

## JOB DESCRIPTION

### JOB DETAILS:

Job Title:	Specialist Acute Dietitian in Critical Care and Gastro
Band:	Band 6
Directorate:	Therapies, Clinical Support & Cancer Services
Department:	Department of Nutrition & Dietetics
Base:	Yeovil District Hospital (YDH)
Responsible for:	N/A
Responsible to:	Deputy Head of service for Nutrition and Dietetics Head of Service for Nutrition & Dietetics
JD updated:	April 2024

### Department Core Purpose

To provide a quality Nutrition and Dietetic service to the Trust.

### Job Purpose:

To assist the existing team in providing a quality dietetic service within the Trust. The post holder will predominantly provide a dietetic service to the acute wards including critical care, gastroenterology and surgical wards. In addition, the post holder will be required to provide cover for other Dietitians during periods of leave and act as a supervisor for the Band 5 Dietitian, Dietetic Apprentices and Dietetic Assistants providing services to the medical wards.



## **Duties and Responsibilities**

### **Communication and Key Working Relationships**

Communication is a key element to this post. The following contacts are not exhaustive but serve to highlight the main forms of contact.

- Patients and carers – mainly face to face and on the telephone. Written and electronic communication will also be required.
  - Acute medicine multidisciplinary team colleagues – all forms of contact
  - Medical, nursing and other relevant healthcare staff – face to face, telephone, electronic or written communication
  - Catering staff – face to face or via the telephone
  - Other Dietetic colleagues both within the Trust and externally – all forms of contact
  - Home Enteral Feeding Supplier – mainly telephone and electronic communication.
  - Dietetic Team Leader, Deputy Head and Head of Service for Dietetics – all forms of contact
1. Communicate effectively and work collaboratively with medical, nursing and therapy colleagues to ensure delivery of a co-ordinated multidisciplinary service. This will include case conferences, ward rounds, discharge planning and multi-disciplinary team meetings.
  2. Lead group education programmes for up to 25 patients, as required.
  3. Communicate effectively with patients and carers to maximise recovery potential, chronic condition management or disease prevention and to ensure understanding of condition and the effect of adhering, or not, to dietary advice. Communication skills of persuasion, motivation, empathy and reassurance will be used with a variety of patients. Barriers to effective communication may be evident, e.g., anxiety, pain, fear and altered perception.
  4. Liaise with and advise the Catering Department on nutrition matters and on menu planning for individual patients, particularly taking the lead for dysphagia menus.
  5. When required, communicate with other Dietetic Departments to hand over dietetic care when patients are transferred or discharged.
  6. Communicate with Consultants, GPs, other members of the medical team, nursing staff, other professional colleagues in primary care, carers etc. to inform them of our recommended dietetic care plan.

### **Planning and Organisation**

1. Be responsible for a designated area of work (critical care, high dependency, gastroenterology, & surgical) and plan and prioritise efficiently and effectively with regard to patients' management and use of time, taking into consideration the continuing interruption by new priorities, e.g., phone calls, bleeps, new patient referrals, unforeseen deadlines.
2. Decide priorities for own work area on a day-to-day basis and for a Band 5 Dietitian, Dietetic Apprentice and Band 3 Dietetic Assistant, but to discuss project priorities with Acute Adult Team Leader. Balance other patient related and professional demands in discussion with more senior dietitians in the team and ensure that these remain in accordance with those of the clinical team and the department as a whole.

### **Analytics**



1. Undertake the assessment of patients, including those with multiple medical conditions, using investigative and analytical skills. Then, using degree level knowledge along with post-registration experience, formulate an individual management and treatment plan using clinical reasoning and utilising a range of treatment skills and options to decide a programme of care. This is achieved through detailed dietary analysis where concentration would be required and the Dietitian would use their own judgement on how the advice is best given to patients, as there are frequent barriers to communication such as hearing problems, language barriers and disabilities. In planning dietetic care for patients and liaising with carers and other health care professionals, ensure that the care plan is achievable, and patients and carers understand the implications of both following or not the advice given.
2. On a daily basis, make judgements and decisions about management of a caseload, where there are conflicting demands on time, assessing risk and prioritising accordingly.

