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CYMRU  
**NHS**  
WALES

Bwrdd Iechyd Prifysgol  
Bae Abertawe  
Swansea Bay University  
Health Board



## Swansea Bay University Health Board Job Description

### JOB DETAILS:

<b>Job Title</b>	Rotational Dietitian
<b>Pay Band</b>	5
<b>Hours of Work and Nature of Contract</b>	37.5 hours per week Permanent
<b>Division/Directorate</b>	Primary, Community and Therapies Group
<b>Department</b>	Nutrition and Dietetics
<b>Base</b>	Rotational post <ul style="list-style-type: none"> <li>• Neath Port Talbot Hospital/Community Services</li> <li>• Morriston Hospital</li> <li>• Singleton Hospital</li> <li>• Paediatrics including Nutrition Skills for Life Team</li> </ul>

### ORGANISATIONAL ARRANGEMENTS:

<b>Managerially Accountable to:</b>	Head of Nutrition and Dietetics
<b>Reports to:</b>	Unit Clinical Lead Dietitian
<b>Professionally Responsible to:</b>	Head of Nutrition and Dietetics

### Our Values

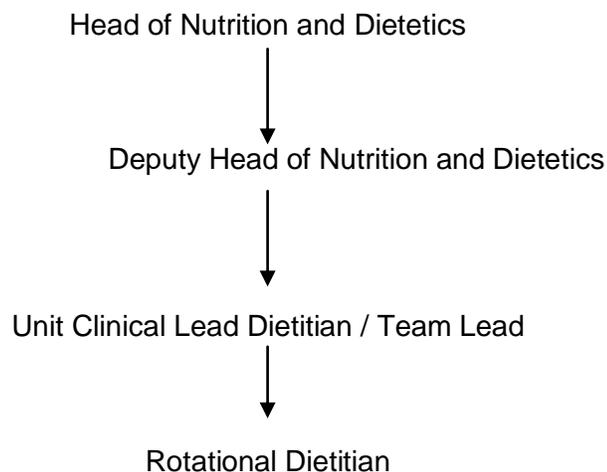
In this Health Board we aspire to be driven by our values; where every person that works for us, regardless of their role, is expected to demonstrate the values of “caring for each other”, “working together” and “always improving”.

### **Job Summary/Job Purpose**

The post holder is responsible for

- Managing a clinical caseload of adult or paediatric patients, planning, implementing and evaluating nutrition and dietetic interventions for patients in a variety of clinical settings including inpatients, outpatients and community, in conjunction with Unit Clinical lead dietitian.
- Assessing, planning and treating own caseload of patients providing specialist advice on dietetic care in a range of medical conditions.
- Participating in promotion and development of dietetic services within the organisation in conjunction with colleagues.
- Undertaking audit using research methodology.
- Supervising and training of student dietitians and other colleagues and health care professionals.
- Assisting in specialist areas in conjunction with senior colleagues.

### **Organisational Chart**



### **Clinical**

The post holder will work autonomously to provide expert advice to patients, parents, carers, and clinicians for conditions where there are professional/clinical guidelines.

This will involve

- Nutritional / differential diagnosis (interpretation of biochemistry, anthropometry, clinical condition, diet history and ward assessment)
- Development of evidenced based treatment plans (calculation of nutritional requirements and client centered goals)
- Assisting the patient and carer in practicing appropriate food behaviours,

<p>normalisation of eating patterns and helping them achieve acceptable goals.</p> <ul style="list-style-type: none"> <li>• Prescription of dietary treatment and ACBS products for conditions where there are professional/clinical guidelines</li> <li>• Giving advice on the safe use of vitamin and/or mineral supplements to prevent toxicity and correct deficiencies that commonly arise in children</li> <li>• Contribute to discussion on legal and ethical issues when clients are not able to co-operate with oral feeding or prescribed treatment plan where there is a concern regarding physical risk</li> <li>• Analyse dietary intake and calculate nutritional requirements using computer software as required</li> </ul> <p><b><i>Includes responsibility for</i></b></p> <ul style="list-style-type: none"> <li>• Allocated caseload of adult or paediatric patients (community /acute and outpatient)</li> <li>• Dietetic service to designated outpatient dietetic clinics and group education programmes</li> <li>• Educating groups of patients, carers and health care professionals.</li> <li>• Undertaking anthropometric measurements and interpretation as part of nutrition assessment of patients and ongoing monitoring as part of care plan.</li> <li>• Participation in multidisciplinary case meetings, advising medical staff on instigation and change of appropriate ACBS products/medication for patients.</li> </ul>
<p><b>Professional</b></p> <ul style="list-style-type: none"> <li>• Plan and prioritise own workload in accordance with Health and Care Professions Council standards of practice and British Dietetic Association Professional Codes of Conduct.</li> <li>• Comply with the HCPC Standards of Conduct, Performance and Ethics.</li> <li>• Be professionally and legally responsible and accountable for all aspects of own work, including management of clients in your care.</li> </ul>
<p><b>Service Delivery</b></p> <ul style="list-style-type: none"> <li>• Active participation in improving standards in the department by proposing improvements to services.</li> <li>• Production of up to date information resources for use by patients and carers and for presentations to groups.</li> <li>• Active involvement with quality issues of the Department will be expected.</li> <li>• Participation in standard setting and updating of the Department resources in conjunction with colleagues.</li> <li>• Follow Health Board, Directorate, Nutrition and Dietetic Service and Professional Standards, protocols and guidelines.</li> </ul>
<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Take an active role in the management of patients who require unscheduled and elective dietetic care, including those requiring nutritional support and therapeutic dietary advice.</li> <li>• Support the work of the dietetic and multidisciplinary team.</li> </ul>
<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Communication of complex sensitive information in an understandable form to patients, carers, medical, nursing and catering staff. Using negotiation, counselling and behavioural change skills. This will frequently involve those who have communication, emotional, physical and psychological problems.</li> <li>• Communication of goals and progress of nutritional care plan to referring health care professionals by writing in medical case notes, letters to medical practitioner or verbal communication.</li> </ul>

