

DISGRIFIAD SWYDD**MANYLION SWYDD:**

Teitl Swydd:	Dietegydd
Band Cyflog	5
Oriau Gwaith a Natur y Contract	37.5
Uwch Adran/Cyfarwyddiaeth	Ardal Orllewin
Adran	Maeth a Dieteteg
Lleoliad	Ysbyty Gwynedd, Bangor

TREFNIADAU SEFYDLIADOL:

Yn atebol yn Rheolaethol i:	Pennaeth Dieteteg Dirprwy Bennaeth Dieteteg
Yn adrodd i: Enw'r Rheolwr Llinell	Arweinydd Tîm Ardal Perthnasol
Yn Gyfrifol yn Broffesiynol i:	Arweinydd Tîm Ardal Perthnasol

Pwrpas/Crynodeb o'r Swydd:

Bydd deilydd y swydd yn cyfrannu at ddarpariaeth gofal maetheg a dieteteg o ansawdd uchel i'r bobl a wasanaethir o fewn BIPBC gan gymryd rhan yng nghyflawniad cenhadaeth ac amcanion ansawdd y Bwrdd Iechyd drwy ddarparu gwasanaethau Dieteteg effeithiol ac effeithlon o fewn yr adnoddau sydd ar gael ac yn unol â chofrestriad a Chôd Ymarfer BDA.

DYLETSWYDDAU/CYFRIFOLDEBAU:

Bydd Cynllun Swydd yn cael ei gytuno gyda deilydd y swydd ac yn cael ei adolygu'n rheoliad gyda'r Rheolwr Llinell dynodedig i sicrhau bod blaenoriaethau gwasanaeth yn cael eu deall yn iawn a bod amserlenni lleoliad gwaith wedi'u cytuno.

Bydd deilydd y swydd yn:

☐ Dal llwyth gwaith a darparu gwasanaeth Dieteteg i oedolion gydag ystod o gyflyrau. Bydd hyn yn cynnwys asesu, diagnosis, triniaeth, rheoli a rhyddhau defnyddwyr gwasanaeth o'r llwyth

gwaith.

- Byddwch yn gweithio fel aelod o'r tîm Dieteteg a thimau amlddisgyblaethol sy'n cydweithio ac yn cynghori asiantaethau eraill o ran anghenion penodol y cleient a darparu gwasanaeth.

Bydd deilydd y swydd yn dal portffolio sy'n cynnwys y meysydd canlynol o gyfrifoldeb i sicrhau bod arferion clinigol a llywodraethu yn hollol integrol i ddarpariaeth gwasanaeth ar draws yr ardal:

- Cyfrifoldebau clinigol - o fewn un neu fwy o dimau ardal gan wella sgiliau dieteteg sylfaenol yn ogystal â gweithio o fewn maes clinigol penodol i ddatblygu sgiliau arbenigol.
- Cymryd rhan mewn grwpiau byrdymor, mewn cytundeb â'r Uwch Glinigwyr. Gall hyn fod o fewn grŵp arbenigol clinigol neu ar draws rhwydwaith amlddisgyblaethol a bydd yn cael ei nodi o fewn cynllun gwaith deilydd y swydd e.e. safonau clinigol; hyfforddiant a datblygiad; archwilio, cysylltiad y defnyddiwr gwasanaeth, gwerthuso gwasanaeth; taflenni diet.
- Gweithio fel rhan o dimau amlddisgyblaethol.

Bydd deilydd y swydd yn aelod o grwpiau arbenigeddau clinigol priodol/rhwydweithiau amlddisgyblaethol, gan weithio gyda chefnogaeth gan uwch staff clinigol Dieteteg i:

- Ymgymryd â chyfrifoldebau llywodraethu clinigol o ran y maes gwasanaeth o fewn y grwpiau arbenigol clinigol a'r rhwydweithiau clinigol amlddisgyblaethol.
- Cefnogi datblygiad, gweithrediad a gwerthusiad Dangoswyr Ansawdd Allweddol (KQI).
- Moderneiddio gwasanaethau Dieteteg, gan sicrhau cynladwyedd a chyflawni gofal iechyd doeth.

