



Candidate information pack

Dear Candidate,

Thank you for your interest in working at Lewisham and Greenwich NHS Trust. We hope after reading more about the Trust and this exciting and rewarding role that you are encouraged to apply and become part of our team.

Lewisham and Greenwich NHS Trust formed in 2013 is responsible for University Hospital Lewisham (UHL), Queen Elizabeth Hospital (QEH), a range of community services in Lewisham and some services at Queen Mary's Hospital in Sidcup. We serve a population of more than 666,000 people across Lewisham, Greenwich and Bexley, employ 6,500 staff and have 901 beds across our two hospitals.

UHL, which is located in the heart of Lewisham, is a teaching hospital that gained university status in 1997, due to the role it plays in undergraduate education and research. QEH is based on Woolwich serving the local community.

We have made many improvements including important clinical developments at our hospitals. Recently at QEH we've opened two short-stay wards that sit in a brand new building next to the Emergency Department (Wards 22 and 23) and significantly upgraded our CT scanning and endoscopy services. Developments at UHL include a mental health crisis café called The Harbour, the opening of Lewisham Dialysis Centre on site, a new MRI scanner and optimised conditions in our theatres. Our journey of improvement doesn't end there with plans for ongoing improvements in the pipeline.

Our vision is to work together to provide high quality care for every patient, every day. Our staff put patients at the heart of everything they do – there is a genuine commitment to providing the best services we can for the local population. This is reflected in the positive feedback we receive from patients, and by the number of Trust staff who have won national awards for best practice. By joining us now, you can play a role in making this vision a reality.

You'll find a real sense of togetherness and positivity across our workforce, a spirit that we harness to improve services and make our Trust a great place to work.

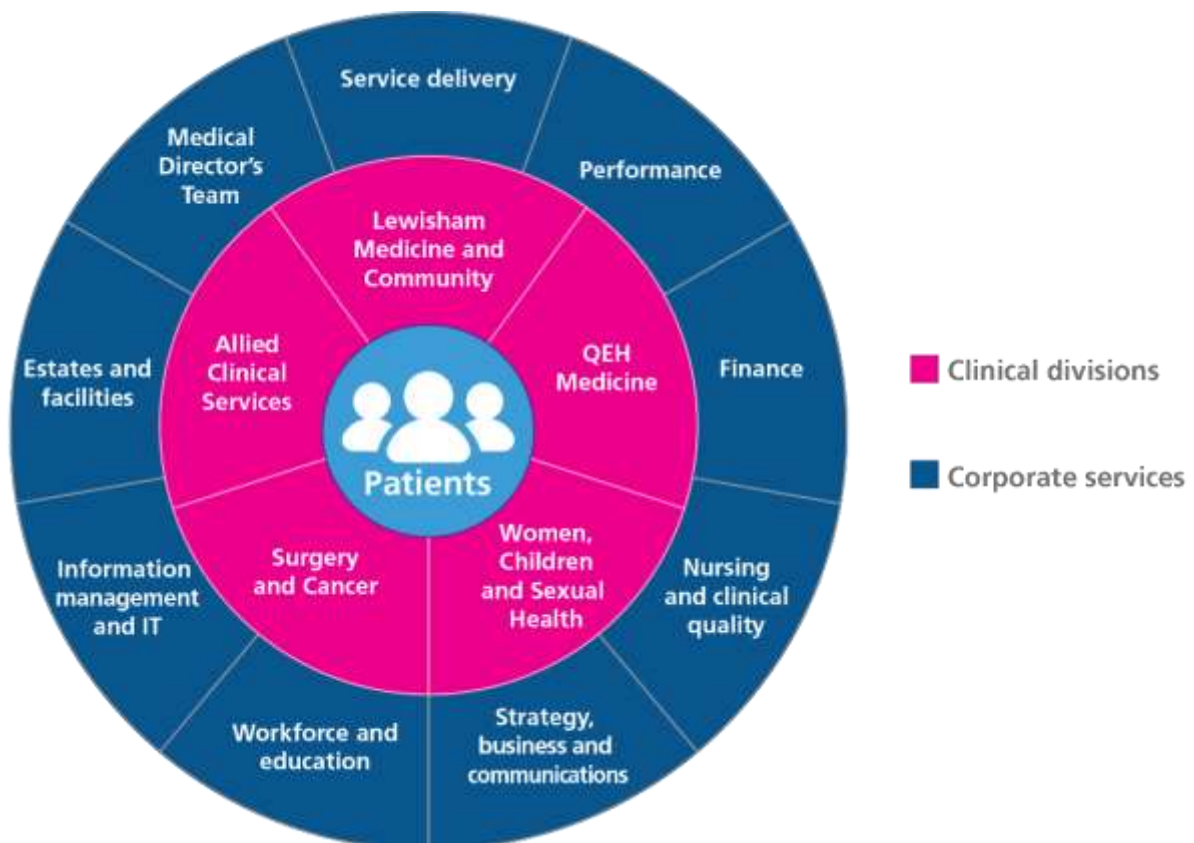
For our staff as well as the many benefits offered to all NHS staff from annual leave and pensions, we also offer a range of flexible working patterns (such as part-time working, job sharing and compressed hours) as well as a wide range of benefits to support staff health and wellbeing, training and development, staff recognition and awards and access to many discounts (cars, holidays and bicycles).

