

JOB DESCRIPTION

JOB DETAILS

Job Title:	Dietitian
Pay Band:	Band 5
Directorate:	Therapies and Health Sciences
Department:	Nutrition and Dietetics

ORGANISATIONAL ARRANGEMENTS

Managerial Accountable to: Joint Head of Nutrition and Dietetics

Reports to: Clinical Lead Dietitian

Professionally Responsible to: Joint Head of Nutrition and Dietetics

Responsible For: Nominated students and dietetic assistants.

Organisation chart:

Head of Nutrition and Dietetics



Clinical Lead Dietitians



Band 5, Band 6 Dietitians and Dietetic Assistants

JOB SUMMARY / PURPOSE

Participates in the delivery of a comprehensive dietetic service, contributing to service delivery by critical analysis, appraisal and synthesis of current research to support evidence-based practice.

Autonomously manages a clinical case load of clients with complex needs, assessing, planning and implementing treatment in a variety of settings working as an integral part of multi-disciplinary teams to ensure effective care planning.

Delivers education packages for other health and social care professionals working with clients with a variety of conditions and providing skills based training. Contributes to the work of designated dietetic clinical practice groups and supports the development and implementation of policy and services (local and national) within the Service and the Health Board. Evaluates interventions and participates in audit /research as part of the service plan.

MAIN DUTIES AND RESPONSIBILITIES

Manages a caseload independently, working as an autonomous practitioner to plan & carry out assessment and treatment, demonstrating autonomous clinical judgements where expert opinion differs due to an ambiguous or absent evidence base.

Plans and prioritises own patient caseload across a range of settings and variety of specialities.

Works in a variety of settings including patients own homes, wards and clinics as an integral part of the service and as part of wider health and social care multi-disciplinary teams.

Provides advice, instruction and training to individuals and groups related to dietary therapy and manipulation in relation to clinical conditions e.g. diabetes, enteral tube feeding, parental) feeding.

Uses clinical knowledge and critical appraisal skills to make clinical judgements in complex case management including differential diagnosis and formulates dietetic care based on best practice.

Maintains a clear understanding of the philosophy and theories underpinning dietetics and the role and responsibilities of the post and is able to explain and demonstrate these to new and less experienced employees/students.

Autonomously assesses, develops and implements programmes of care and treatment to meet the needs of individuals using complex numerical calculations, interpretation of clinical, biochemical and psychosocial information.

Assesses and interprets the medical diagnoses and changes in medical condition of individual patients and understands how this affects nutritional management.

Assesses and interprets biochemical indices and relates this to nutritional management to provide advice (this involves complex numerical calculation).

Carries out complex assessment encompassing dietary intake, interpretation of medical, social and psychological information to formulate clear individualised plans of care based on best practice including referral to other disciplines as appropriate.

Continuously evaluates effectiveness of individual client intervention in relation to planned client outcome and updates/modifies dietetic care accordingly.

Works closely with individuals, carers, families and multi-disciplinary/agency team members negotiating and supporting decision making in relation to therapeutic management and evaluating outcomes.

Service Improvement

Contributes to the development and implementation of standards, policies and services (local and national) within the dietetic service, and multi-disciplinary teams.

Contributes to the development of care pathways, local clinical guidelines and protocols informed by evidence.

Takes the delegated lead on development projects / delivery of service with clinical lead / peers and assumes delegated responsibilities within project framework.

Contributes to planned initiatives within adult dietetics e.g. promotional work, study days, training events and seminars.

Works to support clinical leads and service lead to initiate appropriate action to address service deficits and identify opportunities for development in relation to national guidance and good practice.

Contributes to the planning and delivery of initiatives within team /clinical practice area and within the service e.g. study days, training events and health promotion activities.

Takes the delegated lead on development of a particular objective or project in liaison with peers and assumes delegated responsibilities within the project framework e.g. development of a teaching resource.

