



**University Hospitals  
of North Midlands**

NHS Trust

# Job Description and Person Specification

**PROUD  
TO  
CARE**



# Join the UHNM Family

University Hospitals of North Midlands NHS Trust is one of the largest and most modern in the country. We serve around three million people and we're highly regarded for our facilities, teaching and research.

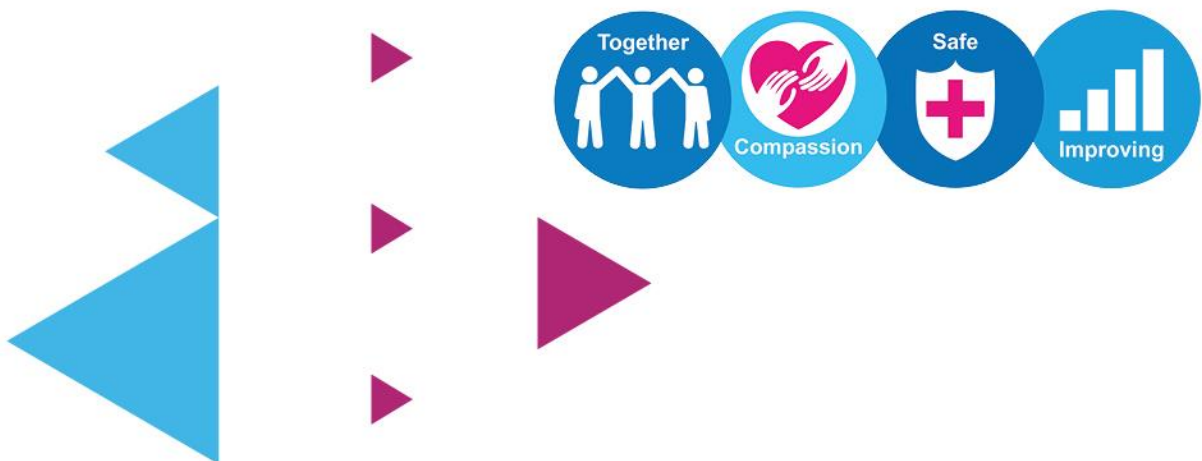
The Trust has around 1,450 inpatient beds across two sites in Stoke-on-Trent and Stafford. Our 11,000 strong workforce provide emergency treatment, planned operations and medical care from Royal Stoke University Hospital and County Hospital in Stafford.

We are a specialist Major Trauma Centre for the North Midlands and North Wales. Happy staff make for happy patients, and with the help of both we have put together a wide range of development and support packages aimed at ensuring that everyone at the Trust has the opportunity to fulfil their potential and meet their aspirations as well as the tools to provide great care.

Our mission to provide the very best health care includes recruiting the best people. Our goal is to be a world-class centre of achievement, where patients receive the highest standards of care and the best people come to learn, work and research.

The Trust also has a vibrant charity arm, UHNM Charity, which provides funds to enable University Hospitals of North Midlands NHS Trust to purchase state-of-the-art medical equipment and to enhance and improve patient experience and comfort.

Many of our staff are passionate about the service they provide and want to be part of something special. You can find out more about how our staff and patients are helping to improve the health, comfort and hospital experience of local people every day at [www.uhnmcharity.org.uk](http://www.uhnmcharity.org.uk)



# Values & Promises

We have four core values and promises that were co-created by our staff, patients and carers.



## Together

- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them



## Compassion

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is



## Safe

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values



## Improving

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements

**Division: Central Functions**

**Job Title: Paediatric Home Enteral Feeding Dietitian**

**Band: 5** (development to B6)

**Location: Royal Stoke University Hospital;**

**Hours: 37.7 hours per week**

**Managerially accountable to: Lead Home Enteral Feeding Dietitian**

**Professionally accountable to: Chief Dietitian UHNM**

### **Role Summary**

This post supports the dietetic care to babies, children, adolescents, their families and carers who require home tube feeding. The post holder works along side the dietetic service lead, paediatric dietitians, nutrition nurse and other MDT colleagues. The postholder will take part in MDT case conferences and clinics, will visit families in their own homes and other care settings such as schools.

- To provide dietetic care for the management of children with a variety of conditions who require tube feeding at home.
- To support the service lead and dietetic HEF team in the development, organisation and delivery of care within this area
- To support the paediatric team in delivery of the children's services at UHNM
- To manage a caseload of children within the multidisciplinary paediatric teams at UHNM, with the support of the dietetic HEF team.
- Provide education and training to doctors, pharmacists, nurses, dietitians and other professionals.
- To support research and audit opportunities
- Communicate effectively with patients, parents, carers and professionals.

