



<b>Job Title:</b>	Community Dietitian
<b>Department:</b>	Dietetics/Therapies
<b>Division:</b>	Diagnostics, Therapies and Cancer Services (DTC)
<b>Band:</b>	6
<b>Hours:</b>	22.5 hours per week
<b>Responsible to:</b>	Specialist Community Dietitian
<b>Accountable to:</b>	Therapy Lead for Dietetics and SLT
<b>Responsible for:</b>	Delivery of dietetic services to residents of NWS
<b>Base:</b>	Main base St Peter's Hospital with requirement to work across both St Peter's and Ashford Hospital and working across the local NW Surrey community.
<b>Disclosure and Barring Service Required:</b>	Yes Enhanced
<b>Job Summary:</b>	<p>The postholder will</p> <ul style="list-style-type: none"> <li>• Provide dietetic services, including appropriate dietary counselling, lifestyle advice and nutrition education to clients, carers, families and health care professional in their own homes, Nursing Homes, Residential Homes and Locality hubs within NW Surrey.</li> <li>• To support in the development and delivery of dietetic educational programmes on nutritional care for care home staff, GPs, other health care professionals working across NWS.</li> <li>• To develop dietary protocols and guidelines for the service and contribute to the policies for the team as a whole.</li> <li>• To take an active role within the general functioning of the Dietetic Department, including contributing to student training</li> </ul> <p>The Trust is moving towards 7 day working and this post may be expected to participate in providing the Dietetic service across 7 days, including extended hours and weekend working</p>
<b>Key working relationships</b>	<p>Postholder will develop effective working relationships with:</p> <ul style="list-style-type: none"> <li>• Dietetic and SLT team members</li> <li>• Community nursing staff and allied health professionals</li> <li>• GPs, Consultant body and medical staff</li> <li>• NWS Care home managers and staff</li> <li>• Administrative and other non-clinical staff</li> <li>• Surrey Heartlands ICB, NWS alliance and ASPH Trust wide colleagues and management teams</li> </ul>

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	<ul style="list-style-type: none"> <li>• Patients, families and carers and the local community</li> <li>• Therapy colleagues in other NHS Trusts and health care organisations</li> <li>• Feeding supply companies</li> <li>• Voluntary sector</li> </ul>
<b>Key Result Areas:</b>	<ol style="list-style-type: none"> <li>1. To have made an effective contribution to reaching the Trust's vision, strategic objectives and key work programmes</li> <li>2. To make an effective contribution to both the trust and community dietetic service plans.</li> <li>3. To continue to acquire the broader, deeper basic knowledge that is required to maintain fitness for practice with high level autonomy in making decisions for a wide range of patients</li> <li>4. To provide contribute to the training programmes of Dietetic students, Dietetic assistants and volunteers</li> </ol>
<b>Date of last review:</b>	March 2023

### Main Duties and Responsibilities of the Post:

#### Clinical

- To use specialist dietetic skills and knowledge: assessing, planning, implementing treatment and delivering dietetic interventions in community settings that include own homes, residential and nursing homes, locality hubs and other settings as required.
- With support from senior colleagues to use professional judgement and clinical expertise to independently interpret and analyse complex situations and information and to formulate inter-disciplinary goals and treatment plans, modifying these according to changes in clinical condition.
- As a practitioner with a high degree of autonomy to take responsibility for planning, delivering and managing own clinical caseload and supporting service provision as appropriate.
- To work autonomously and independently contributing to the delivery of the dietetic services to the community, providing specialist nutritional advice and support to other members of the MDT as appropriate.
- To manage home enteral feeding caseload; to monitor, advise and support patients on enteral feeds within the community and care home environment.
- To provide advice to medical practitioners on the appropriate prescribing of ACBS products (e.g. enteral feeding products, gluten-free products, vitamin and mineral preparations) and to advise on their use.
- To support the development and delivery of specialist nutrition and dietetic education and training to care homes.
- To provide timely and informative client reports and discharge summaries for GPs, consultants, other Allied Health Professionals, nursing and other staff.
- To contribute to the routine development and updating of diet sheets and other nutritional information produced by the dietetics department, and to ensure they comply with trust guidelines.