CYFRIFOLDEBAU CLINIGOL

- Defnyddio sgiliau a gwybodaeth Dieteteg, a danategir gan arferion cyfredol sy'n seiliedig ar dystiolaeth i helpu rheoli'r llwyth gwaith, mewn partneriaeth ag aelodau'r timau Gwasanaeth Dieteteg ac amlddisgyblaethol fel sy'n briodol.
- Darparu asesiad, diagnosis, rheolaeth, triniaeth a rhyddhau unigolion yn glinigol a atgyfeiriwyd gydag anawsterau maeth o fewn y llwyth gwaith, gan geisio cyngor/atgyfeirio a throsglwyddo at staff proffesiynol eraill, ynghyd ag asiantaethau a gwasanaethau fel sy'n briodol.
- Sicrhau bod defnyddwyr gwasanaeth/gofalwyr yn gysylltiedig yn natblygiad a gwerthusiad pecynau gofal/amcanion gofal, gan ddefnyddio targedau SMART sy'n seiliedig ar dystiolaeth, mesurau canlyniad clinigol a rhyddhau pan yn briodol, gan ystyried gwahaniaethau diwylliannol, gofynion dwyieithog a gofynion Deddf yr Iaith Gymraeg.
- Sicrhau bod defnyddwyr gwasanaeth yn cael y cyfle, fel partneriaid cyfartal a rymuswyd drwy gydsyniad gwybodol, ymrwymiad i fynediad, darparu gwybodaeth a chyfranogiad a gefnogir ar bob cam y llwybr therapiwtig.
- Sicrhau dirprwyo diogel drwy gydweithio a hyfforddi gofalwyr a staff proffesiynol eraill, gan ddarparu gwybodaeth ysgrifenedig hygyrch ac adroddiadau sy'n amlinellu rheolaeth a gofal defnyddwyr gwasanaeth, fel bod pawb sy'n gysylltiedig yn gwybod sut i helpu'r cleient orau i gyflawni amcanion therapi a mwyaflu statws maeth mewn amrywiol amgylcheddau a sefyllfaoedd cymdeithasol eraill.
- Darparu ymyriadau a strategaethau unigol, grŵp neu gyffredinol.
- Ysgrifennu cynlluniau maeth ar gyfer Gofal Iechyd/Cymdeithasol i'w gweithredu.
- Sicrhau bod ymyriadau Dieteteg yn cael eu gwerthuso ar ddiwedd episod gofal, gan ddefnyddio mesurau canlyniad clinigol a rhyddhau pan yn briodol.
- Sicrhau cyfrinachedd defnyddwyr gwasanaeth bob amser.

CYFATHREBU

- Gweithio gydag aelodau eraill timau perthnasol i sicrhau bod pawb yn derbyn gwybodaeth briodol am yr unigolyn ac yn cael dealltwriaeth lawn o gyflwr yr unigolyn; darparu cynllun gofal a gydlynwyd yn dda, lle bydd pawb yn dod i gytundeb am benderfyniadau sy'n berthnasol i reolaeth cleient.
- Gweithio'n agos â defnyddwyr gwasanaeth, gofalwyr a theuluoedd; arddangos empathi gyda defnyddwyr gwasanaeth, gofalwyr, teuluoedd a chydweithwyr i sicrhau bod cyfathrebu effeithiol yn cael ei gyflawni, yn enwedig pan fo rhwystrau i ddealltwriaeth yn bodoli.
- Ysgogi'r unigolyn/gofalwyr i ymgysylltu yn y broses therapiwtig, gan drafod a darbwyllo teuluoedd/gofalwyr/eraill i gefnogi pan yn briodol.
- Mynychu cynadleddau achos pan yn briodol.
- Cydweithio gyda'r tîm gweinyddol / cymhorthwyr dieteteg i wneud apwyntiadau amserol ar gyfer dilyn i fyny; anfon gwybodaeth ysgrifenedig a pharatoi deunyddiau therapi ysgrifenedig priodol.
- Ffurio perthnasau cynhyrchiol a symbylu defnyddwyr gwasanaeth a/neu ofalwyr i ymgysylltu yn y broses therapiwtig.
- Defnyddio sgiliau trafod i reoli gwrthdrawiadau ar draws ystod o sefyllfaoedd ac ymdrin â chwynion anffurfiol yn sensitif, gan osgoi esgyniadau os yn bosibl.
- Cydweithio gyda chydweithwyr Dieteteg mewn ardaloedd gerllaw, i sicrhau trosglwyddiad gofal esmwyth i ddefnyddwyr gwasanaeth o fewn a thu allan i'r ardal a wasanaethir gan BIPBC.

