



## Job Description

<b>Job Title:</b>	Specialist Paediatric Dietitian
<b>Band:</b>	Band 6
<b>Hours:</b>	30 hours per week
<b>Base:</b>	Luton and Dunstable Hospital, and any other associated Trust establishments across the Bedfordshire Hospitals NHS Foundation Trust including outreach clinics and establishments used in the course of Trust business (if necessary for the role).
<b>Reporting to:</b>	Paediatric Team Lead
<b>Terms and Conditions of Service:</b>	Currently those of Agenda For Change and other local agreements

## OUR VALUES:





## JOB SUMMARY:

To manage a complex caseload of paediatric patients in both the inpatient and outpatient setting and to co-ordinate relevant service improvement projects.

## KEY RESPONSIBILITIES:

1. To manage a complex caseload of patients in MDT outpatient clinics and co-ordinate service improvement projects in this area following discussion with the team lead.
2. To manage a complex caseload of patients on the paediatric ward and contribute to service improvement projects in conjunction with the clinical lead in this area.
3. To manage a complex caseload of patients of paediatric outpatients and co-ordinate service improvement projects in conjunction with the clinical lead in this area.
4. To oversee the management of patients by the dietetic assistant practitioner.
5. To provide clinical dietetics cover for the paediatric dietetics team as directed by the team lead.
6. To have a very good understanding of and contribute to the effective running of the paediatric dietetics service.
7. To develop and maintain a specialist knowledge of evidence-based practice, the common conditions you come across and national and local standards within your clinical areas.
8. To accept clinical responsibility for a designated caseload of patients within your own scope of practice and organise this effectively and efficiently with regard to clinical priorities and use of time.
9. To work as an autonomous practitioner by planning and prioritising own workload according to locally agreed priority coding and supporting dietetic assistant practitioners and less experienced dietitians to do the same.
10. To undertake a comprehensive assessment (interpretation of biochemistry, anthropometrics, clinical condition and diet history) of patients including those with complex presentations/multi pathologies and use advanced clinical reasoning skills to set nutritional goals for each patient.
11. To give expert opinion on complex nutrition related issues where numerous social, ethical, psychological and medical factors have to be considered and where there may be conflicting ideas from the multidisciplinary team e.g. making recommendations in association with the multidisciplinary team whether or not to initiate enteral feeds.
12. To negotiate and agree dietary interventions with patients and their carers, using appropriate counselling and motivational skills to optimise the nutritional intake of patients.
13. To make recommendations for appropriate prescription of nutritional products according to local guidelines regarding the use of formula milks, nutritional supplements and other nutritional products.
14. To work within the international code of marketing of breast-milk substitutes in support of the baby-friendly hospital initiative.
15. To ensure adequate monitoring and review of patients, ensuring any concerns are raised as appropriate to senior staff.
16. To have insight to recognise and act appropriately if children or vulnerable clients are at risk or deemed to be in need.
17. To co-ordinate appropriate follow up, discharge arrangements and outward referrals to other services in order to facilitate the safe and timely discharge/transfer of care.
18. To be responsible for maintaining accurate and comprehensive patient records in line with BDA, Trust and department standards and provide statistics of patient contacts in a timely fashion.
19. To assess the suitability of incoming referrals according to the agreed referral criteria, liaise with the dietetic assistant practitioner if further information is required prior to acceptance and participate in the outpatient triage rota.