## **Clinical**

### **Children requiring home enteral tube feeding.**

- Support the provision of a comprehensive and high quality paediatric dietetic service for both inpatients (where appropriate) and outpatients, working to agreed standards, policies and procedures.
- To provide support to the development, implementation and audit of dietetic protocols and pathways for infants and children with specialties.
- To implement policies, evidence based protocols and guidelines on behalf of UHNM. To participate in service development including pathways of care and clinical policies to optimise service provision.
- To provide dietetic input to the Multidisciplinary team and provide a safe, evidence based and cost effective nutrition service to paediatric patients within the Trust

## **General**

- Maintenance of close liaison with parents or carers, speciality team, catering staff, nursing and medical staff, community health professionals, schools and other workers.
- Provide cover for other paediatric dietitians during sickness and annual leave. Cover for colleagues may be required at short notice, within own scope of practice.
- To provide input into general paediatric dietetic outpatient clinics

## **Education, Training and Supervision**

- To support the delivery of nutrition training in the Trust to medical, nursing and Allied Health professionals in conjunction with Professional Development
- To support training, supervision of student dietitians and dietetic assistants as appropriate
- To deliver teaching locally, in the specialist area of home enteral feeding and nutrition to doctors, other health professionals, students and parent groups



## **Research and audit.**

- To provide dietetic support to research within the Trust and collaborate with multidisciplinary projects.
- Examine standards of practice via regular audit. Initiating, collecting data and completion of audit.
- Responsible for maintaining and developing own knowledge and skills relevant to the field of paediatric dietetics. Maintain CPD as required by the HCPC.
- Working through Paediatric Dietitian's competencies.
- Provide support and clinical supervision to dietitians, dietetic assistants and students working within specialist teams.
- Undertake the role according to professional code of conduct, national and local guidelines.
- Undertake clinical audit within the Dietetic team and MDT.
- Identify areas of risk and work with MDT to address and reduce risk.
- Works within hours for post but will be needed to work at times suitable for patients.

## **Physical Skills**

- The post requires physical skills that are normally developed by practice over a period of time or through practical training e.g. standard driving or key board skills or the use of such equipment as weighing scales, teaching aids and feeding pumps.

## **Responsibility for Patient/Client Care**

- Works in a variety of settings which may include clinics, health centres, inpatient wards, homes, hospice, schools and various care settings to provide specialised dietetic care to a wide range of infants and children.
- Support decisions about enteral feeding, supplementation, therapeutic diets which could involve contributing to the multidisciplinary team decisions to feed.
- Be involved in work to develop UHNM infrastructure to meet excellent nutritional care for example promotion of nutrition screening, support with catering and PFI partners to provide appropriate nutrition, teaching of staff.
- Development of nutrition services that address health inequalities.

- To maintain competency to use equipment and to ensure equipment is of a suitable standard to effectively support dietetic practice.
- Supports the maximum efficiency of resources such as time for patient's care, inputs into the procurement decisions for resources that are needed to carry out the post holder's job.
- Collect and collates information as needed for service use and service development.
- Has a key role in the evaluation of resources for paediatric patients and groups.
- Keeps accurate and detailed records about patients as required both internally and with other services.
- Frequent need for moderate physical effort for short periods, e.g.: carrying equipment and loading / unloading from car, walking across large acute site with work related materials.
- Physically awkward positions, e.g.: crouching, carry out assessments and educate on use of equipment etc.
- Frequent interruptions in daily work, e.g.: telephone calls, patient/carer questions, general queries (from patients and dietetic colleagues and/or other professionals). This will often necessitate reorganisation of workload at short notice.
- Frequently dealing with queries, complaints and expectations.
- Concentration for long periods of time, listening and observing carefully for verbal and non-verbal cues that will determine how the intervention/advice will need to be modified and present to the patient in a format that best meets their needs.
- Frequently dealing with a wide spectrum of medical conditions and, therefore, nutritional diagnoses and dietary interventions.
- Checking accuracy of equipment, e.g.: scales, best-before dates on supplements and feed prior to use.
- Dealing with a wide variety of complex medical and psychological pathologies throughout the day.
- The post demands frequent concentration where the work pattern is unpredictable, and may occasionally require prolonged concentration. There is frequent requirement for light physical effort for short periods, during a shift.  
Working independently across UHNM site unaccompanied.
- Working with patients in a variety of settings, frequently facing variable and unexpected situations, e.g. verbally abusive patients/carers, etc.
- Able to visit patients in variety of settings and travel independently within Staffordshire

- Possible exposure to bodily odours and fluids.

### **Personal/Professional Development**

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence.
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.

### **Health and Safety**

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.
- To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.
- To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

### **Equality and Diversity**

UHNM is committed to the implementation of the Equality, Diversity and Inclusion Policy Which ensures equal opportunities for all. UHNM is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. All staff are required to observe this policy in their behaviour to other workers and patients/service users

### **Infection Prevention**

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:



### **Trust Dress Code**

- Trust approved uniform/dress code must be adhered to
- When in clinical areas all staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

### **Hand Hygiene**

- Decontaminate your hands as the per 'The five moments of hand hygiene'

### **Own Practice**

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

### **Decontamination**

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

### **Trust Policies**

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

## **Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality**

All staff are responsible for ensuring they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the "rights and freedom" of natural persons (i.e. live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Hence staff must ensure confidentiality is maintained at all times, data is recorded accurately and you only access this information as part of your job role

## **Safeguarding Children, Young People and Adults with care and support needs**

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support

needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role.