### **Responsibility for Patient / Client Care, Treatment & Therapy**

1. Be professionally and legally responsible and accountable for all aspects of your own work including the management of patients in your care. To ensure a high standard of clinical care for the patients under your management and support more junior staff to do likewise.
2. Accept clinical responsibility for a designated caseload of patients and to organise this effectively and efficiently with regard to clinical priorities and use of time i.e., decide the order in which patients are seen and the frequency with which they need to be reviewed.
3. Provide a dietetic service to the critical care, gastroenterology and acute medicine wards by means of inpatient rounds and ensure that patients on these wards receive the correct dietary intake.
4. Provide a dietetic service to relevant outpatient services as necessary. Outpatient clinics may be face to face, undertaken by phone or via digital platforms.
5. Undertake the assessment of patients, obtaining information regarding the patient's condition (from medical notes etc.) including those with multiple medical conditions, using investigative and analytical skills and specialist degree level knowledge in nutrition. Then to formulate an individual management and treatment plan using clinical reasoning and utilising a range of treatment skills and options. This is achieved through detailed dietary analysis where concentration would be required, and the Dietitian would use their own judgement on how the advice is best given to patients. There are frequent barriers to communication such as hearing problems, language barriers and disabilities, therefore advanced communication skills and empathy are required. In planning dietetic care for patients and liaising with carers and other health care professionals, ensure that the care plan is achievable, and patients and carers understand the implications of both following, or not, the advice given.
6. Be responsible for ensuring the effective selection of the appropriate dietary treatment for patients but to seek support from more experienced/knowledgeable staff when more specialised treatment is required, understanding ethical issues and the implications of the patient having/not having Mental Capacity to make their own decisions.
7. Attend and provide dietetic opinion on individual patients at multidisciplinary team meetings.
8. Work closely with the multidisciplinary team to ensure that dietetic treatment and care are fully integrated with the goals for the overall care for the patients.



9. Work closely with the teams within the Dietetic Department, and provide cover for annual leave/sickness etc. Provide support for patients with eating disorders with the support and supervision of the Nutrition Support Specialist Dietitians.
10. Provide a Dietetic service to outpatients, including specialist clinics and general adult clinics, when required.
11. Liaise with Community Dietitians/Home Enteral Feeding Team to facilitate discharge plans to Community Hospitals or patients' own homes. For patients being discharged to nursing homes/own home who are enterally fed, ensure all discharge arrangements are in place (feed and equipment) with the Home Enteral Feeding provider. This must also include nursing support and other support networks if required.
12. Maintain accurate, comprehensive and up-to-date documentation, in line with legal and departmental requirements, and communicate assessment and treatment results to the appropriate disciplines in the form of reports and letters or written documentation in the medical and/or nursing notes.
13. Apply the basic principles of Clinical Governance and Risk Management to work situations. To act as an advocate for the patient e.g., ensuring that their wishes are acted on in relation to tube feeding.

#### **Policy, Service, Research & Development Responsibility**

1. Take responsibility for the development and progression of nutrition and dietetic related initiatives within the area of speciality as agreed with the Acute Adult Team Leader. Provide dietetic expertise in this area and act as a resource for dietetic colleagues.
2. Measure and evaluate own work and current practices through the use of Evidence Based Practice projects, audit and outcome measures in conjunction with more senior Dietitians. Make recommendations for change.
3. Develop diet sheets, patient information and nutrition education in collaboration with colleagues as well as developing & using innovative approaches to the specialist areas.

#### **Responsibility for Finance, Equipment & Other Resources**

1. Be responsible for the appropriate use of Trust resources, e.g., office equipment, prescribed products and stationery.
2. Responsible for security of offices and turning off equipment e.g., computers, photocopier; this is shared.
3. Be responsible for the selection and updating of dietary advice sheets and education resources alongside the adult team.

#### **Responsibility for Supervision, Leadership & Management**

1. Support existing team in the supervision of Student Dietitians for up to 6 weeks per year, taking responsibility for these specific periods of student training, as required. To have shared responsibility for the training of more junior staff. Assist with work experience students' programmes and to assist with the development and delivery of their study programme.
2. Have shared responsibility for the training of more junior staff and have responsibility as a Supervising Dietitian to a designated Band 5 Dietitian, Dietetic Apprentices and Band 3



Dietetic Assistant. This will include supporting Band 5 Dietitians and Band 3 Dietetic Assistants to complete a competency framework.

3. Provide spontaneous and planned advice, teaching and training and instruction to carers and other professionals to promote understanding of the aims of dietetic treatment and management to ensure a consistent approach to patient care e.g. training delivered to qualified nurses and healthcare assistants (10 - 30), on subjects relevant to clinical speciality (acute medicine).
4. Undertake projects on behalf of the department and act as a representative for the department in an agreed capacity. This may involve representation at meetings both within the Trust and externally and the need to review documents, make comments and offer advice on service issues.
5. Comply with the organisational and departmental policies and procedures and to be involved in the reviewing and updating of these as appropriate.

