



## SWANSEA BAY UNIVERSITY HEALTH BOARD

### JOB DESCRIPTION

#### JOB DETAILS:

<b>Job Title</b>	Highly Specialist Paediatric Dietitian
<b>Pay Band</b>	7
<b>Hours of Work and Nature of Contract</b>	Full time 37.5 hours per week
<b>Division/Directorate</b>	Primary, Community and Therapies Group
<b>Department</b>	Nutrition and Dietetics
<b>Base</b>	Morrison Hospital

#### ORGANISATIONAL ARRANGEMENTS:

<b>Managerially Accountable to:</b>	Head of Nutrition and Dietetics
<b>Reports to:</b>	Children and Young People's 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

- Management of own complex clinical caseload of infants and children providing specialist nutrition and dietetic advice to those in hospital and community settings including, enteral tube feeding, gastroenterology, palliative care, pre-term infants post discharge, nutrition support, continuing care and preschool children requiring support as part of their integrated care pathways.
- Working independently with patients using highly developed communication skills based on negotiation, counselling and behavioural change therapy.
- Working independently using highly developed communication skills planning, implementing and evaluating evidence based Nutrition and Dietetic interventions.
- Providing expert advice in to the Paediatric and neonatal outreach Multi-Disciplinary teams,
- Participate in paediatric multidisciplinary , multi- agency meetings, child protection case conferences and discharge planning
- Supporting transition planning for moving to adult services

- Completing risk assessments and healthcare plans
- Participating in the nutrition-training professional of health professionals and other social care and school staff.
- In conjunction with the management team, leading and advising in the planning, development, delivery and evaluation of Nutrition and Dietetic Services within defined specialist fields.
- Supporting the running and development of the department in conjunction with dietetic managers and leading on clinical and operational tasks. Deputising for Band 8a Clinical Lead and Band 7 Paediatric Dietitians across HB
- Providing professional leadership for staff and student dietitians through peer support, mentoring, supervision and appraisal.
- Promotion of the SBUHB Dietetic Service through audit using research methodology, guideline development and teaching other healthcare professionals.
- Facilitate reflection on the service delivery and identify and lead on quality improvement work.

## **DUTIES/RESPONSIBILITIES**

### **Key Tasks and Responsibilities of the Post**

- To manage own clinical caseload and support the management of the neonatal outreach team and paediatric enteral feeding/ nutritional support and gastroenterology caseloads, providing expert advice for infants, children and young people, mainly at Morriston and Singleton Hospitals but some cross site cover and work in other locations such as domiciliary and community settings may be required. Advise Dietetic and multidisciplinary, multiagency colleagues across SBUHB and other HBs as appropriate.
- To work as part of the Neonatal outreach and Paediatric Multidisciplinary Teams, leading on the nutritional care provision and developing of multidisciplinary guidelines and protocols.
- Assisting Unit lead in agreed areas of responsibility to ensure smooth running of the department and leading on specific tasks.
- To provide expert advice on professional/clinical standards and guidelines for the service and specialist caseload and to interpret national and professional policy for local implementation.
- To lead on the production of evidence based written materials and teaching resources as required and ensure their regular review.
- To identify the need for and provide supervision and education for staff in own specialist area and broader clinical and professional areas.
- To review products listed as 'ACBS' (Advisory Committee on Borderline Substances) for the specialist area. To advise on the requirement for highly specialist products to be made available in accordance with practice developments in the field of expertise.
- To be a member of and to contribution to special interest groups work including national Paediatric working groups advising on dietetic services and standards.
- Lead relevant clinical audit using research methodology.

### **Clinical**

The post holder will work autonomously to provide expert advice to patients, carers, and Health and Social Care professionals.

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).
- Prescription of dietary treatment and ACBS products for conditions where there are professional/clinical guidelines including non-medical prescribing where relevant qualification held.

