



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

CAJE REF:

JOB DETAILS:

Job Title	Dietitian, non-rotational (ADIETS02A)
Pay Band	Band 5
Hours of Work and Nature of Contract	37.5 Hrs Permanent
Division/Directorate	Therapies Directorate
Department	Department of Nutrition and Dietetic Services
Base	tbc

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Dietetic Professional Manager
Reports to: Name Line Manager	Dietetic Professional Manager
Professionally Responsible to:	Head of Nutrition and Dietetic Services

Job Summary/Job Purpose:

To support the provision of health care, to the people of the Cwm Taf Morgannwg University Health Board catchment area. To have clinical responsibility for a varied caseload made up of adult or paediatric community or acute patients on enteral feeding and/or oral nutritional supplements. Or, to provide evidence-based nutrition related education and accredited training in a public health role. Or, outpatient work including general adult or paediatric dietetic clinics, prescribing support or group education sessions.

To work as part of a multidisciplinary team which will include medical, nursing, therapy and catering staff and other colleagues and agencies both within the hospital and the community.

To work autonomously and work within professional policies, standards and conduct as laid down by the British Dietetic Association, the Health Care Professions Council and Cwm Taf Morgannwg University Health Board Dietetic Department.

Works within clearly defined organisational policies, work is managed rather than supervised.

DUTIES/RESPONSIBILITIES:

To manage a defined caseload, using evidence based/client centred principles, with access to a senior member of staff.

To assess, plan, evaluate and implement Dietetic interventions in outpatient, acute, community settings including education sessions at community facilities.

To implement aspects of the treatment plan with autonomy, taking sole responsibility for the patient's safety when undertaking community work.

To work in partnership with other members of the multidisciplinary team

To maintain clinical records in accordance with legal requirements and professional standards.

To promote and represent the Department and Organisation both internally and externally to the organisation and provide colleagues with professional advice and opinion in a professional manner.

Organises and prioritises own clinical workload in line with professional and departmental standards and systems.

Analyse clinical data, test results and diet history information to prescribe the correct specialist therapeutic dietary advice.

Provide effective specialist dietetic advice to patients with a wide range of clinical conditions, including those who are terminally ill.

To provide nutrition and dietetic assessment, advice and treatment to patients referred and support and advice to their carers and relatives in community, outpatient and inpatient settings.

To assist with organising the safe and effective transition of tube fed patients from hospital to their home, including the training of appropriate carers and the organisation of deliveries of equipment, feed and consumables.

Demonstrates the ability to act autonomously within a multi-disciplinary professional/agency context, with support of senior dietetic staff.

To maintain clear and accurate patient care records in line with professional and departmental standards and record and collate activity statistics and information on a monthly basis

Communicate effectively with patients, their relatives, carers or parents to gain relevant, sometimes sensitive information to formulate treatment plans.

To be able to motivate patients to comply with dietetic advice and treatment plans.

To undertake health promotion activities including group training sessions for patients, colleagues and members of the general public using a range of equipment and I.T. packages e.g. PowerPoint.

Prioritises referrals, manages own patient caseload and time and works to deadlines within time constraints.

To work autonomously and maintain professional standards and conduct as laid down by the British Dietetic Association, the Health Care Professions Council – Dietitians’ Board and Cwm Taf Morgannwg University Health Board.

Provide effective specialist dietetic advice to patients with a wide range of clinical conditions, including those who are terminally ill.

To maintain clear and accurate patient care records in line with professional and departmental standards and record and collate activity statistics and information on a monthly basis.

Communicate effectively with patients, their relatives, carers or parents to gain relevant, sometimes sensitive information to formulate treatment plans.

Demonstrates understanding and acknowledges motivational principles in relation to change management and gaining the co-operation of others.

To be able to motivate patients to comply with dietetic advice and treatment plans.

Has the ability to work and communicate with clients and colleagues from diverse cultural and ethnic groups.

Where necessary, to liaise closely with catering staff to ensure the provision of nutritionally adequate meals for those in your care.