DATBLYGIAD PROFFESIYNOL A PHERSONOL

- Cymryd rhan yn system werthuso staff yr adran (Adolygiad Personol a Datblygiad - PADR), a chytuno ar gynllun o amcanion ar gyfer datblygiad personol a phroffesiynol gyda'r goruchwylydd. Bydd yr amcanion a osodir yn adlewyrchu cynlluniau'r Gwasanaeth a BIPBC, gan gynnwys amcanion penodol sy'n ymwneud â meysydd gwaith.
- Cymryd rhan mewn grwpiau cefnogi cyfoedion os yn briodol; gan ystyried arferion gyda chydweithwyr a mentor i nodi cryfderau personol ac anghenion datblygiad. Bydd hyn yn cynnwys rhannu a dosbarthu gwybodaeth o gyfnodolion a llenyddiaeth berthnasol ac adolygiadau cyfoedion.
- Cymryd rhan mewn goruchwyliaeth glinigol. Mynychu cyrsiau a chyfarfodydd perthnasol, grwpiau diddordeb arbennig a hyfforddiant mewnol er mwyn datblygu a chynnal sgiliau a gwybodaeth.
- Cynnal aelodaeth BDA lawn a chyflawni gofynion cofrestriad HCPC i gwrdd â gofynion y swydd a sicrhau arferion gorau diogel, cyfredol ac ar sail tystiolaeth.
- Cadw cofnod cyfredol o weithgareddau CPD.
- Ymgymryd â hyfforddiant statudol a gorfodol a sicrhau gwybodaeth weithiol barhaus o bolisiau a gweithdrefnau perthnasol gan gynnwys Iechyd a Diogelwch, Deddf yr Iaith Gymraeg, Deddf Gallu Meddyliol, DoLS, POVA diogelu, Trin â llaw/gwrthrychau, COSSH, Tân, Rheoli Heintiau, CPR a fframweithiau cyfreithiol eraill. Defnyddio gwybodaeth berthnasol a dysgu ar gyfer ymarfer eich hunan a goruchwyllo eraill.
- Bod yn gyfarwydd â'r ffurflen DATIX i allu adrodd a rheoli sefyllfaoedd sy'n cynnwys risg bersonol a/neu risgiau i eraill.
- Gweithio gyda chlinigwyr i sicrhau bod egwyddorion Llywodraethu Clinigol yn tanategu holl arferion clinigol.
- Mynychu a chyfrannu at gyfarfodydd staff a thîm adrannol ar gais y rheolwr.

HYFFORDDI ERAILL

- Cynorthwyo i gynefino dietegwyr newydd eu cyflogi a staff eraill.

- Cefnogi cydweithwyr eraill sy'n Ddietegwyr i roi cyflwyniadau a defnyddio pecynnau hyfforddiant.

- Paratoi deunyddiau ar gyfer sesiynau hyfforddiant ac addysg fel bo angen - gall hyn gynnwys paratoi cyflwyniadau PowerPoint.
- Darparu a chofnodi cefnogaeth briodol i gyd-bartneriaid mewn gofal, defnyddwyr gwasanaeth a gwirfoddolwyr i sicrhau dirprwyo cyngor dieteteg.
- Cyfrannu at gyflwyniad, hyfforddiant, datblygiad a goruchwyliaeth barhaus Cymhorthwyr Dieteteg, Ymarferwyr Cynorthwyol a gwirfoddolwyr, hefyd cyfrannu at eu gwaith gyda defnyddwyr gwasanaeth penodol a/neu ddyletswyddau sy'n cefnogi llwybrau gofal Dieteteg a gweithrediadau gwasanaeth.