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- To achieve and maintain a high standard of clinical care using evidence based practice in all areas of work
- To be professionally and legally responsible and accountable for all aspects of professional activities, working within codes of practice and professional guidelines

### **Communications and Engagement**

- To liaise comprehensively with health and social care staff and participate in inter-disciplinary/multi-agency collaborative working to support the nutritional management of clients in community settings
- To communicate complex and sensitive information in an understandable form to clients, carers and families from a wide range of backgrounds to gain consent, ensure understanding of condition, treatment options, risks, acceptance and compliance with dietary treatment, which may include unwelcome or difficult to accept information e.g. long term dietary modifications.
- To use well developed communication skills to engage with clients, carers and the MDT in complex decision making on frequently sensitive, difficult and/or ethical issues eg risk feeding and end of life care
- To liaise with the Therapy Lead for Nutrition and Dietetics and senior community dietetic staff in the planning of community dietetics services to care homes and locality hubs.
- To attend and actively participate in dietetic departmental operational and clinical update meetings, representing community service issues.
- To maintain detailed and accurate written and electronic patient records in accordance with hospital and department policy, to include activity data as required by the service

### **Professional Development / Education**

- To identify personal / professional development needs evidenced by Personal Development Plan / Professional Portfolio developed within the Dietetic department appraisal framework
- To demonstrate knowledge of, and adhere to BDA Professional and Clinical and National and Local Clinical Guidelines
- To organise, prioritise and manage delivery of community nutrition services to care homes and locality hubs and take responsibility for own patient caseload.
- To be responsible for maintaining and updating individual knowledge of clinical practice via current research and journal review and to provide evidence of this via a Professional portfolio.
- To participate in the delivery of the training programme for student dietitians in the department, and to contribute to their assessment process.
- To participate in the delivery of training programmes for the Dietetic Assistant and volunteers
- To attend all mandatory-training sessions as required by the Trust

### **Service Improvement**

- To maintain the high quality standards of the service by initiating and contributing to service and individual objectives, as identified at performance review
- To participate in operational activities of the Dietetic department such as quality monitoring, objective setting and clinical audit.
- To attend and actively participate in department meetings and clinical supervision

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- To participate in the development of local protocols, standards and clinical audit mechanisms, within the ASPH multidisciplinary team as requested by senior dietetic staff  
To record statistics on patient contacts and other activity for monitoring and use in research and audit projects as required

## General

- To have responsibility for health, safety and welfare of self and others at work. This includes being conversant with relevant Trust safety policies and procedures. Each staff member has a responsibility to report incidents, accidents and near misses at work; to take part in the risk management process; to attend all mandatory training course in the agreed duration as defined in Trust policy and to carry out tasks and use equipment only when competent to do so.
- To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity. To comply with the requirements of the Data Protection Act.
- To comply with the Trust's corporate and local policies and procedures on such subjects as clinical management, human resources, data quality, staff safety.
- To comply with the Trust's policies on equal opportunities, the consumption of alcohol and non-smoking.
- As part of the Dietetic Team to work flexibly and in a co-operative and supportive way with colleagues including covering for absent colleagues
- To represent and promote the dietetics profession as the expert source of nutrition and dietetic information.
- To ensure that patients, parents/carers and members of the public are consulted and involved in decisions about local health service developments. As a Trust employee you should be mindful of this and do what you can, as appropriate to your role and level of responsibility to meet this duty.
- To support the department and organisation by carrying out any other duties that reasonably fit within the broad scope of a job of this grade and type of work.

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**PERSON SPECIFICATION**

**POST TITLE: Band 6 Dietitian**

Factors	Essential	Desirable	Assessed by:
Qualifications and Further Training	4 year degree in Dietetics (or equivalent qualification)  Registration with HCPC	Membership of the British Dietetic Association  Student supervisory skills course  Post registration nutrition course or equivalent qualification	Application form and interview
Experience	Experience in enteral and oral nutritional support practices including home enteral feeds  Experience of multidisciplinary team working and effectively maintain working relationships within a team  Experience developing and delivering training and education to healthcare professionals	Experience of working in a community health care setting  Experience in catering liaison and menu planning  Clinical audit/ service development  Dietetic student training	Application form and interview
Knowledge	Able to demonstrate an awareness and knowledge of national clinical and professional policies, guidelines and procedures, e.g. NICE;/BDA/HCPC Code of Conduct	Documented evidence of CPD  Understanding of clinical governance principles and their application.	Application form, interview, skills based assessment
Skills	Excellent communication skills  Effective time management skills and ability to prioritise a busy caseload.	Presentation skills  Delivering virtual and face to face training	Interview and skills based assessment
Other requirements	Ability to travel between various community sites	Car driver	Application form and interview