This pack gives information about the role and the Trust's values. As part of your background research on the Trust and our vision and values, please visit our website: <http://www.lewishamandgreenwich.nhs.uk/>

We look forward to receiving your application.
The Recruitment Team

Trust priorities, values and service structures

Our key priorities We will:



Role Model the Trust Values

We want to make sure that we serve local people in Lewisham, Greenwich and beyond as effectively as possible. As well as continuing to attract and support good staff, we need to make sure that the culture in the organisation – or rather “the way we do things” – is right. Our values are:

- We treat everyone with respect and compassion
- We work as a team to improve quality
- We take responsibility for our actions
- We work together for patients and colleagues
- We learn, develop and share knowledge

JOB DESCRIPTION

Post Title: Senior Specialist Dietitian for Children

Department: Nutrition and Dietetics

Responsible to: Lead Children's Community Dietetic Service Lead.

Grade: Band 7

Hours: 13.5 (0.36 WTE)

Job Summary:

1. Specialist Dietitian in the provision and the service development of the paediatric dietetic service provided by the HEN team across Lewisham, Lambeth and Southwark.
2. To autonomously assess and treat a specialist dietetic caseload of children receiving HEN, liaising with their families, carers, acute and community staff. This could be in the patient's own home, clinics, nursery or school
3. To provide specialist paediatric dietetic advice and training to patients, carers and all other health professionals
4. To write, update, disseminate and implement policies and procedures related to Paediatric Home Enteral Feeding. These policies would impact all Health Care Professionals involved in Home Enteral Nutrition
5. To regularly undertake research and audit in specialist area

Key Result Areas & Performance:

Clinical Duties and Responsibilities

Communication and Relationship Skills

- To provide expert, specialist, evidence based, dietetic advice and care to paediatric patients and their carers regarding home enteral nutrition. Communicating highly complex and sensitive information on nutrition using negotiation, counselling and behavioural change skills.
- To work autonomously when assessing patients, making clinical decisions, selecting treatments and evaluating outcomes of dietetic interventions.
- To collaborate with team members to ensure the patient receives care and advice on all aspects of tube feeding at home. This will require particularly close liaison

with the Children's Community Nursing Team and Speech and Language therapists.