#### **Information Resources & Administrative Duties**

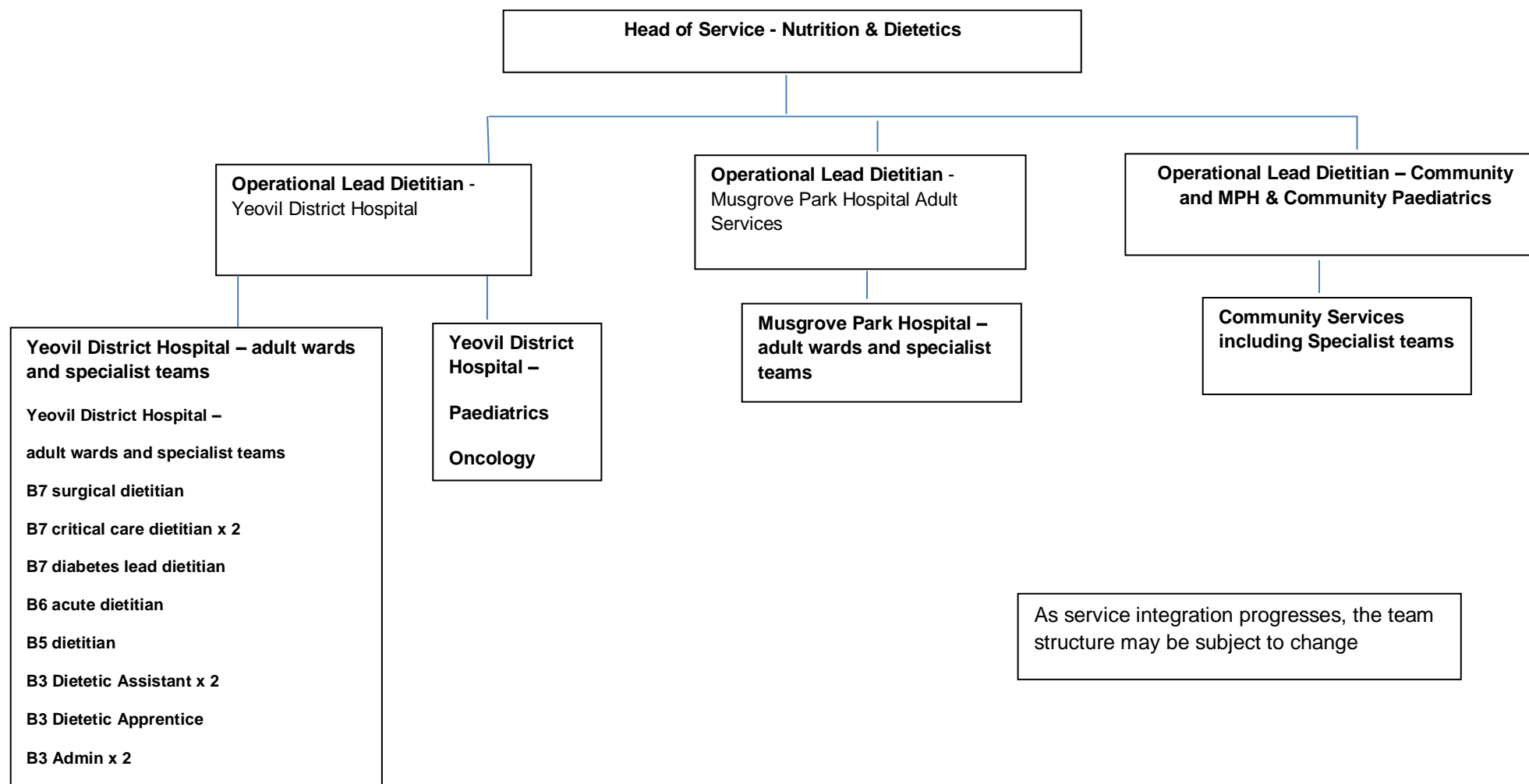
1. Be actively involved in the collection of appropriate data and statistics for the use of the department e.g., recording all involvement with patients on a daily basis i.e., time spent with patient, treatment delivered.
2. Maintain patient records within electronic records and department electronic and paper filing systems, retrieving and storing these in line with Departmental procedures.

