#### Form JE 5



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| 1. JOB IDENTIFICATION | |
| |  |  | | --- | --- | |  |  | | Job Title: | Band 5 Paediatric Dietitian | | Responsible to (insert job title): | Nutrition & Dietetic Service Lead | | Department(s): | Nutrition & Dietetic | | Directorate: | Dundee Health & Social Care Partnership | | Operating Division: | AHP | | Job Reference: | **Sco6 – 1938(rev25)** | | No of Job Holders: | 11 | | |
| 2. JOB PURPOSE | |
| To work as a member of the Tayside Nutrition and Dietetic Service committed to working in partnership with NHS Tayside and partners across health and social care system to:   * reduce avoidable malnutrition and nutrition related diseases * Improve the health and wellbeing of the Tayside population * To provide a dietetic service by translating scientific information about food and nutrition into dietary advice for the treatment of disease and ill health for patients throughout the course of their illness integrating both the acute and rehabilitation stages of care. * To act as a source of expert advice and information about nutrition and health for healthcare professionals (including undergraduates), consultants, GPs, patients and the public. | |
| 3. ORGANISATIONAL POSITION | |
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| 4. ROLE OF DEPARTMENT Tayside Nutrition and Dietetic Service provides a service across Tayside, services are delivered across hospital and community settings and is hosted in Dundee Health and Social Care Partnership.  The Tayside Nutrition and Dietetic Service has a key role in contributing to improving the nutritional wellbeing of the Tayside population. This requires the service to work in partnership with all health and social care sectors with a commitment to:   * Respond to population need with a focus on inequalities in health * Developing service delivery to include prevention, early intervention and self-management as well as acute care. * Reflecting and promoting a whole system / integrated / multi-disciplinary / multi-agency approach that is based on quality and access. * Contributing to the education and training of others to support their delivery of nutritional careMobilising 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 * 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 | |
| 5. KEY RESULT AREAS | |
| As a member of the dietetic team and the multi-disciplinary team, the dietitian will:  **Clinical:**   * Provide a dietetic service within a designated clinical area, with an agreed clinical caseload. * Develop the knowledge and clinical skills required for the delivery of effective patient care. * Manage, plan and deliver the most appropriate individualised treatment programmes encompassing lifestyle, gender and cultural background for patients, using recognised nutritional assessment techniques and equipment and working within established protocols. * Advise and recommend the use of “prescription only” nutritional preparations for the treatment of patients as appropriate. * Monitor and review nutritional care plans against outcome measures and adjust care plans to facilitate achievement of treatment goals. * 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. * Contribute effectively to work undertaken as part of a clinical multidisciplinary/multi-agency team and provide professional advice and expertise to other health care professionals and the multidisciplinary team. * Collect and submit data as required to support workforce planning, clinical governance, patient outcomes and performance indictors   **Professional:**   * Be professionally responsible and legally accountable for all aspects of own work. Works within the limits of own competence and levels of responsibility and accountability in the work team and organisation * Work within the British Dietetic Association’s ‘Professional Code of Conduct’ and the Health and Care Professional Council’s Standards of Ethics, Conduct and Performance, including record keeping. * Develop professional competencies through activities such as CPD, clinical updates, journals clubs, clinical supervision and portfolios. * Participate in the appraisal process, agreeing objectives and a personal development plan with line manager. * Contribute to the development and updating of departmental evidence based clinical standards/guidelines, policies, procedures and patient information * Attend and contribute to departmental/multi-disciplinary/multi-agency meetings and lead when required. * Contribute to short-term cover for other staff in periods of absence as directed by line manager, which is likely to involve covering additional duties as allocated. * As a qualified practitioner it is essential to record and reflect your learning to satisfy your professional regulatory requirements e.g. Flying Start * To support NHS Tayside values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviors and attitudes. * Additional wards covered on a regular basis   **Policy & Procedures:**   * Follow all relevant policies and procedures issued by NHS Tayside including health and safety. | |
| 6a. EQUIPMENT AND MACHINERY | |
| |  | | --- | | **Information Technology**  PCs  Laptops  Winscribe device | | **Telecommunications**  Telephone (including voicemail)/Mobile device  Bleep system | | **Nutritional Assessment Equipment**  Appropriate weighing scales e.g. wheelchair/standing/baby  Stadiometer/measuring board  Calculator  Knee height calipers  Tape measure  Skin fold calipers  Dynamometer  Bioimpedance machine  Indirect calorimeter machine  Body Mass Index ready reckoners | | **Other**  Electronic food weighing scales  Food models  Enteral feeding pumps and tubes  Oral nutritional supplements and specialist tube feeds  Photocopiers |   This list is not exhaustive and subject to change depending on the needs of the service. | |
| **6b. SYSTEMS** | |
| Registered dietitians will be expected to:   * Maintain an up-to-date knowledge of the systems to support the provision of nutritional and dietetic products, diet sheets, nutritional assessment tools, enteral feeding pumps and software for the administration of nutritional support/implementation of diet therapy, as relevant to own clinical areas * Maintain an up-to-date knowledge of the relevant national and local information and clinical management digital systems and understand how these systems are utilised for service delivery. * Maintain a knowledge of systems which support safe working practices, incorporating these within own practice as necessary e.g. Health & Safety, Incident Reporting | |
| 7. ASSIGNMENT AND REVIEW OF WORK | |