- To develop and maintain close communications with all health care professionals (Consultants, GPs, Acute Dietitians, Children's Community Nurses, SALTs, School Teachers, School Nurses, Social workers, Portage workers), private sector companies and other agencies as necessary in order to provide co-ordinated patient centred care.
- To arrange visits/clinics for patients and their families at the various children's centres, schools and nurseries. Attend, where appropriate, local hospital or community meetings and clinics with other members of the MDT.
- To work with families who may have learning disabilities, mental health problems and challenging behaviours
- To work with patients who have language barriers to effective communication. This may often require the use of interpreting services via the telephone or with a relevant interpreter at the patient's place of care.
- To empathise, communicate and reassure families who may be dealing with unpleasant circumstances/diagnosis relating to their child. This may include relaying additional unwelcome information relating to the long term nutritional requirements of a child.
- To use motivational and negotiating skills to facilitate acceptance and ongoing compliance with nutritional treatment plans.
- To act as a keyworker to certain families. Besides acting as an emotional support for the family the Dietitian will be responsible as the organisational link between all health professionals involved in the acute and community settings ensuring consistency of services.
- To be involved with children and their carers placed on the child protection register. The dietitian will be responsible for receiving highly confidential, complex and sensitive information and will act within Lewisham and Greenwich and Guy's and St Thomas' Paediatric Community Services child protection policies.
- To document all activities concerning patient care in the paediatric dietetic patient record notes including all confidential correspondence with health care professionals and enteral feeding delivery company in accordance with trust policies.
- To be responsible for ordering and changing regimes for all enteral feeds and tube feeding ancillaries.

- To produce timely and informative reports for Consultants, Paediatrician, GPs and other health professional relevant to a specific family.
- To negotiate with carers, clients and other members of the multi-disciplinary team around individual case management and to provide support to other team members and health care professionals in the specialist area of home enteral tube feeding.

Analytical and Judgement skills

- To make all clinical decisions and judgments autonomously guided by broad professional and organisational policies.
- To implement specialist clinical dietetic assessment, treatment and management of patients referred to the HEN team. This will include the advising, ordering and prescribing of specialist products listed as ACBS (Advisory Committee on Borderline Substances).
- To analyse dietary intake and calculate nutritional requirements using clinical judgement and experience as well as computer software as required when completing a treatment plan for a specific patient.
- To be trained to trainer level in the use of anthropometrics equipment for the assessment of nutritional status such as skin fold callipers, portable and hoist scales, enteral feeding pumps and equipment.
- To take anthropometric measurements and interpret as part of nutrition assessment of patients ongoing monitoring.

Planning and Organisational Skills

- To manage and act as an independent holder of the paediatric caseload ensuring high quality dietetic care is delivered. Carrying out systematic review of patients at appropriate intervals according to prioritising criteria and clinical judgement.
- To liaise with health care professionals regarding hospital discharges or new referrals and offer joint visits as required enabling them to formulate care plans in relation to enteral feeding which are based on specialist assessment and recommendations.
- To ensure that the enteral feed and equipment delivery company have accurate information on each patients enteral feeding requirements and that all regimen changes are communicated with adequate notice.

- To provide cover for the other dietitians within the HEN team during periods of staff absence.
- To devise and implement specialist evidence/research based guidelines and protocols that can be used Trust(s) wide for the dietetic care management in relation to paediatric enteral nutrition.
- To demonstrate highly skilled clinical expertise within own team and LSL Primary Care Networks and act as a resource in the specialism of paediatric enteral nutrition, advising colleagues on the management within the specialist area.

Managerial and Administrative Responsibilities

- To be solely responsible for prioritising and managing own caseload and to oversee the organisation and development of the caseload across the service, identifying shortfalls and issues to be addressed.
- To supervise dietitians and dietetic assistants who would assist in the care and administration of Paediatric HEN patients.
- To provide support and training to the HEN team administration staff.
- To be involved in the development of, write and update, disseminate and implement policies and procedures related to all aspects regarding Paediatric Home Enteral Feeding across Lewisham, Southwark and Lambeth. This will be used as a point of reference for all organisations, i.e. Special Needs schools, Children's Community Nurses, Special needs nurses, and Speech and Language Therapists
- To be aware of trust policies and procedure and participate in their creation and development. The dietitian will be responsible for working under these broad guidelines and when the need arises is able to discuss problems as part of a peer review.
- To assist in the co-ordination of HEN team service objectives and projects contributing to the team service plan.
- To ensure all equipment defects, accidents, complaints and clinical incidents are reported to the team leader and necessary action is taken by those concerned.