20. To be responsible for safe discharge planning including co-ordination of patients requiring home enteral feeding.
21. To take appropriate action using advanced problem solving skills to assist patients, health/social care professionals and members of the public with queries regarding the paediatric dietetics service.
22. To liaise with healthcare professionals at ward level, the wider community and across the network.
23. To co-ordinate the provision of suitable meals for inpatients on therapeutic diets through the dietetic assistant practitioner.
24. To liaise with pharmacy, nursing and milk kitchen staff to ensure the availability and provision of appropriate specialised nutritional products and formulae at all times.
25. Communicate complex, specialised and sensitive information with empathy and understanding to patients and their carers or other family members where appropriate.
26. To plan, deliver, evaluate and develop training and education sessions to patient and multi-disciplinary staff groups in conjunction with the relevant clinical lead.
27. To work as an integral part of the paediatric team within dietetics and the wider multi-disciplinary team.
28. To represent the dietetic department at MDT meetings, ward rounds, case conferences and child protection meetings to ensure delivery of high quality co-ordinated multi-disciplinary care.
29. Work with colleagues to help the Trust meet the CQC standard for nutrition. This may involve planning and implementing effective and appropriate training for paediatric staff to ensure the early identification and treatment of patients with malnutrition and other diet related conditions.
30. To work within Trust, departmental, HCPC and BDA clinical and professional guidelines, policies and procedures.
31. To contribute to the development and updating of policies and guidelines related to paediatric outpatients in conjunction with the clinical lead.
32. To contribute to the development and updating of policies and guidelines related to paediatric inpatients in conjunction with the clinical lead.
33. To contribute to the development and updating of policies and guidelines related to your relevant MDT outpatient clinic(s) in conjunction with the team lead.
34. To support the clinical lead in ensuring guidelines relating to your clinical areas are fully implemented across the department/MDT.
35. To plan and deliver audit, research and service evaluations to help deliver improvement in service delivery and clinical practice following discussion with the clinical lead for paediatric inpatients and outpatients.
36. To plan and deliver audit, research and service evaluations to help deliver improvement in service delivery and clinical practice related to your relevant MDT outpatient clinic(s) following discussion with the team lead.
37. To report and review information required for managing and monitoring the service such as referral numbers, waiting list management, prioritisation of caseloads, DNA rates, outcome measures and user satisfaction surveys.
38. To be responsible for maintaining own development and competency to practice through CPD activities.
39. To participate in and contribute to the
40. organising and delivery of the department's CPD programme in collaboration with senior staff.
41. To participate in regular supervision and provide supervision and support for less experienced dietitians and dietetic assistant practitioners.
42. To contribute to the upskilling of less experienced dietitians and dietetic assistant practitioners within your clinical areas in order to maintain staff skill mixes and ensure adequate resilience across the paediatric dietetics team.
43. To participate in the department appraisal scheme and be responsible for complying with agreed Personal Development Plans to meet knowledge and competencies.
44. To be responsible for the supervision and assessment of students during their placement. This will include the role as practice educator and weekly supervisor.



45. To support the induction and recruitment of new staff members within the paediatric dietetic team.
46. To be an active member of the department by the attendance and presentation at staff meetings, tutorials and training sessions.
47. To work flexibly to support the paediatric dietetic team.
48. To provide cover for other wards/departments at short notice to cover unplanned and planned absences within the post holders competency and skill level.
49. To undertake any other duties as identified by the team lead as required for the successful delivery of the paediatric dietetic service.

## GENERAL:

To comply at all times with any regulations issued by the Trust, especially those governing Health and Safety at work and to ensure that any defects which may affect safety at work are brought to the attention of the appropriate manager.

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

This job description reflects the present requirements and objectives of the post. As the duties of the post change and develop, the job description will be reviewed and will be subject to amendment, in consultation with the post holder.

You are required to disclose any additional work you undertake or are planning to undertake for another employer.

## PROBATIONARY PERIOD:

This post is subject to the successful completion of a probationary period of 6 months within which the notice period for both you and Bedford Hospital is four weeks.

## STANDARDS:

Staff are responsible for complying with the relevant standards set by their Line Manager. A breach of such standards may lead to disciplinary action. It would be investigated fairly and appropriate steps taken to prevent a recurrence and address any wider causes.

## SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

All employees and volunteers working within the Trust have a responsibility for safeguarding and promoting the welfare of children and vulnerable adults.



## INFORMATION GOVERNANCE:

(This includes Patient Confidentiality, IT Security, Data Protection and Freedom of Information)

You are required to respect the confidentiality of all patients, carers and staff, by not sharing any information (including data) obtained during the course of your duties. You have an obligation to report any non-compliance through the Trusts Incident Reporting process.

