

**Maidstone and Tunbridge Wells NHS Trust
Job Description**

Job Title: Specialist Dietitian Stroke Team with Acute

Band: 6

Directorate: Therapy

Site: Maidstone and Tunbridge Wells Hospitals

Hours: 30 hours per week

Reports to: Stroke Team Lead

Accountable to: Manager Nutrition and Dietetics

Job summary: To work as a senior dietitian with the Stroke Team and offer cover for Acute Team. To be work with Team Lead on the provision of a comprehensive, effective and evidence-based dietetic service to Stroke and general acute patients at the Maidstone and Tunbridge Wells (MTW) NHS Trust. This involves working as an integral member of both the dietetic team and the multidisciplinary team (MDT) to provide a flexible, prioritised service based on clinical need.

Working relationships:

Internal:

- Patients, carers and relatives
- Dietetic Team
- Members of the multi-disciplinary Team
- Trust Consultant Nutrition Lead
- Wider medical and nursing teams
- Therapy staff
- Pharmacy staff
- Catering staff
- Information team

External

- Community Dietitians
- General Practitioners/Nurses
- Community rehabilitation teams
- Social services
- Pharmaceutical and other suppliers/companies e.g. catering, feed companies
- Other NHS colleagues
- Voluntary organisations and support groups
- Residential care managers (i.e. internal / external)

Budget responsibilities:

- Expected to be aware and operate within Trust financial guidelines. Ensure that all resources are managed in an efficient and cost-effective manner.

Key result areas:**Clinical responsibilities and accountability –**

- Accountable for own practice, acting at all times within the Professional Code of Conduct of HCPC.
- To work as autonomous practitioner within agreed scope of practice.
- To demonstrate developed skills in the nutritional assessment of adult patients to formulate individualised nutritional intervention plans. To evaluate patient progress, reassess and alter treatment programmes as required.
- To manage a complex and highly specialist outpatient and inpatient caseload with support from colleagues as required and to be able to work autonomously.
- To be professionally and legally accountable and responsible for all aspects of own work, including the management of patients in your care, ensuring a high standard of clinical care and supporting less experienced staff to do likewise.
- To work clinically as a specialist dietitian as part of the acute and stroke MDT assessing, advising, managing and rehabilitating patients with complex nutritional and social needs.
- To work collaboratively with other medical, nursing and therapy colleagues to request appropriate diagnostic tests and procedures to inform the dietetic management.
- To make clinical decisions and recommendations to medical staff regarding methods of nutritional support for patients requiring artificial feeding, assessing the risks involved in enteral and parenteral nutrition and advising on any necessary changes in prescriptions.
- To work with the team members to develop and implement patient-centred nutritional management pathways.
- To provide spontaneous and planned advice, teaching and instruction to patients, their families, and other professionals to promote understanding of the aims of treatment and to ensure a consistent approach to patient care.
- To be familiar with and follow Trust policies and procedures.
- To actively engage in extending knowledge and clinical experience in areas of special interest and share this learning with other members of the dietetic and multidisciplinary teams.
- To provide nutritional resources for patients and carers, including various special diet sheets and other relevant literature.
- To be the source of expert advice to patients, carers and professionals based in acute and community health care and associated adult support groups.
- To demonstrate knowledge of and compliance with national legislation, local protocols and professional guidance relevant to the specialty and advise colleagues accordingly.
- To assume delegated tasks as requested by line manager including; chairing meetings, assuming lead or link roles, participation in working groups and contribution to multi-agency policy development groups.
- To ensure robust clinical governance for this post.
- To be participate in development of a 6-day service as required.

Communication and relationship –

- Demonstrate empathy as well as an understanding of factors which may affect a patients' compliance with treatment e.g. cultural, social, psychological.
- Use a variety of communication skills with patients e.g. motivation, counselling and negotiation skills and effectively manage communication barriers e.g. poor understanding of English, illiteracy, loss of hearing, poor vision.
- To be responsible for the discharge planning of those patients requiring nutrition support in the community.
- To communicate with GPs and community dietitians, nursing staff, AHP's and other healthcare professionals as appropriate on a patient's dietary prescription.
- To advise and liaise with the catering staff regarding the special dietary requirements of patients within the hospital.
- To actively engage with clinical supervision demonstrating the ability to reflect on own practice with peers and mentors and identify own strengths and development needs.
- To communicate with external company representatives to review and evaluate special dietary products and advise Pharmacy on the suitability for hospital use.