#### **Any Other Specific Tasks Required**

1. Maintain registration and work within the Health & Care Professionals Council Code of Conduct, British Dietetic Association professional guidelines and Trust and Department policies.
2. Maintain own clinical professional development (CPD) by keeping abreast of any new trends and developments and incorporate them as necessary into your work. To input to the department CPD programme as requested.
3. Deputise for other Dietitians during periods of annual leave, sickness and study leave, as the service requires.
4. Participate in the staff performance review (appraisal) scheme as an Appraisee and as a Reviewer.
5. Participate in the Bank Holiday rota for the adult inpatient acute dietetic service.
6. Work flexibly and be able to travel to other areas as and when required.



## Department Organisational Chart



### **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 changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

### **General Information**

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

### **Confidentiality**

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act (2018), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

### **Equality & Diversity**

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

### **Safeguarding**

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

### **Risk Management / Health and Safety**

Employees must be aware of the responsibilities placed on them for ensuring the safety of our patients, service users, visitors and colleagues under the Trust's Risk Management Strategy and policy and under the Health & Safety at Work Act 1974. All employees are expected to be familiar with and comply with the Trust's risk and health and safety policies and procedures and all other policies and procedures relevant to their role.

### **Records Management**

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.





### **Clinical Governance**

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.

### **Prevention and Control of Healthcare Associated Infection**

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

### **Policies & Procedures**

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

### **Sustainability Clause**

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.

### **Review of Job Description**

This job description is not an exhaustive list of duties but is intended to give a general indication of the range of work undertaken within this new role. Work will vary in detail in the light of changing demands and priorities, and therefore the duties identified will be subject to periodic change/review, in consultation with the post holder. All employees have a responsibility to abide by all Trust Policies.





## Person Specification

Requirement	Essential / Desirable	How Assessed
<b><u>PROFESSIONAL REGISTRATION</u></b>		
Registered with Health & Care Professions Council	E	Application form and interview
<b><u>QUALIFICATIONS &amp; TRAINING</u></b>		
<ul style="list-style-type: none"> <li>BSc in Nutrition and/or Dietetics or equivalent</li> <li>Teaching qualification or experience of teaching groups</li> <li>Counselling course or experience of counselling</li> </ul>	E E E	Application form and interview
<b><u>KNOWLEDGE</u></b>		
<ul style="list-style-type: none"> <li>Broad dietetic knowledge</li> <li>Up to date knowledge of national guidelines in order to update and improve local guidelines and policies.</li> <li>To be able to understand the pros and cons of different treatment options for these specialist areas.</li> <li>Knowledge of a wide range of dietetics</li> <li>Specialist knowledge of critical care, high dependency unit or gastroenterology</li> </ul>	E E  E  D D	Application form and interview
<b><u>EXPERIENCE</u></b>		
<ul style="list-style-type: none"> <li>Varied post registration experience in clinical dietetics (which would typically equate to approximately 2 years) to include experience of working with patients within specialist areas (typically 3 – 6 months)</li> <li>Audit experience</li> <li>Experience of MUST</li> <li>ITU/HDU experience</li> <li>NHS – acute hospital experience</li> </ul>	E  E  E D D	Application form and interview
<b><u>SKILLS &amp; ABILITIES</u></b>		
<b><u>Analytical &amp; Judgement Skills</u></b>		
<ul style="list-style-type: none"> <li>Ability to work on own initiative and demonstrate innovative practice.</li> <li>Analytical skills to deal with complex information.</li> <li>Emerging leadership skills</li> <li>Creative, lateral thinker</li> </ul>	E  E E  D	Application form and interview
<b><u>COMMUNICATION SKILLS</u></b>		
<ul style="list-style-type: none"> <li>Evidence of a good standard of Literacy/English language skills</li> <li>Ability to work as part of a team and promote positive relationships.</li> <li>Negotiating and persuasion skills</li> </ul>	E  E  E	Application form and interview



<ul style="list-style-type: none"> <li>• Tact and diplomacy</li> <li>• Be able to demonstrate empathy with patients.</li> <li>• Can adapt communication skills, both verbal and written to the level and ability of patients/carers</li> <li>• Report writing skills.</li> </ul>	E E E  D	
<b>PLANNING &amp; ORGANISING SKILLS</b> <ul style="list-style-type: none"> <li>• Able to plan, prioritise and manage a caseload within agreed timeframes.</li> <li>• Time management skills</li> </ul>	E  E	Application form and interview
<b>PHYSICAL SKILLS</b> <ul style="list-style-type: none"> <li>• Information technology skills – using Word, Excel, PowerPoint, emails etc.</li> </ul>	E	Application form and interview
<b>OTHER</b> <ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• Car driver</li> <li>• Student supervisory skills</li> <li>• Member of relevant BDA specialist groups</li> </ul>	E E  D D	Application form and interview
<b>SUPPORTING BEHAVIOURS</b>  To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values. <ul style="list-style-type: none"> <li>• Kindness</li> <li>• Respect</li> <li>• Teamwork</li> </ul>		