All staff must comply with the legal obligations and statutory requirements of the General Data Protection Act 2018, the Trusts IT Security and Information Governance Policies, Codes of Conduct and Best Practice Guidelines which are available on the staff Intranet site.

## PRIVACY STATEMENT:

The Trust is committed to protecting the privacy and security of your personal information. Information about you will be kept by the Trust for purposes relating to your employment. In accordance with the Trust's Privacy Notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal and special category data. The Trust will comply with its obligations under the General Data Protection Regulations and all other data protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records; which may, where necessary include special category data relating to your health, identity, data held for equality monitoring purposes, criminal offence data and data regarding DBS checks. The Trust requires such data for personnel administration and management purposes for the performance of your contract of employment and to comply with its legal obligations. The majority of information that you provide us with is mandatory to enable us to perform the contract of employment; where information is requested from you on voluntary basis, you will be advised of this and will be properly advised of your rights in respect of consent and the withdrawal of that consent.

The Trust will take all reasonable steps to ensure that the personal information held about you is complete, accurate, up-to-date and not held for longer than necessary for the purposes for which it was collected. However, you are responsible for informing us promptly of any changes to your personal information either in writing or by updating your information on MyESR.

The Trust's Privacy Notice sets out the legal basis for processing your personal data and your rights to access this data are prescribed by law.

The Trust requires you to familiarise yourself with the Trust's Information Governance (data protection) Policy which set out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's Data Protection Policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation. The Trust will consider a breach of its Data Protection Policy by you to be a disciplinary matter which may lead to disciplinary action, up to and including dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's Policies and Procedures. If you have any queries about your responsibilities in respect of data protection, you should contact the Trust's Data Protection Officer.

A copy of the full Privacy Notice for Employees can be downloaded from the Trust's Intranet.



## PROMOTING EQUALITY:

The Trust is committed to promoting an environment that values diversity. All staff are responsible for ensuring that all patients and their carers are treated equally and fairly and not discriminated against on the grounds of race, sex, disability, religion, age, sexual orientation or any other unjustifiable reason in the application of this policy and recognising the need to work in partnership with and seek guidance from other agencies and services to ensure that special needs are met.

## INFECTION CONTROL:

You are required to comply with the Trust's strategy regarding infection control and be aware of, and comply with, all Trust infection and prevention and control policies, to include hand hygiene, personal hygiene, environmental and food hygiene. Effective prevention and control of healthcare associated infections has to be embedded into every day practice and applied consistently by everyone. Failure to do so may result in disciplinary actions.

## SMOKE FREE:

The Trust implements a Smoke Free policy that applies to all staff. Staff are not allowed to smoke while wearing a recognisable Trust uniform or visible trust identification badge, and not allowed to smoke anywhere on hospital grounds. Staff are not allowed to take additional breaks in order to smoke. They may smoke during designated breaks but only out of uniform and off site. Staff contravening this policy may be subject to disciplinary procedures.

## DISCLOSURE REQUIREMENTS:

A risk assessment has indicated that a DBS disclosure is both proportionate and relevant to this position. Any person who is conditionally offered this post will be required to undertake a DBS check in this respect.

The Trust guarantees that this information will only be seen by those who need to see it as part of the recruitment process.

The Trust ensures that an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position sought could lead to a withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position or circumstances and background of your offence. Please be aware that the Trust has a Policy containing a more detailed Code of Practice that meets the standards specified by the Disclosure and Barring Service relating to the fair use of criminal record information and the appointment of persons having a criminal record.

**Note:** Failure by an applicant to provide accurate and truthful information is considered to be a serious matter. Where it is found that a person has recklessly provided inaccurate information or withheld information relevant to their position, this may disqualify them from appointment. It may also result in dismissal or disciplinary action and referral to the appropriate professional registration body.



If you would like to discuss what effect any criminal record or fitness to practise proceeding might have on your application, you may telephone the Recruitment Manager at the Trust, in confidence, for advice.

## ASSISTANCE WITH TRUST PROCESSES:

Any member of staff who is a manager at band 7 and above may be asked to take part in disciplinary and appeals processes in line with the Trust's policy. Appropriate training and support will be provided by the Employee Relations Team.