Education and Training Responsibilities

- To act as one of the lead roles in providing training and up to date information on paediatric enteral tube feeding to fellow health care professionals across Lewisham, Southwark and Lambeth (acute and community).
- To provide effective training to individual patients and their carers/families.
- To assist in the organisation and participate in formal study days, responsible for devising the contents of own specialist dietetic teaching.
- To participate in the training of student healthcare professionals.
- To undertake the measurement and evaluation of own work and current practices through the use and application of evidence-based practice projects, audit, research and outcome measures and lead others in doing so.
- To pursue an active programme of personal continuing professional development, including attendance at in-service training, journal clubs, and education forums and giving feedback to any courses or conferences attended.
- To attend and contribute to BDA specialist interest groups and other enteral feeding specialist groups, such as DISC.

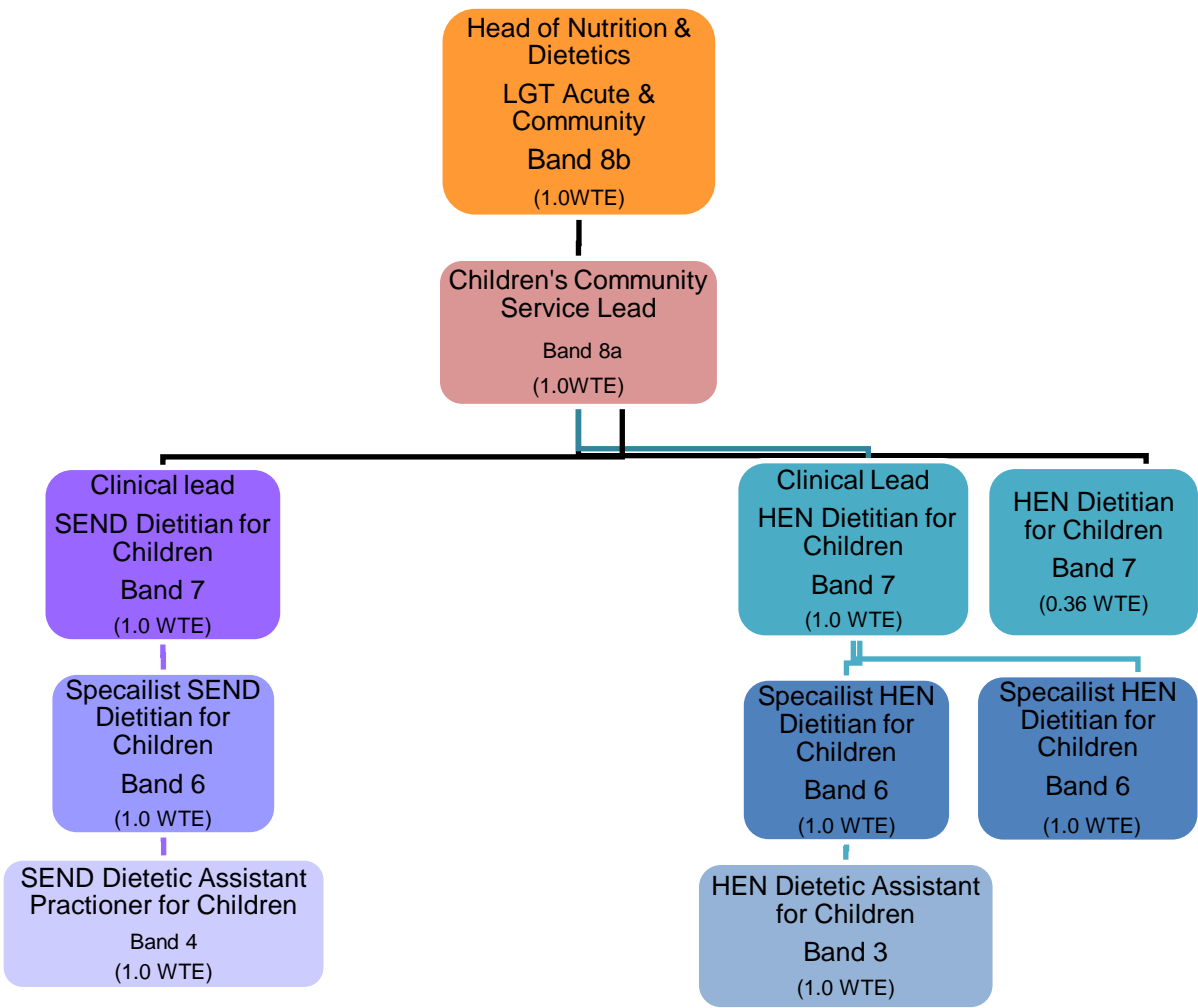
Research and Audit

- Regularly take lead in clinical audit within the HEN team using research methodology and present/publish results to promote evidence-based practice.
- Undertakes clinical trials as appropriate in conjunction with the commercial sector
- To participate in any clinical research programmes and to initiate research as required.
- To contribute to team presentations and training on a local, regional and national basis.
- Clinical findings or scientific research should be presented at national conferences or study days

Professional Responsibilities

- To be professionally and legally accountable and responsible for all aspects of own work. To document in patient's records and maintain strict confidentiality in accordance with:
 - The Code of Professional Conduct (BDA, January 2004)
 - The Standards of Proficiency for Dietitians (Health Professions Council, July 2003) for safe and efficient practice.
 - The Standards of Conduct, Performance and Ethics (Health Professions Council, July 2003)
- To be responsible for obtaining consent from patients and/or carers prior to dietetic intervention.
- To accurately record data regarding all patient contacts and activity to meet the HEN team and trust mandatory requirements.
- To ensure safe practice through the development of a caseload management plan, taking into account risk management, documenting and reporting any critical incidents to the Team Leader.
- Any other duties appropriate to the grade as may be allocated by the Team Leader.

Structure Chart



General Information

Review of this job description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis.