Demonstrates familiarity with basic IT skills in order to produce reports and set up appropriate spreadsheets and databases and communicate via Email.

To undertake health promotion activities including group training sessions for patients, colleagues and members of the general public using a range of equipment and I.T. packages e.g. PowerPoint.

Organises and prioritises own clinical workload in line with professional and departmental standards and systems.

To assist with organising the safe and effective transition of tube fed patients from hospital to their home, including the training of appropriate carers and the organisation of deliveries of equipment, feed and consumables.

Plan and organise timetables for student dietitians, when acting as their supervising Dietitian.

Plan, organises and delivers group education programmes and ‘one off’ educational events e.g. Coeliac Update evenings.

Prioritises referrals, manages own time and works to deadlines within time constraints.

Analyse clinical data, test results and diet history information to prescribe the correct specialist therapeutic dietary advice.

To provide nutrition and dietetic assessment, advice and treatment to patients referred and support and advice to their carers and relatives in the community, outpatient or inpatient settings.

Analyse existing programmes, plan and organise timetables for student dietitians, when acting as supervising dietitian.

Prioritises referrals, manages own time and works to deadlines within time constraints.

To undertake research and development and clinical audit activities and participate in the Department CPD programme.

Hand eye coordination required to undertake keyboard skills.

Dexterity to demonstrate the setting up of an enteral feeding system and connections to a variety of feeding tubes and systems.

Physical ability to undertake anthropometric measurements of a range of patients using a variety of clinical measuring equipment.

Driving skills are required for transport between Health Board sites.

Plan and organise timetables for student dietitians, when acting as their supervising dietitian.

Participates in the management of support staff and students according to organisational policy and accepted professional standards.

Organises and prioritises own clinical workload in line with professional and departmental standards and systems.

Participates in the management of support staff and students according to organisational policy and accepted professional standards.

Follows organisational clinical policies and may be involved in commenting on clinical policies drafted by others.

Responsible for equipment used in the course of clinical or administrative duties.

Responsible for informing clerical or management staff to ensure ordering of resources or clinical products.

Responsible for ordering samples from companies for special educational or clinical events.

To produce or order, review and evaluate diet sheets, therapeutic and educational materials and resources.

Demonstrates familiarity with basic IT skills in order to produce diet sheets, leaflets, reports and set up appropriate spreadsheets and databases and communicate via Email.

To undertake health promotion activities including group training sessions for patients, colleagues and members of the general public using a range of equipment and I.T. packages e.g. PowerPoint.

To undertake research and development and clinical audit activities, using paper and IT systems and participate in the Department CPD programme.

To undertake research and development and clinical audit activities, using paper and IT systems and participate in the Department CPD programme.

To produce review and evaluate diet sheets, therapeutic and educational materials and resources.
To participate in the Organisation's annual catering audits and any other relevant audit activity uni
professionally or in conjunction with other professions.

PERSON SPECIFICATION

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	BSc. Nutrition & Dietetics or Equivalent Dietetic qualification with state registration. Registered with Health Care Professions Council. Postgraduate CPD where applicable Aware of current developments in Dietetic practise Knowledge of current reports and publications relevant to the post	Clinical Supervisory Skills Training Appreciation of factors influencing the health of the local population.	Application Form Pre employment checks Interview References
Experience	Experience of managing mixed clinical caseload Outpatient experience.		Application Form Interview References
Aptitude and Abilities	Excellent communication skills (verbal and written) Good motivational skills Computer literate with keyboard skills Good analytical skills Postgraduate CPD where applicable Aware of current developments in Dietetic practise Knowledge of current reports and publications relevant to the post Logical approach to problem solving Good analytical skills	Ability to speak Welsh Presentation skills	Interview References
Values			Application Form Interview References
Other	Ability to travel for community		Application Form Interview

	visits and to other hospital sites, as required.		References
	Physically able to undertake anthropometrical measurement of patients (weighing /measuring)		
	Successful DBS Check		

GENERAL 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 Act 1998:** 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 Data Protection Act 1998 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 (Data Protection Act) and the HB 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 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 is committed to ensuring that no job applicant or employee receives less favourable treatment of 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 and 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 / indirect 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 *Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. *Delete as appropriate.
The post holder does not require a DBS Disclosure Check. *Delete as appropriate.
 - **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
 - **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 Infection Prevention & Control Policies and Procedures.
 - **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board 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.