- Give advice on the safe use of vitamin and/or mineral supplements to prevent toxicity and correct deficiencies.
- Contribute to discussion on legal and ethical issues when clients are not able to cooperate with oral feeding or prescribed treatment plan where there is a concern regarding physical risk.
- Analysis of dietary intake and calculation of nutritional requirements using computer software as required.
- Participation in multidisciplinary case meetings and ward rounds, advising Health Professionals on the instigation and change of appropriate ACBS products/medication/appropriate route for nutrition and discharge planning.
- Organisation and provision of feeds and equipment for patients on enteral (tube) feeding. Liaison with contracting company nurse and Health Board Specialist Dietitians to organise training and follow up care.
- Facilitating the transfer and discharge of patients between Health Boards and other specialist services in line with agreed clinical pathways.
- Identifying and reporting clinical incidents in line with HB procedures.

### **Management**

- Support the operational management of the Nutrition and Dietetic Service including supervision, appraisal, and initial sickness management and annual leave requests.
- Supporting the management of capacity and demand within the specialty including waiting list management.
- Supporting the management of identified health and safety issues, risk management and concerns and complaints within the specialty area.

### **Professional**

- To plan and prioritise own and team's workload in accordance with Health Care Professions Council standards of practice and British Dietetic Association Professional Codes of Conduct.
- Maintain a professional portfolio for CPD.
- Professionally and legally accountable and responsible for all aspects of own work including the management plan for clients, prioritisation and risk assessment of workload.
- Professional and legally accountable for the safe delegation of tasks to Dietetic Support Workers in line with All Wales Guidance on Delegation.
- Provide specialist clinical & managerial knowledge including specialist Organisational, procedural and policy knowledge to comply with the HCPC/BDA Code of Ethics and Professional conduct and national and organisational procedures.
- Support the development of a culture that promotes equality and diversity.
- Contribute to a safe working environment and culture through mandatory training, Incident reporting and risk assessments for practice.

### **Service Delivery**

- Identify professional and service delivery issues concerning clinical specialism.
- Initiate and lead on improving standards, service improvement and service change as agreed with management team.
- Production of up to date information resources for use by patients and carers and for presentations to groups.
- Supporting the management of quality issues within the Department as agreed with the management team.
- Participation in standard setting and updating of the Department resources in conjunction with colleagues.

### **Leadership**

To take an active role in:

- The provision of expert advice on clinical standards and dietetic guidelines for the specialism/s and to interpret national and professional policy for local implementation.

- To produce evidence based written materials and teaching resources as required and ensure their regular review.
- Supervision and teaching of professionals providing nutrition and dietetic advice to specialist area.
- Liaising with members of the MDT such as Consultant and lead nurse colleagues regarding service provision.
- Supporting the management of staff and/or service and reviewing and prioritising work activities as necessary.
- Work with the unit lead to audit the delivery of high quality person centered care by the team and act on the results.
- Provide leadership to designated clinical focus groups.

### **Communication**

- Communicating complex sensitive information in an understandable form to patients, carers, medical, nursing and catering staff. Using negotiation, counselling and behavioural change skills.
- Communicating goals and progress of nutritional care plan to patient/carers, and appropriate health care professionals by writing in medical case notes, letters to medical practitioner or verbal communication and written reports.
- Teach groups of patients/health professionals on topics relevant to the role.
- Liaison with acute and community hospital ward and catering staff concerning nutritional care plan, goals and dietary requirements of inpatients on a daily basis. Instruct cooks on preparation of therapeutic diets, ordering appropriate menus and additional/alternative food products for individual patients.

### **Education and Training**

- To identify training needs and teach health professionals on topics relevant to the role.
- Identify personal training needs, undertake regular CPD and participate in Individual Performance Review and clinical supervision.
- To provide clinical supervision of staff as directed by Line manager or Locality Lead.
- To lead and provide mentorship on the practical training of student dietitians, planning timetable, supervising and assessing progress.

### **Information Resources**

- To comply with Department and Health Board policies and procedures, e.g. to maintain records and participate in data collection.

### **Finance**

- To be aware of financial procedures and to act in accordance with them.
- Maximise the use of departmental resource to ensure responsible and safe application e.g. enteral feeding equipment, oral nutritional products.
- To ensure ACBS use is recommended in line with prudent health care principles.