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

## Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): '*Our 2020 Vision: Our Sustainable Future*' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

*SWITCH to a Sustainable UHNM* is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact [switch@uhns.nhs.uk](mailto:switch@uhns.nhs.uk)

## Disruptive Incident & Business Continuity

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust's business continuity arrangements, as a minimum. All staff will be required to;

- To know how to identify a business continuity incident and the method for reporting;
- To have an awareness of local business continuity arrangements;
- To participate in awareness, training and exercises, as required;

In the event of a disruptive incident, all Trust employees will be required to attend work if they are fit and well and able to do so in line with a Trust risk assessment. Those who are clinically qualified will be required to work flexibly across the Trust to meet the service need in clinical areas. This will include front line clinical staff who will be expected to cover alternative duties as and when required in order to ensure that all essential services are maintained.

Signed Employee \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

Signed Manager \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

**Job Title** Paediatric Home Enteral Feeding Dietitian (Band 5)

**Person Specification**

	Specification	Criteria		Evidence
		Essential	Desirable	
<b>Essential Qualifications</b>	Registered dietitian (with relevant BSc, postgraduate diploma or masters)	✓		
	Health Care Professions Council registration	✓		
	Training in behaviour therapy, motivational interviewing or equivalent.		✓	
	BDA Paediatric modules or equivalent.		✓	
<b>Knowledge, Skills, Training and Experience</b>	<ul style="list-style-type: none"><li>• Demonstrate relevant experience in dietetics within the NHS.</li></ul>	✓		
	<ul style="list-style-type: none"><li>• Understanding of professional ethics and application in practice</li></ul>	✓		
	<ul style="list-style-type: none"><li>• Awareness of research-based practice</li></ul>	✓		
	<ul style="list-style-type: none"><li>• Demonstrates evidence of MDT working</li></ul>	✓		
	<ul style="list-style-type: none"><li>• Demonstrate ability to have been involved in audit and evaluation of own dietetic or undergraduate work including collection of outcomes and other relevant quality indicators</li></ul>		✓	
	<ul style="list-style-type: none"><li>• Demonstrate relevant experience of working clinically including organisation and management of caseload,</li></ul>	✓		

	working to agreed objectives and deadlines			
	<ul style="list-style-type: none"> <li>• Experience in paediatric dietetics including home enteral feeding.</li> </ul>		✓	
	<ul style="list-style-type: none"> <li>• Demonstrate relevant experience of developing and delivering services related to dietetics</li> </ul>		✓	
	<ul style="list-style-type: none"> <li>• Understanding and knowledge of relevant national policy/strategy including national service frameworks, NICE, and other relevant national policies</li> </ul>		✓	
	Experience of working in different clinical settings	✓		
	<ul style="list-style-type: none"> <li>• Evidence of continued professional development.</li> </ul>	✓		
	<ul style="list-style-type: none"> <li>• Member of British Dietetic Association (BDA)</li> </ul>		✓	
	<ul style="list-style-type: none"> <li>• Membership of relevant special interest groups (BDA or other)</li> </ul>		✓	
	<ul style="list-style-type: none"> <li>• Demonstrate excellent organisational, time management, planning, leadership and supervisory skills</li> </ul>	✓		
	<ul style="list-style-type: none"> <li>• Demonstrate excellent interpersonal skills</li> </ul>	✓		
	<ul style="list-style-type: none"> <li>• Demonstrate competence in presentation skills and interactive teaching, programmes for other professionals/community workers</li> </ul>	✓		
	<ul style="list-style-type: none"> <li>• Demonstrate good IT skills including competence in use of specialist dietary analysis</li> </ul>	✓		

	<p>computer programme, word processing, spread sheets, data inputting (Diet Plan 7 etc.)</p> <ul style="list-style-type: none"> <li>• Demonstrate an ability to reflect and critically appraise own performance and research (including translation into practice in an understandable and meaningful way)</li> <li>• Demonstrate an ability to use own initiative within scope of practice</li> <li>• Demonstrate an ability to plan workload for assistants (dietetic and generic) and provide supervision</li> </ul>	<p>✓</p> <p>✓</p>	<p>✓</p>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Positive mindset in respect of supporting organisational change; learning, and continuous improvement.</li> <li>• Effective interpersonal and intrapersonal skills including high degree of self-awareness and self-regulation</li> <li>• Takes responsibility and is accountable for delivering to their agreed objectives</li> <li>• Consistently professional, collaborative and compassionate in their approach.</li> <li>• Willingness to support pre-registration practice training for student dietitians</li> <li>• Demonstrate an ability to work within and contribute to a team including developing and maintaining effective</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		



	<p>working relationships with relevant stakeholders</p> <ul style="list-style-type: none"> <li>• Ability to travel to and work across multiple sites e.g. Access to own car for work purposes and hold a full UK driving licence</li> <li>• Works with patients and people at the fore – operates to a customer service ethos</li> <li>• Acts to support and enable effective teamwork</li> </ul>	<p>✓</p>	<p>✓</p>	
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