Confidentiality

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the Data Protection Act 1998, the Caldecott principles and the common law duty of confidentiality. The post holder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

Data Protection Act

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Standards of Records Keeping Policy. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Code of Confidentiality Policy.

All staff has an obligation to ensure that care records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient / client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act.

Systems and IT skills requirements

All Trust staff needs to have the essential IT skills in order to use the Trust Clinical Information System as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.

Health & safety

All staff must comply with all Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Professional registration

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

Risk management

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff has a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Patient Safety Committee and Integrated Governance Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Patient Safety Committee

and Integrated Governance Committee if resolution has not been satisfactorily achieved.

Infection Control

All Trust staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the Trust.

Financial Regulations

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

Safeguarding Children

All staff must be familiar with and adhere to Trust child protection procedures and guidelines.

General

- The post holder may be required to work at any of the Trust's sites in line with the service needs.
- The post holder must at all times carry out his/her responsibilities with due regard to the Trust's Equal Opportunities Policy.
- This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.
- All staff has a responsibility to participate in the Trust's Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.

Valuing Diversity

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end the Trust has a Single Equality Scheme and it is for each employee to contribute to its success.

No smoking policy

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

Waste disposal

All staff must ensure that waste produced within the Trust is segregated and disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the Trust policy

Role Model the NHS Values

Respect and dignity. We value each person as an individual, respect their aspirations and commitments in life, and seek to understand their priorities, needs, abilities and limits. We take what others have to say seriously. We are honest about our point of view and what we can and cannot do.