### **Research and Development**

- Critically evaluate current research and apply to practice within specialist field.
- Lead relevant clinical audit using research methodology.
- Participate in service and HB audit and research and development.

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications</b>	<p>B.Sc. Nutrition and Dietetics or equivalent.</p> <p>Post registration training in relevant area.</p> <p>HCPC Registered.</p>	<p>Recognised teaching qualification.</p> <p>Recognised management/ leadership qualification</p> <p>Student clinical educators course.</p> <p>Member of the British Dietetic Association.</p>	<p>Application form and pre employment checks</p>
<b>Knowledge</b>	<p>MSc or its equivalent level of knowledge +advanced post graduate training/experience in relevant areas.</p> <p>Evidence of a wide variety of clinical knowledge.</p> <p>Working knowledge and understanding of professional ethics and their application in practice.</p> <p>Documented evidence of CPD.</p>		<p>Application form and pre employment checks</p>
<b>Experience</b>	<p>Experience of working as a Specialist Dietitian in Nutrition and Dietetics within specialist area.</p> <p>Experience of a high level specialist knowledge of service delivery in a variety of different settings.</p> <p>Experience of working with patients with diverse healthcare needs.</p> <p>Experience of supervising/ mentoring staff.</p> <p>Experience of specialist knowledge including Management of Common Paediatric disorders such as food allergy, faltering growth,</p>	<p>Experience of strategic planning process.</p> <p>Experience of policy / service development.</p> <p>Membership of Special Interest Group of British Dietetic Association.</p>	<p>Application form and interview</p>

	<p>enteral tube feeding and oral nutrition support</p> <p>Student training experience.</p> <p>Facilitating group education.</p> <p>Experience of Audit and Quality Improvement Methodology.</p>		
<b>Aptitude and Abilities</b>	<p>Highly developed interpersonal skills including developed oral and written communication skills with people from a wide variety of backgrounds.</p> <p>Developed behaviour change/motivational interviewing skills.</p> <p>Developed counselling skills to use with patient/clients, carers with highly complex needs.</p> <p>Clinical Supervision skills.</p> <p>Group presentation skills and ability to work effectively single handed with individuals.</p> <p>Able to work on own initiative in a professional manner under pressure as well as having effective teamwork skills.</p> <p>Have highly developed organisational skills to be able to set priorities and meet daily deadlines</p> <p>Evaluation and audit skills.</p> <p>Accurate keyboard skills- inputting data, word processing, internet and dietary analysis. To use display equipment and keyboard on a daily basis.</p> <p>Anthropometric measurement skills using skinfold calipers and hand dynamometry.</p>	Ability to speak Welsh.	Interview
<b>Personal Attributes</b>	<p>Ability to reflect and critically appraise own performance.</p> <p>Confident and self motivated being able to work</p>		

	<p>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 clients, relatives and staff on regular basis.</p>		
<p><b>Values</b></p>	<p>Shows empathy and compassion towards others – a natural disposition to put yourself in someone else’s shoes.</p> <p>Sees and treats others as individuals (patient, families, colleagues) and treats people with dignity and respect.</p> <p>Shows resilience, adaptability and flexible approach as situations arise and positivity when times are tough.</p> <p>Shows respect for others’ views and appreciate others’ inputs and encourage colleagues to display our values.</p> <p>Motivated to use initiative to recognise problems and seek solutions whilst understanding the importance of empowering and enabling others (patients, families, colleagues).</p> <p>Friendly and helpful disposition, awareness of how our own and others’ behaviours impact on people’s experiences and the organisation’s reputation.</p>		<p>Application Form Interview References</p>

	Willing to seek out learning, give and accept constructive feedback and committed to continuous improvement.		
<b>Other</b>	Ability to travel between sites in a timely manner.		Application form and interview

### **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:** 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 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.

