



## POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

### **JOB DETAILS**

<b>Job Title:</b>	Community Dietitian
<b>Pay Band:</b>	5
<b>Hours of Work and Nature of Contract:</b>	To be completed on recruitment
<b>Service Group:</b>	Therapies
<b>Department:</b>	Dietetics
<b>Base:</b>	To be completed on recruitment

### **ORGANISATIONAL ARRANGEMENTS**

<b>Managerially Accountable to:</b>	Band 7 Dietician
<b>Professionally Accountable to:</b>	Head of Dietetics

### **VALUES & BEHAVIOUR**



Our Values and Behaviours are demonstrated through our 'Health Care Strategy' centred on the Needs of the Individual' through Respect, Trust, Integrity, Working Together, Kindness and Caring and Fairness and Equality.

## **JOB SUMMARY / PURPOSE:**

Assess and treat a caseload of patients diagnosed with conditions requiring nutrition and dietetic intervention in a variety of settings.

Educate and train patients, their carers and other health care professionals on a range of nutrition related topics.

Advise on the provision of artificial nutrition to patients in hospital and in the community. Manage the provision of feeds and feeding equipment for patients.

Act as a source of information on the dietetic management of patients to other healthcare professionals.

## **DUTIES & RESPONSIBILITIES**

Powys Teaching Health Board (PTHB) is committed to helping the people of Powys to improve their health as well as treating sickness. All staff employed by PTHB are expected to promote healthy behaviours to the population of Powys through the provision of practical information which supports behaviour change.

The post holder will be professional and legally responsible for direct delivery of Dietetic services as part of the Dietetic team in North Powys. Work with a degree of autonomy to provide advice on a wide range of complex clinical conditions to patient's carers and clinicians. Support will be available from the Head of Dietetics and other members of the Dietetic Team.

### **Clinical Duties**

Work within the BDA Professional Code of Conduct delivering a community based Dietetic service in a variety of settings to a diverse population.

Actively contribute to the delivery of the community nutrition and dietetic service in PTHB.

Manage outpatient clinic sessions for patients requiring a variety of dietary advice.

Visit patients at home when appropriate.

Provide Dietetic advice to Nursing/Residential homes as required.

Hold own patient caseload guided by the BDA Safe Caseload Management network.

Work with patients and carers to develop and agree expected outcomes of Dietetic treatment and advice.

Involve giving advice to patients who are terminally ill and giving advice in difficult family situations. This may involve writing reports.

Provide Dietetic advice and Therapeutic support to patients, carers and other members of the care team collating complex information including:-

- Nutritional assessment using a patient's diet history and clinical information;
- Developing patient centred goals and treatment plans, and negotiating agreement and cooperation with patients and carers;
- Advise medical staff on the prescription of ACBS products for the treatment of a wide range of clinical conditions;
- Barriers to be overcome with the client group include deafness, dementia, learning and physical disabilities.

Undertake dietary consultations involving individuals and groups using behavioural approaches including motivational and negotiation techniques to implement lifestyle changes.

Keep and maintain accurate, timely, comprehensive and legible patient records in line with PTHB standards.

Maintain strict patient confidentiality.

## **Education and Training**

Regularly deliver nutrition and dietetic training to members of other Health Care professionals as required. This will include programmes delivered through the PTHB training plan as well as more local training sessions as required.

Participate in the training of student Dietitians on placement in PTHB.

Keep up to date with development in clinical nutrition by attending study days and conferences and through reading relevant journals. Reflective practice should be documented appropriately.

Fulfil all obligations in respect of mandatory training.

Undertake CPD and fulfil the requirements for continuing profession registration with HCPC.

Lead CPD session for all members of the Dietetic team as appropriate.

## **General**

Actively contribute to service development initiatives, including the interpretation of national professional policies.

Participate in the PTHB annual appraisal programme. This will include identifying your own training needs and CPD requirements to meet HCPC/BDA standards of performance.

Understand and comply with national, PTHB and departmental standards, policies and procedures including the Lone Worker Policy. When required implement changes in working practice under the direction of the Head of Dietetics.

Participate in Dietetic and multi-professional audit as appropriate.

Attend and actively participate in monthly departmental meetings.

Be professionally and legally accountable for all aspects of your professional clinical work.

Use computerised and manual nutrition assessment packages and use the information extracted from these to formulate patient advice.

Work with other agencies as appropriate to optimise patient care.

Liaise with the Dietetic departments of neighbouring LHB/Trusts to ensure a continuation of patient care on transfer.

Regular travel by car.

<b><u>PERSON SPECIFICATION</u></b>			
<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	Degree level education or equivalent  Registered with HCPC	Membership of BDA	Pre-employment checks  Application Form
<b>Experience</b>	Accurate keyboard skills/IT literate  Presentation skills  Good verbal and written communication skills	Knowledge of Computer Nutritional Analysis Programme	Application Form and Interview
<b>Aptitude and Abilities</b>	Able to work with individuals and groups  Able to meet and effectively communicate with public	Ability to speak Welsh	Interview Application Form
<b>Values</b>	Demonstrate PTHB Values  Self-motivated  Flexible and adaptive approach		Interview Application Form
<b>Other</b>	Ability to travel within geographical area  Able to work hours flexibly		Application Form and Interview

**GENERAL REQUIREMENTS**

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high-quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take

every opportunity to promote the Welsh language in their dealings with the public.

- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have **direct contact** with patients / service users / children /vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhanced Disclosure Check as part of the HB/Trust's pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** Powys Teaching Health Board is fully committed to safeguarding people. Employees and workers (including agency and bank workers) are responsible for ensuring they understand what actions to take if they have reasonable cause to suspect that a child or an adult is at risk of harm and mandatory safeguarding training is completed in line with their role specific competencies.

- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- **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.



## Organisational Chart



