerable preterm infants with life limiting or life threatening conditions. Working Conditions  * Indirect exposure to body fluid, dirty linen etc on wards and clinics (daily) |
| **10. MOST CHALLENGING/DIFFICULT PARTS OF JOB**   * Dealing with frequent interruptions by bleep (4 times/hour and/or telephone (4 times/hour) during patient consultations and whilst undertaking office based tasks such as assessments or calculations which usually require re-prioritisation of tasks. * Unpredictable caseload and as a result prioritising direct clinical and indirect clinical demands, e.g. development of resources, audit. * Covering for colleagues on leave in addition to own caseload. * Involvement in distressing situations, e.g. children with terminal illness, child protection issues, chronic conditions that affect quality of life for child and family. * Weekend on call duties when required to make clinical decisions where not all the information is readily available. * Conveying often difficult or highly complex, but essential information/advice to families at the appropriate level taking into account any potential barriers and using communication skills or other means to overcome these, as appropriate to the situation. |
| **PERSON SPECIFICATION FORM**   |  |  |  | | --- | --- | --- | | **Qualifications** | **Essential (√)** | **Desirable (√)** | | BSc (Honours) Degree in Nutrition and Dietetics or equivalent | √ |  | | Registered with Health Professions Council | √ |  | | Post graduate training in Paediatric Dietetics at Masters level (or equivalent training relevant to post) | √ |  | | Evidence of CPD in accordance with HPC Professional Guidelines | √ |  | | Completion of post graduate, formal theoretical and clinical training in neonatal dietetics |  | √ | | **Experience** | **Essential (√)** | **Desirable (√)** | | Substantial post graduate clinical experience broad range of dietetics and in depth knowledge and experience in highly specialist areas of paediatric dietetics | √ |  | | Substantial clinical experience in neonatal dietetics | √ |  | | Experience of working within and contributing to multidisciplinary team work | √ |  | | Experience and knowledge of service evaluation and guideline protocol development | √ |  | | Experience of development and delivery of teaching programmes to a range of health professionals | √ |  | | Experience of training and clinical supervision of staff | √ |  | | Evidence of leadership skills | √ |  | | Evidence of experience in service development/review |  | √ | | Experience of research |  | √ |  |  |  |  | | --- | --- | --- | | **Behavioural Competencies** | **Essential (√)** | **Desirable (√)** | | Able to establish priorities and organise workload efficiently and effectively. | √ |  | | Able to work successfully within the Dietetic team, multi disciplinary clinical teams and MCN teams. | √ |  | | Able to work flexibly to meet the needs of the service and respond to unpredictable work patterns | √ |  | | Good written and oral presentation skills | √ |  | | Self directed and innovative practitioner, able to inspire and motivate others and develop the service | √ |  | | Demonstrate caring behaviours values to deliver patient centred care | √ |  | |

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| **12. JOB DESCRIPTION AGREEMENT** | | |
| **Job Holder’s Signature:** |  | **Date:** |
| **Head of Department signature** |  | **Date:22.12.23** |