<ul style="list-style-type: none"> <li>• Participation in practical training of student dietitians, planning timetable, supervising and assessing progress.</li> <li>• Teaching groups of patients/health professionals on general nutrition topics Liaison with relevant staff concerning nutritional care plan, goals and dietary requirements of patients.</li> </ul>
<p><b>Education and Training/Staff Management</b></p> <ul style="list-style-type: none"> <li>• Support teaching of each groups of patients, carers, health and social care professionals and catering staff</li> <li>• Identify personal training needs, undertake regular CPD and participate in Individual Performance Review and clinical supervision.</li> <li>• Provide clinical supervision of dietetic assistants as directed by Line manager or Locality Lead.</li> </ul>
<p><b>Information Resources</b></p> <ul style="list-style-type: none"> <li>• Comply with Department and Health Board policies and procedures, e.g. to maintain records and participate in data collection</li> </ul>
<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Be aware of financial procedures and to act in accordance with them.</li> <li>• Advise on the safe use of enteral feeding equipment.</li> </ul>
<p><b>Research and Development</b></p> <ul style="list-style-type: none"> <li>• Undertake clinical audit using research methodology.</li> </ul>
<p><b><u>GENERAL REQUIREMENTS</u></b></p> <ul style="list-style-type: none"> <li>➤ <b>Values:</b> 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.</li> <li>➤ <b>Registered Health Professional:</b> 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.</li> <li>➤ <b>Healthcare Support Workers:</b> 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.</li> <li>➤ <b>Competence:</b> 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.</li> <li>➤ <b>Learning and Development:</b> 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.</li> </ul>

- **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 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 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 Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure.
  
- **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/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.



**Person Specification**

**Job Title – Rotational Dietitian**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	B.Sc. Nutrition and Dietetics or equivalent. HCPC Registered.	Post registration training. Student clinical educator’s course. Member of the British Dietetic Association.
<b>Knowledge</b>	Evidence of a wide variety of clinical knowledge. Working knowledge and understanding of professional ethics and their application in practice. Documented evidence of CPD.	
<b>Experience</b>	Experience of service delivery in a variety of different clinical settings. Experience of working with patients with diverse healthcare needs.	Experience of supervising/mentoring student. Experience of delivering group education. Postgraduate health care work experience.
<b>Skills</b>	Effective communication skills with people from diverse backgrounds. Presentation skills and ability to work effectively single handedly with individuals and small groups. Have developed organisational skills to be able to set priorities and meet daily deadlines. Evaluation and audit skills. Ability to travel between sites in a timely manner. Accurate keyboard skills- inputting data, word processing, internet and dietary analysis. To use display equipment and keyboard on a daily basis. Anthropometric measurement skills using skinfold calipers and hand dynamometry.	Behaviour change/motivational interviewing skills.  Clinical Supervision skills.
<b>Personal Attributes</b>	Ability to reflect and critically appraise own performance.	Ability to speak Welsh

	<p>Confident and self-motivated being able to work independently and communicate effectively at all levels.</p> <p>Flexible, Adaptable and creative being able to work under pressure.</p> <p>Able to deal with light to moderate physical activity. Being able to carry equipment and resources in accordance with Manual Handling guidance.</p> <p>Able to respond to unpredictable work patterns and frequent interruptions, prioritising workload in accordance with patient and service need.</p> <p>Able to deal with frequent periods of intense concentration.</p> <p>Able to deal with distressed patients and staff occasionally.</p>	
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**Job Title: Rotational Dietitian**

**Supplementary Job Description Information**

**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 /	For how long?	Additional Comments
<b>Standing for substantial periods of time</b>	<b>5 days per week</b>	<b>2- 3 hours</b>	
<b>Moving clinical and educational equipment</b>	<b>2-4 times per week</b>	<b>10 minutes</b>	
<b>Carrying clinical and educational equipment</b>	<b>5 days per week</b>	<b>20 minutes</b>	
<b>Computer/ repetitive /keyboard work</b>	<b>5 days per week</b>	<b>2 hours</b>	
<b>Sitting in restricted position -telephone communication</b>	<b>5 days per week</b>	<b>1-2 hours</b>	

## 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.

<b>Examples of Typical effort(s)</b>	<b>How often per day / week / month?</b>	<b>For how long?</b>	<b>Additional Comments</b>
<b>Delivering specialist clinical dietetic assessments and care plans with patients</b>	<b>5 days per week</b>	<b>5 hours per day</b>	
<b>Preparing/ analyzing documents and clinical information including complex calculations (nutritional analysis)</b>	<b>5 days per week</b>	<b>1 hour per day</b>	
<b>Delivering patient and professional group education sessions</b>	<b>1-2 times per week</b>	<b>3 hours</b>	
<b>Communication with MDT and other healthcare professionals around patient issues</b>	<b>5 days per week</b>	<b>30minutes- 1 hour</b>	
<b>Driving between sites and domiciliary visits</b>	<b>2 days per week</b>	<b>1 hour</b>	

## 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
Dealing with angry distressed patients	Weekly	30 minutes	
Communicating about very sensitive issues or distressing information including end of life	Weekly	30 minutes	
Providing emotional support to junior staff and student dietitians	Twice per month	30 -60 minutes	

## 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
Working in ward or patients home with exposure to body fluids / faeces	Twice monthly	20 minutes	
Driving in normal situations between sites or domiciliary visits	2 days per week	1 hour	
Use of VDU for an extended period	5 days per week	1 hour	