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## Values and Behaviours

### Patients First

	Exemplary 4= acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1= does not demonstrate
<b>Care</b>	Always finding ways to make a difference for the benefit of others	Ensuring that basic needs are always met	Ignoring patients who need help – the standard you walk past is the standard you accept
<b>Compassion</b>	Making everyone feel special – knowing your patients well and treating them as individuals	Putting yourself in others' shoes – you could be the only word of kindness that person receives all day	Not being aware of others' needs or feelings
<b>Communication</b>	Adjusting your communication style to fit the person or the purpose	Introducing yourself, listening, explaining clearly what is happening and making sure that you have been understood	Making little effort to explain situations, creating anxiety and confusion
<b>Humility</b>	Using what our patients and others tell us to make our care the best it can be	Apologising and being open when things have gone wrong	Arrogance – assuming we have all the answers and not listening to our patients

### Personal Responsibility

	Exemplary 4= acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1= does not demonstrate
<b>Commitment</b>	Equipping yourself with the skills, knowledge and wellbeing required to deliver your best	Performing your duties to the best of your ability and always being punctual and prepared	Taking little interest in doing a good job
<b>Self-awareness</b>	Leading by example and taking responsibility for your actions	Treating people as you would like to be treated, remembering that the little things often make the biggest difference	Looking for excuses or undermining others
<b>Open-mindedness</b>	Being objective and providing, seeking and valuing regular constructive feedback	Continuously listening, learning and improving	Showing little interest in improvement or being dismissive of others' ideas or feedback
<b>Courage</b>	Not being afraid to challenge poor behaviour and inspiring courage in others	Believing in yourself and your contribution, and having the confidence to speak up and speak the truth	Not being willing to trust others, or avoiding difficult issues

### Passion for Excellence

	Exemplary 4=acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1= does not demonstrate
<b>Positivity</b>	Sharing good news and positive stories, seeing and inspiring the best in others	Striving to be the best you can	Spreading negativity, or having a "can't do" attitude
<b>Insight</b>	Stopping, looking and listening – being mindful of your environment	Having an in depth understanding of your day to day practices and the impact they have on others	Not being aware of impact on others
<b>Initiative</b>	Finding and seizing opportunities to go the extra mile without being asked	Taking a proactive approach, and prioritising	Being passive and demonstrating a lack of attention to detail
<b>Innovation</b>	Being bold, ambitious and creative and challenging the norm	Seeking out new ideas and finding ways to put them into practice	Accepting average standards or refusing to move from the status quo

### Pride in our Team

	Exemplary 4=acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1= does not demonstrate
<b>Constructiveness</b>	Supporting, inspiring, mentoring, coaching, celebrating, championing and motivating	Treating one another with dignity, intelligence and respect	Shouting, taking an aggressive tone, or finger-pointing
<b>Selflessness</b>	Taking on tasks, beyond expectation, to achieve team or organisational goals	In your work, prioritising the needs of your patients, teams and organisation ahead of your own	Showing evident self-interest to the detriment of the team or organisation, or lack of flexibility
<b>Collaboration</b>	Helping others to see that they can achieve more together than can be achieved alone	Building positive relationships based on listening and sharing information, knowledge, skills, as well as workload, to further team and organisational goals	Refusing to work with others effectively – withholding information, or failing to listen to or acknowledge others' views
<b>Integrity</b>	Always being open and honest, setting realistic expectations, and consistently demonstrating your values	Being honest and delivering what you promise or making others aware if you are unable to deliver	Being dishonest or biased, or actions not matching words



Developed by staff through the Trust Wall and through conversation in Autumn 2013

## VALUES BASED BEHAVIOURS

The Values Based Behaviours above describe the standards of behaviour the Trust supports and expects from all staff, and these are used to assess and develop staff through all aspects of their career with the Trust, from recruitment, through induction, appraisal and development.

## WORKING FOR THE TRUST

### GENERAL RESPONSIBILITIES FOR ALL STAFF IN THE TRUST

ALL TRUST EMPLOYMENT POLICIES CAN BE ACCESSED EXTERNALLY THROUGH THE TRUST WEBSITE AT: <http://www.ashfordstpeters.org.uk/employment>. ALL OTHER TRUST POLICIES CAN BE ACCESSED EXTERNALLY VIA: <http://www.ashfordstpeters.org.uk/organisational>

### COMMUNICATION AND CONFIDENTIALITY (INFORMATION GOVERNANCE)

You must communicate clearly by actively listening and responding to what people are saying:

- check information from other people and check its accuracy

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- b) establish any help people require and act on this appropriately
- c) ensure confidentiality at all times

Employees of the Trust must not without prior permission disclose any information regarding patients or staff obtained during the course of employment except to authorised bodies or individuals acting in an official capacity. The Data Protection Act may render an individual liable for prosecution in the event of unauthorised disclosure of information. See Confidentiality Policy <http://trustnet/documents/menu113.htm> and Information Governance Policy <http://trustnet/documents/menu1107.htm>