ARWEINIAD CLINIGOL

- Bod yn adnodd clinigol gweledol a hygyrch mewn lleoliadau clinigol/rhwydweithio i reolwyr, staff a defnyddwyr gwasanaeth.
- Cefnogi uwch gydweithwyr Dieteteg a rheolwyr gwasanaeth i sicrhau bod safonau ardderchog yn cael eu cynnal o fewn grwpiau clinigol a thimau/rhwydweithiau amlddisgyblaethol. Mae hyn yn cynnwys adolygu dogfennaeth, monitro rhyngweithiad rhwng staff a defnyddwyr gwasanaeth i sicrhau eu bod yn cael eu trin ag urddas, parch, caredigrwydd a thrugaredd bob amser; cydymffurfio â Hanfodion Gofal a thrin pryderon a chwynion anffurfiol a dderbynnir yn briodol.
- Cefnogi uwch gydweithwyr gydag amcanion neu brosiectau gwasanaeth mewn mannau clinigol a ddiffiniwyd a bod yn ymgysylltiedig â gweithredu cynlluniau gwaith Arferion Clinigol a Llywodraethu
- Gweithio'n agos â dietegwyr yn eu maes clinigol i sicrhau arferion gorau a monitro safonau

YMCHWIL A DATBLYGIAD

- Cymryd rhan mewn grwpiau clinigol arbenigol, grwpiau byrdymor a rhwydweithiau amlddisgyblaethol, gan gyfrannu at Arferion Clinigol a chynllun gwaith llywodraethu, cymryd rhan mewn archwilio, ymchwil a gweithgareddau PPI o fewn maes gwasanaeth eich hunan gyda chyfeiriad uwch gydweithwyr i sicrhau bod gwasanaethau'n cael eu cyflawni at safonau arferion gorau.
- Sicrhau bod gwasanaethau sy'n cael eu darparu o fewn maes cyfrifoldeb eich hunan yn derbyn gwerthusiad cywir, gan ddefnyddio mesurau canlyniad yn erbyn safonau lleol a chenedlaethol cytunedig.
- Casglu a darparu data ymchwil fel bo angen ar gyfer rhaglenni eich hunan ac adrannol eraill.

DATBLYGU POLISI / GWASANAETH

- Arddangos gwybodaeth a chadw at a gweithredu polisiau, canllawiau a gweithdrefnau HCPC, BDA a BIPBC ac adrannol o fewn meysydd arfer.
- Mynychu a chymryd rhan yn weithredol mewn cyfarfodydd staff, tîm a thimau ardal leol a grwpiau arbenigol clinigol/dyddiau datblygiad proffesiynol yn unol â'r rheolwr llinell.
- Cyfrannu at ddatblygu gwasanaethau yn eich maes eich hunan. □ Cyfrannu at ddatblygu gwasanaethau Cymraeg/dwyieithog.
- Cyfrannu at adeiladu tîm rhyngasiantaethol/amlasiantaethol

ADNODDAU DYNOL

- Goruchwyllo gwaith clinigol ymarferwyr cysylltiol, cymhorthwyr a gwirfoddolwyr, gan sicrhau dirprwyo tasgau a dyletswyddau'n ddiogel o ran defnyddwyr gwasanaeth.
- Esbonio cynlluniau gofal maeth i ofal iechyd cymdeithasol/teuluoedd a gofalwyr.
- Cymryd rhan mewn cynefino staff.

- Cymryd rhan mewn lleoliadau clinigol ar gyfer myfyrwyr dieteteg a'r rhai o grwpiau

proffesiynol eraill fel â drefnwyd.

- Darparu cyngor i blant ysgol, oedolion ifanc a myfyrwyr ôl-radd ac esbonio swyddogaeth y Dietegydd i ymwelwyr, myfyrwyr a gwirfoddolwyr.

ADNODDAU GWYBODAETH

- Cynnal cofnodion cywir a chyfoes yn unol â safonau proffesiynol HCPC a BDA a pholisïau lleol PBC.
- Rhannu gwybodaeth gydag eraill, gan gadw at ganllawiau gwarchod data.
- Mewnbynnu a chasglu data gweithgaredd yn gywir a rheolaidd, gan sicrhau cyflwyniad amserol a chywir o fewn canllawiau BIPBC.
- Cadw at bolisïau a chanllawiau Llywodraethu Gwybodaeth.

CYFRIFOLDEBAU ERAILL

- Monitro lefelau stoc yn eich maes gwasanaeth eich hunan a gwneud ceisiadau am gyfarpar newydd ac adnoddau fel sy'n briodol.
- Bod yn gyfrifol am olrhain diogelwch, gofal a chynnal a chadw cyfarpar, gan sicrhau y cedwir safonau rheoli heintiau a diogelwch - gan gynnwys cyfarpar a fenthycir i ddefnyddwyr gwasanaeth.