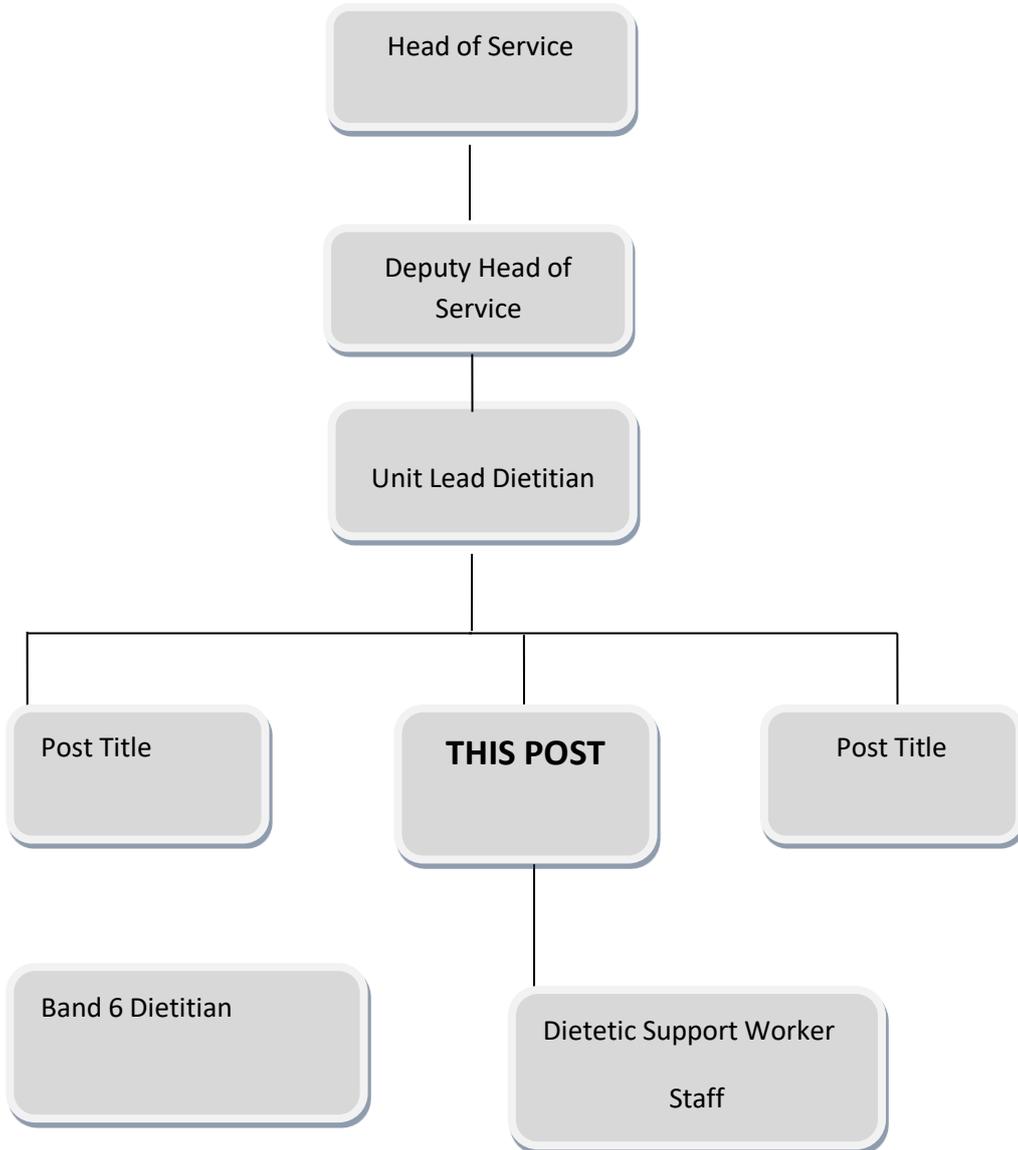
**Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

**Job Title: Highly Specialist Paediatric Dietitian**

**Organisational Chart**

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



**Job Title: Highly Specialist Paediatric 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'**

<b>Examples of Typical effort(s)</b>	<b>How often per day / week /</b>	<b>For how long?</b>	<b>Additional Comments</b>
<b>Standing for substantial periods of time</b>	<b>2-4 days per week</b>	<b>2 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>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>2-4 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	30-60 minutes	
Communicating about very sensitive issues or distressing information including end of life	Weekly	30-60 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	2-4 days per week	1 hour	