Communications

Communicates complex, sensitive condition-related information from assessment to clients, carers families and multidisciplinary/agency team members and other professionals regarding dietetic therapy this may require empathy, using reassurance and persuasive skills.

Demonstrates empathy with clients, carers and families, ensuring that effective communication is achieved often where barriers to understanding exist e.g. individuals with emotional, educational, psychological difficulties.

Works closely with individuals, carers, families and multi-disciplinary team members negotiating and decision making in relation to therapeutic management and evaluating outcomes.

Contributes to clinical teams by discussing own and others input around a clients needs to produce / follow a coordinated care plan.

Empowers clients and carers to make informed decisions with regard to nutritional therapy and lifestyle change.

Uses the skills of motivation in engaging individuals including motivational interviewing techniques, negotiation of change and counselling as a fundamental component of the clinical role.

Formulates and presents accurate reports / feedback in relation to dietetic care / assessment, nutritional status and dietary manipulation required to inform others of the nutritional / dietetic plan.

Plans and delivers presentations to groups and individuals including health and social care professionals.

Finance and Resources

Understands the need to manage time and resources to maximum effect, prioritising caseload, managing own time and working to deadlines.

Ensures that adequate stock of enteral feeding equipment dietary items and resources are available for assessment and treatment of patients and facilitates reordering.

Identifies equipment needs within a defined clinical area e.g. weighing scales, teaching materials.

Through promotion of a food first approach supports effective and efficient use of oral nutritional supplements.

Personal and People Development And Management

Reflects on practice using critical appraisal skills both individually and with peers/mentors and identifies own strengths and development needs.

Develops and maintains a personal development portfolio, to meet the requirements of the BDA and HPC and actively participates in Preceptorship and PDR.

Agrees learning strategies to meet training and developmental requirements.

Manages own knowledge base, for example, through membership of Specialist Interest Groups, attendance to accredited study days.

Facilitates and supports the development of others e.g. dietetic assistants, students, support workers and other health and social care staff in relation to nutrition and dietetics.

Provides training and undertakes presentations to groups and individuals including other health and social care professionals, in order to influence the care provided.

Information Processing

Maintains accurate and comprehensive dietetic records (and medical / nursing / MDT records) in line with Professional BDA and HPC requirements and the requirements of the dietetic service and Health Board.

Maintains accurate and up to date patient contact data and other data as required by the service.

Contributes required data to inform service and multi-disciplinary audit / research.

Undertakes as delegated / contributes to clinical audit in area of work.

Delegates own administration tasks to appropriate administrative staff within the service.

Health, Safety and Security

Attends statutory / mandatory training in a timely manner.

Acts within National, professional, Health Board and dietetic service specific legislation, policies and procedures.

Highlights and reports risks, hazards and incidents in line with Health Board policy and supports the identification and management of risks within own area of dietetics.

Understands, promotes and undertakes the safe use of equipment and ensuring appropriate infection control measures are adhered to.

Quality

Monitors own areas of service delivery and suggests appropriate action to address service deficit / developments needed in consultation with clinical lead / service lead.

Supports the gathering of reliable dietetic outcome measurement.

Equality and Diversity

Ensures that equality and diversity issues are recognised and addressed in accordance with legislation, policies and procedures.

Effort & Environment

Lifting scales to and from patient home.

Working with patients who may have received unwelcomed news.

General

Other tasks and duties may be determined by appropriate line manager as the role develops