| * The post holder will be managed on a day-to-day basis meeting with the designated supervisor for regular supervision as agreed between supervisor and supervisee. * Participate in the annual appraisal process, with objectives set annually with line manager and reviewed 6 monthly via NHS Tayside’s electronic appraisal system. * The post holder will work with a degree of autonomy and is accountable for delivering key objectives agreed with their supervisor which align with their team improvement plan and the Tayside Nutrition and Dietetic Strategic Plan. * The post holder will contribute to day-to-day caseload planning and personal job planning. * The post holder may be asked to work in different clinical settings to support service delivery. Effective communication will include the appropriate use of verbal, non-verbal, written and presentation skills as required. * Recognise potential breakdown and conflict when it occurs and seek advice and support to resolve. * Give presentations to a variety of groups using audio-visual and multi-media equipment. This will include patient groups and presentations to other dietitians or healthcare staff e.g. at journal club. | |
| **8. DECISIONS AND JUDGEMENTS** | |
| The dietitian will:   * Be responsible for a specified caseload, which includes the dietetic care of all referred patients in their clinical area. This will include prioritising patients depending on clinical need. * Interpret biochemical and anthropometric information by using problem solving and judgmental skills to decide on the most appropriate treatment plan for the patient. * Work in partnership with appropriate healthcare professionals, to ensure effective use of skill mix and available resources. * Use own initiative and identify own limitations asking for guidance from more senior staff where required. * Identify the need for, and in discussion with other health/social care professionals, action referral to other disciplines. * Contribute to the decision-making process, including where there are legal/ethical implications of implementing/with-holding nutritional care. * Normally work independently on a daily basis, with senior clinicians providing regular, ongoing clinical supervision.   **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. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB | |
| * Prioritising and managing a diverse caseload appropriately, recognising time constraints/pressures on service delivery without compromising quality of patient care. * Ensure priority is still given to CPD and active contributions to the promotion and development of best practices locally and nationally. * Rotating between different teams, bases and clinical specialities. | |
| **10. COMMUNICATIONS AND RELATIONSHIPS** | |
| The registered dietitian will:   * Ensure that all communication is dealt with confidentially and in line with data protection legislation. * Communicate daily with professional and support staff providing and receiving clinical/sensitive information. * Actively participate in multidisciplinary/multi-agency discussions and give clear, accurate reports regarding dietary management of clients, e.g. weekly ward meetings. * Continue to develop a high level of interpersonal and communication skills at all times in all areas of practice. * Communicate assessment and treatment results to the appropriate disciplines verbally and/or in the form of letters and reports. * Communicate effectively with patients, family and carers to convey comprehensive details of care/treatment in a manner and rate that is appropriate to the individual. This information may be complex or sensitive or contradictory to their expectations. * Use communication skills including empathy and reassurance to help patients to comply with treatment programmes, particularly where there are significant barriers to understanding. Effective communication will include the appropriate use of verbal, non-verbal, written and presentation skills as required. * Recognise potential breakdown and conflict when it occurs and seek advice and support to resolve. * Give presentations to a variety of groups using audio-visual and multi-media equipment. This will include patient groups and presentations to other dietitians or healthcare staff e.g. at journal club. | |
| **11. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** | |
| **Physical:**   * In accordance with manual handling procedures there is a requirement to carry out anthropometric/body composition measurements involving patient physical contact. This may occasionally include assisting immobile, obese, unwilling, frail, disabled and challenging patients. * Using appropriate moving and handling techniques the post holder will be required to move heavy and awkward equipment e.g. weighing scales, in different settings, including patients’ homes (7 – 14kg) * Will be required to travel from main base for clinical teaching, CPD and to fulfil the requirements of a rotational post. * Ability to travel urban and rural environment, including adverse weather conditions as required. * Daily, will be required to stand and/or sit for lengthy periods of time, e.g. during multidisciplinary ward rounds/consultations/clinics. * Daily required to use keyboard skills for data recording, communication and report writing.   **Mental**:   * Be able to prioritise demands on time. * Be alert to unexpected changes in patients’ clinical condition. * Empower patients to take an active role in their treatment programme. * Be able to deal with or seek advice regarding abusive and aggressive situations.   **Emotional:**   * Be adaptable and assist in cover for others in periods of absence. * Will have to work with a variety of patients which may include patients in low mood, care of the terminally ill, patients with chronic conditions, loss of independence, bereavement and those with behavioral problems.   **Environmental**:   * Potential to work as a lone practitioner but within a supportive team environment. * Will be able to work flexibly in a variety of settings using a range of digital devices e.g. shared office spaces, hot desking, hospital wards and community settings. * Indirect exposure to body fluids such as vomit, urine, stoma sites. | |
| 12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB | |
| The post holder should possess the following:   * Current Health and Care Professions Council (HCPC) registration * Degree/Post Graduate Diploma in Nutrition & Dietetics * Awareness of, and compliance with, the British Dietetic Association and (HCPC) Professional Standards and Code of Conduct. * Up to date professional portfolio to provide evidence of CPD * Knowledge of IT equipment and specialist software packages to support therapeutic interventions. | |
| **13. 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 this Job Description accurately reflects the duties and**  **responsibilities of the postholder and does not impact upon any other**  **postholders role)** | Date:  Date: |