All employees must be aware of their responsibilities under the Freedom of Information Act 2000. See Trust Freedom of Information Policy at [http://www.ashfordstpeters.org.uk/attachments/799\\_Freedom%20of%20Information%20Policy.pdf](http://www.ashfordstpeters.org.uk/attachments/799_Freedom%20of%20Information%20Policy.pdf)

Employees who use a computer, must abide by the terms of the Trust's Information and Technology Policies at: <http://trustnet/documents/menu11.htm>

## **DEVELOPMENT, MODERNISATION AND CHANGE**

The Department of Health, the Trust, and Directorate/Departments have targets to achieve in respect of service delivery and improving and progressing patient care. We ask that you are aware of these targets and contribute and work to achieve them.

All staff are to be familiar with the Trust's policies and procedures, which are available on the Trust Intranet <http://trustnet/documents/menu.html> or externally via <http://www.ashfordstpeters.org.uk/organisational>

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to undertake other duties that are consistent with your role / band. Details and emphasis of your role may change but this would be in consultation with you and in line with the needs of your work area.

## **INCLUSION DIVERSITY AND RIGHTS**

All staff have a duty promote people's equality, diversity and rights, and treat others with respect and dignity and to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act 2010;
  - Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
  - Foster good relations between persons who share a relevant protected characteristics and persons who do not share

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The Trust is unreservedly opposed to any form of discrimination being practiced against its employees whether on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

The Trust Annual Equality and Diversity report and information is available on the Trust Intranet site:

<http://www.asph.nhs.uk/annual-equality-and-diversity-report>

## **MONITORING AND MAINTAINING GOOD HEALTH AND SAFETY**

The safety of patients, staff and visitors is paramount. All staff have a duty to recognise safety as a fundamental element of their role and to comply with Trust policies, procedures, protocols and guidelines related to safety and well-being.

Under the Health and Safety at Work Act 1974, all employees have a duty:

- a) to take reasonable care of ourselves and others at work
- b) to co-operate in meeting the requirements of the law
- c) not intentionally or recklessly interfere with or misuse anything provided in the interests of health safety or welfare

You are required to familiarise yourself with the details of the Trust's Health and Safety Policies posted on the Intranet at <http://trustnet/documents/menu3.htm>. A department policy which will cover your usual place of work is available through your head of department. There are a number of health and safety training sessions which will be mandatory for you to attend depending on your type of work.

## **MANDATORY TRAINING**

All staff have a responsibility to ensure that they are up to date on essential knowledge and skills related to their sphere of work. Some areas of training are common to all staff, such as Health & Safety, Safeguarding and Information Governance. Staff must ensure that they attend Mandatory Training sessions as required.

## **NHS CONSTITUTION**

The NHS commits:

- To provide all staff with clear roles and responsibilities and rewarding jobs for teams and individuals that make a difference to patients, their families and carers and communities.
- To provide all staff with personal development, access to appropriate training for their jobs and line management support to succeed.
- To provide support and opportunities for staff to maintain their health, well-being and safety.
- To engage staff in decisions that affect them and the services they provide, individually, through representative organisations and through local partnership

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working arrangements. All staff will be empowered to put forward ways to deliver better and safer services for patients and their families.

### Staff responsibilities:

- **You have a duty** to accept professional accountability and maintain the standards of professional practice as set by the appropriate regulatory body applicable to your profession or role.
- **You have a duty** to take reasonable care of health and safety at work for you, your team and others, and to co-operate with employers to ensure compliance with health and safety requirements.
- **You have a duty** to act in accordance with the express and implied terms of your contract of employment.
- **You have a duty** not to discriminate against patients or staff and to adhere to equal opportunities and equality and human rights legislation.
- **You have a duty** to protect the confidentiality of personal information that you hold unless to do so would put anyone at risk of significant harm.
- **You have a duty** to be honest and truthful in applying for a job and in carrying out that job.

Details at: <http://www.dh.gov.uk/en/Healthcare/NHSConstitution>

### QUALITY AND RISK MANAGEMENT

The Trust, as a public organisation is committed to acting with honesty, with integrity and in an open way. We are working together to achieve the highest levels of compliance with risk management via the NHS Litigation Authority (NHS LA) and Clinical Negligence Scheme for Trusts (CNST) for maternity services. You are expected to become familiar with these standards as they relate to your work and further details are available from your manager.

You must ensure your actions help to maintain quality and reduce risk. This involves accepting individual responsibility for meeting required standards, and for following quality and safety processes and procedures. These include national requirements set out by the Healthcare Commission, Trust policies, the Trust's Standards for Practice and Care, local Codes of Practice and local service or departmental standards.