Commitment to quality of care. We earn the trust placed in us by insisting on quality and striving to get the basics right every time: safety, confidentiality, professional and managerial integrity, accountability, dependable service and good communication. We welcome feedback, learn from our mistakes and build on our successes.

Compassion. We respond with humanity and kindness to each person's pain, distress, anxiety or need. We search for the things we can do, however small, to give comfort and relieve suffering. We find time for those we serve and work alongside. We do not wait to be asked, because we care.

Improving lives. We strive to improve health and well-being and people's experiences of the NHS. We value excellence and professionalism wherever we find it - in the everyday things that make people's lives better as much as in clinical practice, service improvements and innovation.

Working together for patients. We put patients first in everything we do, by reaching out to staff, patients, carers, families, communities, and professionals outside the NHS. We put the needs of patients and communities before organisational boundaries.

Everyone counts. We use our resources for the benefit of the whole community, and make sure nobody is excluded or left behind. We accept that some people need more help, that difficult decisions have to be taken - and that when we waste resources we waste others' opportunities. We recognise that we all have a part to play in making ourselves and our communities healthier.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • 4 year degree in dietetics or equivalent • Current State Registration • Advanced BDA course in paediatrics (or equivalent) • Specialist paediatric training/experience working to or at masters level • Registration with Health Professional Council • British Dietetic Association member or equivalent professional insurance • Evidence of ongoing Professional development 	<ul style="list-style-type: none"> • Advanced British Dietetic Association Course in Nutritional Support • Nutritional Support Training • Interest in Research
Experience	<ul style="list-style-type: none"> • <u>Significant experience of paediatric dietetics</u> • <u>Experience of working as part of a multi-disciplinary team</u> • <u>Evidence of training student dietitians</u> • <u>Able to decide priorities for own work area, balancing patient-related and managerial role</u> • <u>Experience of working in a multi-ethnic and cultural setting</u> • <u>Experience of working in complex safeguarding situations</u> 	<ul style="list-style-type: none"> • <u>Working in the community setting</u> • <u>Previous experience of conducting audits and or research</u>
Knowledge	<ul style="list-style-type: none"> • <u>Understand and abide by standards of professional practice, including confidentiality</u> • <u>Able to demonstrate awareness of current NHS changes and professional issues</u> • <u>To have an understanding of the roles and responsibilities of the other disciplines within the MDT team</u> • <u>Computer Literacy, able to use Word, Excel</u> • <u>Accurate anthropometrics measurement skills</u> 	<ul style="list-style-type: none"> • <u>Full driving licence</u>
Personal Qualities	<ul style="list-style-type: none"> • <u>Able to effectively manage and prioritise workload</u> • <u>Confident</u> • <u>Self—motivated</u> 	<ul style="list-style-type: none"> • <u>To be able to transport equipment on home visits, such as weighing scales</u>

	<ul style="list-style-type: none"> • <u>Able to set prioritise and meet daily deadlines</u> • <u>Ability to communicate complex and emotive information</u> • <u>Good presentation skills</u> • <u>Able to deal with distressed patients carers and support staff with sensitivity</u> • <u>Able to work under pressure</u> • <u>Able to organise complex information</u> • <u>Provide advice/guidance with tact and sensitivity</u> • <u>Work closely with and support team members</u> • <u>Ability to network and collaborate with other healthcare professionals and agencies both internal and external to the trust</u> • <u>Responsive to change and ideas; adapt to new systems</u> • <u>To work flexibly, adapting to an ever changing working environment</u> • <u>Good time management skills</u> • <u>Able to work under own initiative</u> • <u>Ability to work effectively with individuals and groups</u> • <u>To analyse data regarding patient care and assist in service provision and development</u> • <u>To be able to problem solve and demonstrate creativity</u> • <u>Enthusiasm for research and audit</u> 	
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Occupational Health	Does this post require EPP clearance?	No
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Post Holder's name/s:

Post Holders' Signature/s: **Date:**

Manager's Name:

Manager's Signature: **Date:**

Reviewed JR August 2022