Planning and organisational –

- To achieve the effective daily management of own caseload including responding to urgent referrals, prioritising clinical work and balancing other patient-related and professional activities in accordance with departmental standards.
- To attend board rounds, ward rounds, case conferences, best interests' meetings and other multidisciplinary team meetings as needed, promoting an understanding of the role of diet and nutrition in achieving the best outcome for each patient.
- To initiate, facilitate and coordinate the setting up of home enteral feeds as appropriate in the outpatient setting.
- To use a variety of computer software packages to produce dietary regimens, reports, to analyse dietary information and to produce information for patients and other health care professionals.
- Undertake training of healthcare professionals including talks and lectures.
- To attend and actively contribute to the Trust, Therapy and Dietetic clinical governance sessions.
- To attend and actively participate in cross-site dietetic staff meetings.
- To provide clinical training and supervision for nutrition and dietetics students to examination or final year standard.
- To comply with service and Trust protocols with regard to caseload management, record keeping and administration procedures.
- To accurately and regularly record patient activity data using the relevant Trust system as required by the department, Trust and outside agencies
- To collect and assimilate data on the clinical outcomes of inpatients and outpatients managed in the dietetic service.
- To be flexible to the demands of the service and the working environment responding appropriately to unpredictable work patterns, deadlines and frequent interruption.
- To advise line manager on issues or risks of service delivery including service pressures, incidents, personnel, material and accommodation resources.

Responsibility for policy/service development –

- To work with the Dietetic Manager and dietetic Team Leads to identify and lead on service development initiatives within own clinical area and to contribute to the development of the MTW nutrition and dietetic service.

Management responsibility –

- Assist the dietetic team leads with the management of the stroke / acute clinical caseload to ensure junior colleagues have a manageable and skill-appropriate caseload.
- Manage the probation and clinical supervision programme for junior members of the dietetic team.
- Manage the appraisal process for junior members of the dietetic team.
- Assist with managing the training and supervision of undergraduate dietitians.

Physical effort –

- Light physical effort for short periods of time e.g. walking, carrying diet sheets, samples of nutrition supplements and feed equipment to wards/outpatients.
- To be able to travel between Maidstone and Tunbridge Wells Hospitals and locations where stroke rehabilitation occurs for the Trust in a timely manner.
- Undertaking of anthropometric measurements including weight, height, mid arm circumference and hand grip strength.
- Use of computer keyboard and photocopier.
- To maintain intense concentration in all aspects of patient management for prolonged periods throughout the day.
- To be flexible to the demands of the environment including unpredictable and frequent interruptions.

Mental and emotional effort –

- Concentration and attention to detail will be required due to undertaking in-depth consultations with patients who may have multiple medical and emotional problems.
- Work with frequent interruptions.
- To be able to reduce/overcome barriers to change and lack of compliance utilising behaviour change model.
- To be able to deal with verbal aggression and situations where conflict may arise.

Responsibility for R&D –

- Will adhere to all trust and departmental policies and procedures in relation to data quality.
- Where managing staff, will ensure team's adherence to policy and monitor compliance to critically appraise and implement research in practice where appropriate.
- Identify, apply and disseminate research findings.
- Actively engage in the department's in-service training programme presenting case studies, participating in journal clubs and presenting at the Therapy and Dietetic clinical governance events.
- To participate in departmental audits and initiate audit within own clinical area to monitor and evaluate whether local / national standards are being met and make recommendations for change.

- Contribute to the nutrition education programmes organised for MTW staff.
- May contribute to publications in professional journals and presentations of papers and abstracts at conferences.
- To engage in research trials at MTW as appropriate and as needed.

Working conditions –

- Manage potentially stressful, emotional situations e.g. working with the terminally ill or a patient informed of a new cancer diagnosis.
 - Although based at Maidstone to be able and willing to work at either the Tunbridge Wells Hospital or Maidstone Hospital as dictated by service need and demand.
 - To be able and willing to work contracted hours over 6 days from Monday through to Saturday as Trust moves towards 6-day service.
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General – this role will be based in the Stroke Team at Maidstone but will offer cover to the acute team when required.

Job description agreement:

Signature of post holder: _____ Date: _____

Name: _____

Signature of manager: _____ Date: _____

Name: _____

Statement:

1. This job description is a broad reflection of the current duties. It is not necessarily exhaustive and changes will be made at the discretion of the manager in conjunction with the post holder.
2. Time scales for achievement and standards of performance relating to the duties and responsibilities identified in this job description will be agreed via the annual appraisal process with the post holder.
3. As an employee of Maidstone and Tunbridge Wells NHS Trust, the post holder will have access to confidential information. Under no circumstances should this be disclosed to an unauthorised person within or outside the Trust. The post holder must ensure compliance with the requirements of the Data Protection Act.
4. As an employee of the Trust, the post holder will be required to adhere to all Trust policies including Equal Opportunities where all employees are expected to accept individual responsibility for the practical implications of these policies.
5. The post holder is required to take reasonable care for the health and safety of themselves and others that may be affected by what they do while at work.
6. This post may require the post holder to travel across the Trust sites in the course of fulfilment of their duties.
7. The Maidstone and Tunbridge Wells NHS Trust has a no smoking policy
8. Clinical Governance: You will be expected to take part in the processes for monitoring and improving the quality of care provided to patients. This includes risk management and clinical audit. If you engage in clinical research you must follow Trust protocols and ensure that the research has had ethical approval. You will be expected to ensure that patients receive the information they need and are treated with dignity and respect for their privacy.
9. All staff should be aware of their responsibilities and role in relation to the Trust's Major Incident Plan.
10. **INFECTION CONTROL AND HAND HYGIENE** - All Trust employees are required to be familiar with, and comply with, Trust policies for infection control and hand hygiene in order to reduce the spread of healthcare-associated infections. For clinical staff with direct patient contact, this will include compliance with Trust clinical procedures and protocols, including uniform and dress code, the use of personal protective equipment policy, safe procedures for using aseptic techniques, and safe disposal of sharps. All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.
11. All staff are required to fully participate in learning and development opportunities and ensure they remain compliant with statutory and mandatory training requirements throughout their employment with the Trust
12. All staff are required to fully comply with the NHS Code of Conduct.

- 13. SAFEGUARDING CHILDREN** - Everyone employed by the Trust regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the child protection procedures and the Trust's supplementary child protection guidance which is accessed electronically on the Trust's Intranet site. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend child protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's child protection training guidance.
- 14. SAFEGUARDING ADULTS** - Everyone employed by the Trust regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's vulnerable adult protection training guidance.
- 15.** All staff are required to provide the highest levels of service in their work and to adopt the highest standards of behaviour as stated and implied in the Trust Values of PRIDE.

Maidstone and Tunbridge Wells NHS Trust

**Person specification
Specialist Dietitian (Band 6)**

AREA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • BSc. (Hons) or Postgraduate Diploma in Dietetics or equivalent qualification • Current state registration with the Health and Care Professions Council (HCPC) 	<ul style="list-style-type: none"> • Post graduate level qualification in relevant clinical area of dietetics • Active member of a relevant BDA Specialist Group and / or BAPEN • Recognised leadership or clinical supervisory skills qualification / training
Experience	<ul style="list-style-type: none"> • Experience of managing patients with nutritional support requirements including enteral nutrition in an acute setting. • Experience of managing enteral feed discharges • Experience working with groups of patients • Experience of supervising dietetic student placements • Experience of participating in service development initiatives. • Evidence of participating in clinical audit. • Experience of using clinical outcome measures • Experience of working as part of a multi-disciplinary team. 	<ul style="list-style-type: none"> • Evidence of recent CPD in the area of stroke • Experience of supervising, mentoring and appraising junior colleagues • Experience of teaching and training dietetic colleagues, other members of the MDT and external agencies • Experience of policy, guideline or pathway development and implementation
Knowledge	<ul style="list-style-type: none"> • Sound clinical knowledge of the nutritional management of a wide variety of clinical conditions based on current best practice • Interest in stroke nutrition • Current knowledge of enteral feeding systems and parenteral nutrition 	<ul style="list-style-type: none"> • Post graduate study in relevant area of dietetics • Knowledge of current issues and research relating to dietetics

	<ul style="list-style-type: none"> • Knowledge of national policies, procedures and guidelines (relevant to the specialist patient group) • Evidence of relevant courses attended or study completed • Knowledge of the principles of clinical governance and experience of conducting clinical audit 	<ul style="list-style-type: none"> • Evidence of stroke-related professional development
Skills	<ul style="list-style-type: none"> • Oral and written communication skills with people from a wide variety of backgrounds and excellent interpersonal skills, including observation, listening and empathy skills • Applicants whose first language is not English and who are required to provide a language test certificate as evidence of their proficiency must ensure that it is, or is equivalent to, IELTS level 7.0 with no element below 6.5. • Excellent negotiation and problem-solving skills • Demonstrates analytical and reflection skills, and commitment to engage in CPD and the appraisal process • Proven ability to function as part of a team • Ability to work independently and be self-motivated • Highly-developed concentration skills and ability to prioritise especially when under pressure • Evidence of a high standard of record keeping • Excellent presentation skills, both written and verbal • Competent and accurate IT skills with ability to use Microsoft word, PowerPoint, data collection tools, and willingness to develop these • Excellent time management and organisational skills • Able to prioritise and manage own workload to achieve deadlines • Competent to use specialist equipment for anthropometric assessment • Physical fitness and ability to work in a variety of settings relevant to the post, and to be able to travel around the geographical area in a timely manner 	<ul style="list-style-type: none"> • Counselling skills or post graduate training in behaviour change techniques • Experience of dietary analysis packages • Leadership and mentoring skills.