### SUPPLEMENTARY INFORMATION

Physical Effort	Yes	No	If yes – Specify details here - including duration and frequency
Working in uncomfortable / unpleasant physical conditions		✓	
Working in physically cramped conditions		✓	
Lifting weights, equipment or patients with mechanical aids		✓	
Lifting or weights / equipment without mechanical aids	✓		Moving of medical notes/inert loads – daily. Carrying folders of resource information
Moving patients without mechanical aids		✓	
Making repetitive movements		✓	
Climbing or crawling		✓	
Manipulating objects		✓	
Manual digging		✓	
Running		✓	
Standing / sitting with limited scope for movements for long periods of time		✓	
Kneeling, crouching, twisting, bending or stretching		✓	
Standing / walking for substantial periods of time		✓	
Heavy duty cleaning		✓	
Pushing / pulling trolleys or similar		✓	
Working at heights		✓	
Restraint i.e.: jobs requiring training / certification in physical interventions		✓	



<b>Mental Effort</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Interruptions and the requirement to change from one task to another (give examples)	✓		Some disruption from dealing with patient phone calls, being bleeped, requests for inpatient reviews.
Carry out formal student / trainee assessments	✓		Student training supervision – 6 weeks per year
Carry out clinical / social care interventions	✓		Complex dietetic assessments on inpatient wards and for up to 10 patients per clinic
Analyse statistics		✓	
Operate equipment / machinery		✓	
Give evidence in a court / tribunal / formal hearing		✓	
Attend meetings (describe role)	✓		Participate in team meetings as an attendee. Chair specialist group meetings. Pro-active involvement in discussion and debate. Attend multidisciplinary meetings to discuss patient care.
Carry out screening tests / microscope work		✓	
Prepare detailed reports	✓		Audit reports.
Check documents		✓	
Drive a vehicle		✓	
Carry out calculations	✓		As part of dietetic clinical assessments
Carry out clinical diagnosis	✓		Making nutritional diagnoses
Carry out non-clinical fault finding		✓	
<b>Emotional Effort</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Processing (e.g.: typing / transmitting) news of highly distressing events	✓		Distressing events or information may be revealed as part of patient care, e.g., safeguarding issues. Likely to occur occasionally.
Giving unwelcome news to patients / clients / carers / staff	✓		Supporting patients when they are dealing with their diagnosis or need for tube feeding - likely to occur weekly
Caring for the terminally ill	✓		As part of the MDT, provide information and advice for patients and carers when decisions about feeding/not feeding are being made
Dealing with difficult situations / circumstances	✓		Supporting patients when they are dealing with their diagnosis and dietary changes necessary - likely to occur weekly
Designated to provide emotional support to front line staff		✓	
Communicating life changing events		✓	



Dealing with people with challenging behaviour	✓		Very occasional exposure to patients/parents/carers with challenging behaviour in a ward setting
Arriving at the scene of a serious incident		✓	
<b>Working conditions – does this post involve working in any of the following:</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Inclement weather		✓	
Excessive temperatures		✓	
Unpleasant smells or odours	✓		Body odours/odour from wounds in clinic/ward settings - occasional
Noxious fumes		✓	
Excessive noise &/or vibration		✓	
Use of VDU more or less continuously	✓		Daily – up to 1 hours without interruption
Unpleasant substances / non household waste		✓	
Infectious Material / Foul linen	✓		As part of clinical care e.g., dressing of wounds - daily
Body fluids, faeces, vomit	✓		Sight and smell – whilst on wards
Dust / Dirt		✓	
Humidity		✓	
Contaminated equipment or work areas		✓	
Driving / being driven in <b>Normal</b> situations	✓		Attending Neurorehab Unit – weekly Also, meetings/study days/off site clinics – as required
Driving / being driven in <b>Emergency</b> situations		✓	
Fleas or Lice		✓	
Exposure to dangerous chemicals / substances in / not in containers		✓	
Exposure to Aggressive Verbal behaviour	✓		Very occasional (less than once monthly) exposure to verbally abusive patients/parents/carers in a ward/clinic setting
Exposure to Aggressive Physical behaviour		✓	

The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.



## Job Profile Agreement

Agreed and Signed:	(Manager)	Date:	
Agreed and Signed:	(Post Holder)	Date:	
Date Role Description is Effective From:			