PARTNERIAETH

- Gweithio mewn partneriaeth â defnyddwyr gwasanaeth, cydweithwyr iechyd a gofal cymdeithasol eraill a gwasanaethau mewnol ac allanol i yr bwydd iechyd, i gyflawni'r canlyniad iechyd gorau posibl i ddefnyddwyr y gwasanaeth a chyfrannu at lwybrau lleihau ail droseddu.

DIOGELEDD

- Bod yn ymwybodol o ddiogeledd o fewn yr adran a'r sefydliad bob amser a gweithio o fewn y canllawiau a osodwyd i sicrhau bod diogeledd yn cael ei gynnal mewn modd sy'n sensitif i anghenion defnyddwyr gwasanaeth.
- Sicrhau eich bod ag ymwybyddiaeth briodol o'r Strategaeth Ddiogeledd Leol (LSS) ac mewn unrhyw achos o ansicrwydd, ceisio esboniad gan Reolwr Diogeledd.
- Sicrhau bod yr adran yn cydymffurfio â gofynion diogeledd y carchar, diogeledd ffisegol yr amgylchedd a chadw cyfarpar gofal iechyd yn ddiogel yn yr adran.
- Sicrhau cyfrifoldeb personol am ddiogeledd allweddi a radio a roddir.
- Cymryd rhan mewn rhannu gwybodaeth diogeledd i'r holl staff, gan sicrhau eich bod â mynediad at, ac yn mynychu'r hyffurddiant diogeledd perthnasol a chymryd rhan mewn cyfarfododd sy'n ymwneud â diogeledd.
- Cefnogi cydweithwyr i ymateb i unrhyw sefyllfa neu amgylchiadau a all nodi bygythiad i ddiogeledd.

Datganiad Hyblygrwydd: Amlinellir dyletswyddau'r swydd yn y swydd ddisgrifiad a'r fanyleb personol hon a gellir eu newid o dro i dro drwy gytundeb ar y cyd.

Ni fwriedir i'r disgrifiad swydd hwn fod n rhestr gyflawn o ddyletswyddau, ond yn ganllaw i amcanion a chyfrifoldebau'r swydd. Caiff ei adolygu yn unol ag unrhyw newid sefydliadol ac yn flynyddol fel rhan o'r broses werthuso.

Sylwer y bydd unrhyw gynnig swydd yn amodol ar fod yr unigolyn yn cael gwiriadau BDS estynedig a gwiriadau cefndir carchar.

JOB DESCRIPTION

JOB DETAILS:

Job Title	Dietitian
Pay Band	5
Hours of Work and Nature of Contract	37.5 hours / week (Permanent)
Division/Directorate	West Area
Department	Nutrition & Dietetics
Base	Ysbyty Gwynedd, Bangor

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Head of Dietetics Deputy Head of Dietetics
Reports to: Name Line Manager	Area Team Lead
Professionally Responsible to:	Area Team Lead

Job Summary/Job Purpose:

The post holder will contribute to the provision high quality nutrition and dietetic care to the people served within BCUHB by participating in the achievement of the Health Board's mission and quality objectives by providing high quality, safe, efficient and effective Dietetic therapy services within available resources and in accordance with the registration and Code of Practice of the BDA and the.

DUTIES/RESPONSIBILITIES:

A Job Plan will be agreed with the postholder, and regularly reviewed with the designated Line Manager, to ensure service priorities are clearly understood and workplace timetables are agreed.

The post holder will:

- Hold a caseload and provide a Dietetic service to adults with a range of conditions. This involves the assessment, diagnosis, treatment, management and discharge of service users from the caseload.
- Work as a member of Dietetic team and multi-disciplinary teams liaising with and advising other agencies in relation to the specific client's needs and service delivery.

The post holder will hold a portfolio which will include the following areas of responsibility to ensure that clinical practice and governance are fully integral to service provision across the area:

- Clinical responsibilities – within one or more area team, improving basic Dietetic skill as well as working within a specific clinical area to develop specialist skills
- Participating in Task and Finish groups, in agreement with the Senior Clinicians. This may be within a clinical specialist group or across a multi-disciplinary network, and will be identified within the post holder's Work Plan e.g. clinical standards; training & development; audit; service user involvement; service evaluation; diet sheets.
- Working as a member of multi-disciplinary teams.