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and Knowledge	<p>Recognised degree in dietetics with state registration</p> <p>H.C.P.C. Registration</p> <p>Demonstrates consolidated clinical dietetic knowledge and skills in the field of adult dietetics</p> <p>Demonstrates good knowledge of, and ability to apply, evidence base in relation to dietetic practice and development of practice</p> <p>Knowledge of current and emerging evidence base, national and professional policy, guidance and best practice</p> <p>Demonstrates effective organisational skills including prioritization of workload, effective caseload management</p> <p>Well established teaching and presentation skills</p>	<p>Recognised IT qualification</p>	<p>Certificates</p> <p>CPD portfolio</p> <p>Application Form</p>
Experience	<p>Clinical practice placements in a variety of general and specialist areas of inpatients and outpatients setting</p>	<p>Additional clinical or health care related experience</p> <p>Work experience with public orientation</p>	<p>Application form</p> <p>Interview</p> <p>References.</p>
Aptitude and Abilities	<p>Demonstrates excellent communication skills</p> <p>Reflective practitioner</p> <p>IT proficient</p> <p>Strong interpersonal skills</p> <p>Team player</p>	<p>Motivational interviewing and behaviour change skills</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>

	<p>Practical</p> <p>Self-motivated</p> <p>Approachable</p>		
Language Requirements		<p>Welsh Speaker (Level 1)</p> <p><i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i></p>	<p>Application form and Interview</p>
Values	<p>Ability to embrace the following personal values and behaviours on a daily basis -</p> <ul style="list-style-type: none"> • Dignity, Respect and Fairness • Integrity, Openness and Honesty • Caring, Kindness and Compassion <p>Ability to demonstrate a commitment to our organisational values -</p> <ul style="list-style-type: none"> • Working together to be the best we can be • Striving to develop and deliver excellent services • Putting people at the heart of everything we do 		
Other	<p>Flexible Approach to the needs of the service.</p> <p>Ability to travel across the Health Board in a timely manner</p>	<p>Local knowledge</p> <p>Health care & Nutrition</p>	<p>Application Form</p> <p>Interview</p>

Level 1 Welsh

(Please note that for this particular post level 1 in spoken Welsh is desirable but not essential)

Listening/Speaking: Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

Reading/Understanding: Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

Writing: Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.

GENERIC STATEMENTS

NHS CODE OF CONDUCT FOR MANAGERS

** For Managers only:

The post holder will be expected to adhere to the standards laid down in the NHS Code of Conduct for Managers and at all times act in a manner that reflects and promotes the values of the HB. The post holder must ensure all activity and service objectives are effectively met in compliance with HBs standing orders and SFIs, scheme of delegated authority and employment legislation.

REGISTERED HEALTH PROFESSIONAL

** For Registered Health Professionals only:

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the post holders responsibility to ensure they are both familiar with and adhere to these requirements.

HEALTHCARE SUPPORT WORKERS

** For Healthcare Support Workers only:

All healthcare support workers should be familiar with and must comply with the Code of Conduct for Healthcare Support Workers in Wales.

COMPETENCE

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs. The postholder is required to demonstrate ongoing continuous professional development. At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

TEAM BRIEF

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board. Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

RISK MANAGEMENT/HEALTH & SAFETY

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice. The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety. The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility. The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

HARRASSMENT & BULLYING

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff

is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

RECORDS MANAGEMENT

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines. The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

FLEXIBILITY STATEMENT

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

CONFIDENTIALITY

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

EQUAL OPPORTUNITIES

Hywel Dda University Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and that individuals or groups will not face discrimination, harassment or victimisation, or be treated less favourably on the basis of sex, pregnancy and maternity, gender reassignment, disability, race, age, sexual orientation, religion and belief, family circumstances including marriage and civil partnership. To this end, the UHB has an Equality and Diversity Policy and Equality Impact Assessment Policy and Procedure and it is for each employee to contribute to enacting these policies.

OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

ENVIRONMENTAL

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental

effects. Staff should take note of relevant communications and attend mandatory training when required.

SMOKE FREE POLICY

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients*, visitors and the public.

***Those patients staying in residential mental health units will be exempt under the Smoke-Free Premises (etc) Wales Regulations 2007.**

SAFEGUARDING ADULTS AND CHILDREN

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

INFECTION CONTROL

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis". IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard 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 Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

GENERAL

The post holder needs to ensure they are familiar with their terms and conditions of service.