Signed: (Post Holder) _____ Date: _____

Signed: (Directorate Manager _____ Date: _____

Signed: (Divisional Manager _____ Date: _____

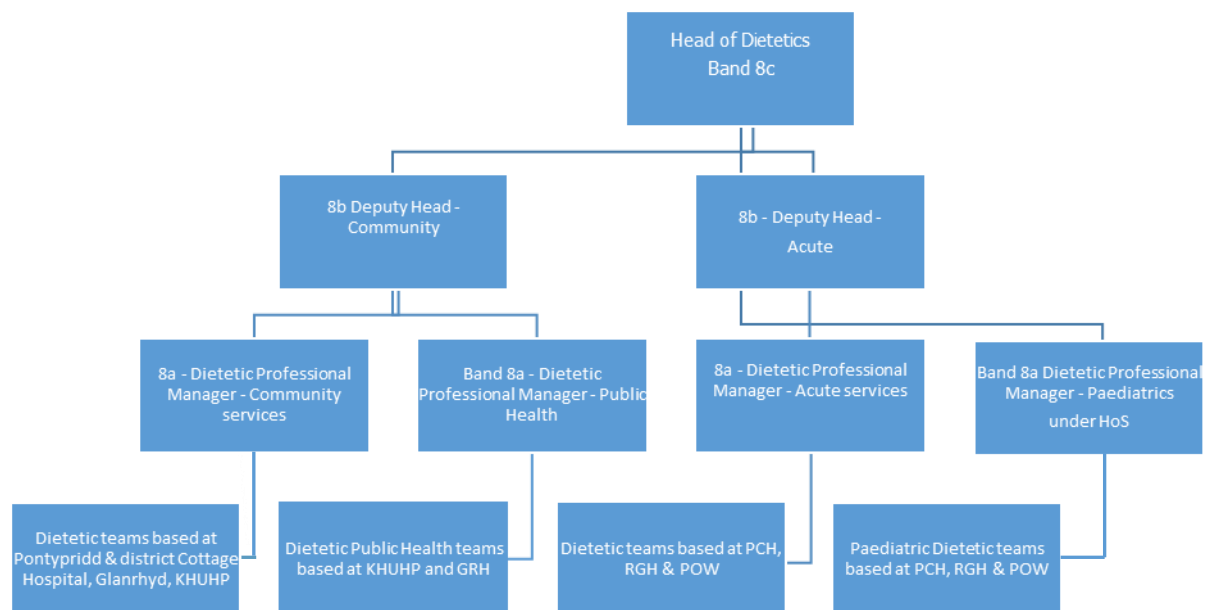
Date Job Description compiled: _____

Date for Review: _____

APPENDIX 1

Job Title:_____

Organisational Chart



Job Title: _____

Supplementary Job Description Information

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Combination of sitting standing and walking for the majority of the work day although lifting, storing, retrieving supplements etc will require lifting of moderate weights for short periods, some twisting and bending.	Daily	Varies	

Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Demonstrates the ability to maintain high levels of concentration, alertness and awareness in unpredictable environments and clinical settings to include occasional lone worker situations in the community settings	Daily	Varies	

Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Demonstrates an ability to emotionally adapt to regular exposure to distressing circumstances e.g. profound disability, death, bereavement and information from traumatised clients.	Several times per month on average	Varies	

Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations -

***Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Demonstrates the ability to deal appropriately with adverse environmental conditions (such as when undertaking community sessions or visits e.g. cold, damp, infestations etc.) and unavoidable hazards (e.g. aggressive behaviour of patients or carers) with due responsibilities outlined in the Health and Safety at Work Act and appropriate Health Board Policies.	Daily	Varies	