The post holder will be a member of appropriate clinical specialist groups/multidisciplinary networks, working with support from Dietetic senior clinical staff to:

- Undertake clinical governance responsibilities in relation to the service area within the clinical specialist groups and multi disciplinary clinical networks.
- Support the development, implementation and evaluation of Key Quality Indicators (KQI).
- Modernise Dietetic Services ensuring sustainability and the delivery of prudent healthcare.

CLINICAL RESPONSIBILITIES

- Use Dietetic skills and knowledge, underpinned by current evidence based practice, to help manage the caseload in partnership with members of the Dietetic Service and multidisciplinary teams as appropriate.
- Provide clinically effective assessment, diagnosis, management, treatment & discharge of individuals referred with nutritional difficulties within the caseload, seeking advice/referring/transferring to alternative professionals, agencies and services as appropriate.
- Ensure service users/carers are involved in the development and evaluation of packages of care/care aims, using SMART, evidence-based targets, clinical outcome measures, and discharging where appropriate, with due regard for cultural differences, bilingual requirements and the Welsh Language Act.
- Ensure service users are afforded opportunities as equal, empowered partners through informed consent, commitment to access, information provision and supported participation at each stage of the therapeutic pathway.
- Ensure safe delegation through liaison and training carers and other professionals, with provision of accessible written information and reports outlining management and care of service users, so that all involved know how best to help the client to achieve therapy goals

and optimise nutritional status in a variety of environments and other social settings.

- Deliver individual, group or generalising interventions and strategies.
- Write nutrition care plans for Health/Social Care and others to implement.
- Ensure Dietetic intervention is evaluated at the end of an episode of care using clinical outcome measures, and discharging when appropriate.

- Ensure confidentiality of service users at all times.

COMMUNICATION

- Work with other members of relevant teams to ensure all receive appropriate information about the individual and have a full understanding of the individual's condition; providing a well co-ordinated care plan whereby all reach agreement about decisions relevant to the client's management.
- Work closely with service users, carers and families; demonstrate empathy with service users, carers, families and colleagues to ensure that effective communication is achieved, particularly where barriers to understanding exist.
- Motivate the individual / carers to engage in the therapeutic process, negotiating with and persuading families / carers / others to support where appropriate.
- Attend case conferences when appropriate.
- Liaise with administration team/ dietetic assistants to make timely appointments for follow up; send out written information and prepare appropriate written therapy material.
- Form productive relationships and motivate service users and / or carers to engage in the therapeutic process.
- Use negotiation skills in the management of conflict across a range of situations and deal with informal complaints sensitively, avoiding escalation where possible.
- Liaise with Dietetic colleagues in neighbouring areas to ensure smooth transfer of care for service users in and out of the area served by BCUHB.

PERSONAL & PROFESSIONAL DEVELOPMENT

- Participate in the Department's staff appraisal system (Personal and Development Review - PADR), and agree a plan of objectives for personal and professional development with their supervisor. Objectives set will reflect the Service and BCUHB's plans, including specific objectives relating the areas of work.
- Participate in peer support groups where appropriate; reflecting on practice with peers and mentor to identify own strengths and development needs. This will include sharing and disseminating information from relevant journals and literature, and peer review.
- Participate in Clinical Supervision. Attend relevant courses, meetings, special interest groups and in-service training in order to develop and maintain skills and knowledge.
- Maintain full BDA membership, and fulfil HCPC registration requirements to meet the requirements of the post and ensure safe, current and evidenced best practice.
- Keep an up to date record of CPD activity.
- Undertake statutory and mandatory training and ensure an ongoing working knowledge of relevant policies and procedures including Health & Safety, Welsh Language Act, Mental Capacity Act, DoLS, Safeguarding POVA, Manual/Object Handling, COSHH, Fire, Infection Control, CPR and other legal frameworks. Apply relevant knowledge and learning to own practice and supervision of others.
- Become familiar with the DATIX form to be able to report and manage situations involving personal risk and/or risks to others.
- Work with clinicians to ensure the principals of Clinical Governance underpin all clinical practice.
- Attend & contribute to departmental staff and team meetings at the request of the manager.

TRAINING OTHERS

- Assist in the induction of newly employed Dietitians s and other staff.
- Support other Dietetic colleagues to deliver presentations and training packages.