(<http://trustnet/documents/Standards%20for%20Practice%20and%20Care.doc>)

It is expected that you understand and comply with current emergency resuscitation techniques (where appropriate), infection control procedures, and fire regulation procedures.

- Risk & health & safety policies are available at <http://trustnet/documents/menu3.htm>;
- Patient care policies are available at <http://trustnet/documentss/menu8.htm>;
- Fire policy is available at <http://trustnet.asph.nhs.uk/documents/document306.htm>;
- Control of infection policies is available at <http://trustnet/documents/menu7.htm>.
- All other relevant policies can be found at <http://trustnet/documents/menu.html>

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## **WHISTLE-BLOWING (FREEDOM TO SPEAK UP)**

All employees working in the NHS have a contractual right, and a responsibility, to raise genuine concerns they have with their employer about malpractice, patient safety, financial impropriety or any other serious risks they consider to be in the public interest. Details of when and how concerns may properly be raised within or outside the Trust are available in the Trust's Whistle-blowing Policy which you can access on the intranet at:

[http://www.ashfordstpeters.org.uk/attachments/1276\\_Whistle%20Blowing%20Policy.pdf](http://www.ashfordstpeters.org.uk/attachments/1276_Whistle%20Blowing%20Policy.pdf)

The Trust's policy on whistle-blowing enables everyone to raise any concerns they have about any malpractice at an early stage and in the right way.

The Trust welcomes your genuine concerns and is committed to dealing responsibly, openly and professionally with them. It is only with the help of our staff that the Trust can deliver a safe service and protect the interests of patients and staff. If you are worried, we would rather you raised the matter when it is just a concern, rather than wait for proof.

We hope that you will be able to raise concerns with your manager or Head of Service. However, we recognise that this may be difficult at times and the policy enables you to raise a matter directly with the Trust Freedom to Speak Up Guardian and the designated Non-Executive Director. But you can approach any member of the Trust Board.

Your concerns will be taken seriously and investigated. We also give you a guarantee that if you raise concerns responsibly, we will endeavour to protect you against victimisation.

Further information is available on the Trust Intranet at:

<http://trustnet/departments/speakup/>

## **REQUIREMENT FOR FLEXIBILITY IN AN EMERGENCY SITUATION**

In the event that the Trust is affected by an emergency situation (including but not limited to a flu pandemic or a pandemic of any other disease or illness), whether relating to its staff and/or patients, you agree that the Trust may require you to:

- (a) Carry out additional and/or alternative duties to those contained in your job description; and/or
- (b) Without prejudice to the other terms of your employment, perform duties (including any additional and/or alternative duties as mentioned above) at any other location where NHS services are provided

## **SAFEGUARDING**

All Trust employees have a responsibility to take appropriate action if they believe that a child or vulnerable adult is in need of services or in need of protection and they must be committed to safeguarding and promoting the welfare of children, young people and

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vulnerable adults. Everyone is responsible for accessing the relevant level of training and following the Trusts local and SSCB's Child Protection and Safeguarding procedures.

Information on Child Protection is available at:

[http://www.ashfordstpeters.org.uk/attachments/1247\\_Child%20Protection%20Safeguarding%20Policy.pdf](http://www.ashfordstpeters.org.uk/attachments/1247_Child%20Protection%20Safeguarding%20Policy.pdf) and

<http://trustnet/docsdata/paed/index20.htm>

Information on the Abuse or Suspected Abuse of Vulnerable Adults is at:

[http://www.ashfordstpeters.org.uk/attachments/723\\_Abuse%20or%20suspected%20abuse%20of%20vulnerable%20adults.pdf](http://www.ashfordstpeters.org.uk/attachments/723_Abuse%20or%20suspected%20abuse%20of%20vulnerable%20adults.pdf)

The Trust complies with the requirements of the Disclosure and Barring Service (DBS) and the requirement to report safeguarding issues to the Disclosure and Barring Service. All staff required to have a DBS disclosure for their post will undergo a recheck every three years. Employees must cooperate with the renewal process and submit their DBS applications promptly when requested.

## **SUSTAINABILITY**

The Trust places great importance on sustainable development, reducing their carbon footprint and maximising the positive social, economic and environmental outcomes of Trust actions and activities. As an employee it will be your responsibility to minimise your environmental impact, use resources efficiently, saving energy by switching off unnecessary equipment, reducing waste generation, using recycling / redistribution facilities, minimising travel and saving water when possible. If your role involves purchasing / ordering supplies you must consider the environmental / sustainable impacts and purchase optimal environmental / sustainable products / services.

**March 2023**

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