- Prepare materials for training and educational sessions as required – this could involve

preparing PowerPoint presentations.

- Provide and record appropriate support to co-partners in care, service users, and volunteers to assure safe delegation of Dietetic advice.
- Contribute to the ongoing induction, training, development and supervision of Dietetic Assistants, Assistant Practitioners Practitioners and volunteers, and also to contribute to their work with specific service users and / or duties which support Dietetic care pathways and service operations.

CLINICAL LEADERSHIP

- Provide a visible and accessible clinical resource in clinical settings/networks to managers, staff, and service users.
- Support Dietetic senior colleagues and service managers to ensure that excellent standards are maintained within clinical groups and teams/multi disciplinary networks. This includes, review of documentation, monitoring the interaction between staff and service users, to ensure they are treated with dignity, respect, kindness and compassion at all times; comply with fundamentals of care, and to deal appropriately with informal concerns and complaints received.
- Support senior colleagues in service objectives or projects in defined clinical areas and to be engaged with the implementation of the Clinical Practice and Governance work plans.
- Work closely with Dietitians in own clinical areas to ensure best practice and monitoring of standards.

RESEARCH AND DEVELOPMENT

- Participate in clinical specialist groups, Task and Finish groups, and multi-disciplinary networks, contributing to the Clinical Practice and Governance work plan, participating in audit, research, and PPI activities within own service area with the direction of senior colleagues to ensure services are delivered to best practice standards.
- Ensure services delivered within own areas of responsibility are properly evaluated using outcome measures against agreed local and national standards.
- Collect and provide research data as required for own and other departmental programmes.

POLICY / SERVICE DEVELOPMENT

- Demonstrate knowledge of, adhere to and implement HCPC, BDA, BCUHB and departmental policies, guidelines and procedures within areas of practice.
- Attend and actively participate in staff, team, locality team meetings and Clinical Specialist groups / professional development days in accordance with the Line Manager.
- Contribute to the development of own areas of service.
- Contribute to the development of Welsh / bilingual services. □ Contribute to interagency / multi-disciplinary team building.

HUMAN RESOURCES

- Supervise the clinical work of Associate Practitioners, Assistants, and volunteers ensuring safe delegation of tasks and duties in relation to service users.
- Explain nutrition care plans to Health / Social Care /, families and carers.
- Participate in staff inductions.
- Participate in clinical placements for Dietetic students and those from other professional groups as arranged.
- Provide advice for school children, young adults, and post-graduate students and explain the

role of the Dietitian to visitors, students and volunteers.

INFORMATION RESOURCES

- Maintain accurate and contemporaneous records in line with HCPC and BDA professional standards and local HB policies.
- Share information with others, observing Data Protection guidelines.
- Input and gather activity data accurately and regularly, ensuring timely and accurate submission within BCUHB guidelines.
- Adhere to Information Governance policies and guidelines.

OTHER RESPONSIBILITIES

- Monitor stock levels in own service areas and request new equipment and resources as appropriate.
- Be responsible for the tracking, security, care and maintenance of equipment ensuring standards of infection control and safety are maintained – including equipment loaned to service users.

PARTNERSHIP

- ☐ Work in partnership with service users, other health and social care colleagues and services internal and external to the health board, to achieve the optimum health outcome for service users and contributing to reducing reoffending pathways.

SECURITY

- To always be aware of security within the department and establishment, and work within the set guidelines to ensure that security is maintained in a manner sensitive to service users needs.
- To ensure you have an appropriate awareness of the Local Security Strategy (LSS) and in any event of uncertainty seek clarification from a Security Manager.
- Ensure that the department complies with the security requirements of the prison, the physical security of the environment and the safe custody of health care equipment in the department is maintained.
- Assume personal responsibility for the security of issued keys and radios.
- Participate in the dissemination of security information to all staff, ensuring you have access to, and attend the relevant security training and participate in meetings in regard to security.
- Support colleagues to respond to any situation or circumstance that might indicate a threat to security.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

This job description is not intended to be an exhaustive list of duties but to give a guide to the objectives and responsibilities of the post. It will be reviewed in line with any organisational change and annually as part of the appraisal process.

Please note that any offer of employment will be subject to the successful receipt of enhanced DBS and prison vetting clearances.