

Job Description and Person Specification

Working in partnership

The Royal Wolverhampton NHS Trust
Walsall Healthcare NHS Trust



**Care Colleagues
Collaboration Communities**

Vision

Our vision is to 'To deliver exceptional care together to improve the health and wellbeing of our communities'. Our vision has been updated to reflect the closer working of our organisations and to focus on our core purpose of improving the health and wellbeing of our communities.

A vision is more than a few words – it reflects our aspirations, helps to guide our planning, support our decision making, prioritise our resources and attract new colleagues.

Strategic Aims and Objectives

Our strategy is based around four strategic aims - referred to as the Four Cs.



Care	Excel in the delivery of Care	
Colleagues	Support our Colleagues	
Collaboration	Effective Collaboration	
Communities	Improve the health and wellbeing of our Communities	

Our strategic aims reflect our four key areas of focus and consider the key influences from the environment within which we operate.

Our aims incorporate feedback from colleagues working for both organisations as well as the public and external stakeholders, e.g. the Integrated Care Board and other providers.

Our strategic aims are underpinned by strategic objectives (detailed later in the document) – these are more specific measures which we use to judge our achievement.

Job Description

1. Job Details

Job Title:	Senior Dietitian
Band:	6
Reports to (Title):	Team Leader and Head of Service
Trust Website:	www.royalwolverhampton.nhs.uk
Directorate:	Therapies & Dietetics
Department / Ward:	Nutrition and Dietetics
JD Number:	0693
DBS Check Required	<ul style="list-style-type: none">Enhanced Adults or Children's Barred List

2. Job Summary

2. Job Summary

This post holder is responsible for the delivery of dietetic care to patients requiring renal support and under the care of the Acute Trust. Some of the expertise held by this post holder (and one other at this grade) is unique within the Trust and therefore s/he has responsibility for advising other healthcare professionals on the requirement for individual treatment plans, healthcare professional training requirements, clinical governance issues and policy development in the field of renal dietetics. S/he is responsible for supervising a junior dietitian on attachment and is involved in the training and assessment of undergraduate dietitians.

SCOPE AND RANGE

The post holder shares responsibility with another senior dietitian for the delivery of an expert clinical service to patients requiring nutritional renal care.

Treatment takes place in dietetic led clinics, satellite units, out patients departments, hospital dialysis units and acute wards. Working time is usually between the hours of 8.30 to 5 but once a month s/he will be required to deliver a service to the twilight renal session up to 8pm.

The role requires expertise in dietetics for pre dialysis, conservative management including palliative care, peritoneal dialysis, haemodialysis, and post transplant patients, and nutrition support skills. Many patients will also have co existing morbidities which will confound the dietetic intervention and require decision making of complex nature.

S/he is required to have a level of critical thinking such that s/he is able to request and interpret the results from clinical diagnostic indicators, diagnose nutritional problems e.g. malnutrition, assess the requirement for and types of treatment required e.g. dietary restriction, routes for feeding, recommend to and negotiate with patients and carers on a plan of action, implement the agreed care and then monitor and adapt that care over the period of the condition.

The post holder is required to be at the leading edge of understanding and knowledge in this field and to raise awareness and advise health care professionals on renal nutritional care and the potential for future developments.

This role has its own area of expertise and the case load is managed by the dietitian with clinical autonomy.

S/he is required to supervise and train junior dietitians and students, assess competency against agreed criteria and raise performance concerns with relevant managers.

S/he is expected to report exceptions to policy, procedural, governance and professional standards to a Team leader and ultimately to the Head of Service and is required to understand and work within the boundaries of policy and professionalism as designated by the HCPC, Trust and the Nutrition and Dietetic Service.

3. Main Duties and Responsibilities

1. Patient Contact, (also see Scope and Range)

- 1.1 Take referrals (via letter, bleep, screening tool and medical notes) from medical and nursing staff and using existing and self determined diagnostic indicators (biochemical, anthropometric, clinical history) assess the requirement for dietetic treatment.
- 1.2 Use advanced verbal and non verbal communication skills to understand a patient's medical, psychosocial and cultural history, developing a treatment plan which is effective and relevant to the patient.
- 1.3 Plan, direct (patient and/or carer), monitor and adapt dietetic treatment throughout the course of the patient's condition, recognising that this may continue for many years.
- 1.4 Direct clinical colleagues to provide the correct therapeutic care via nutritional feeds and supplements or modified diets (e.g. restrictive diets such as sodium, fluid, protein or potassium restriction) monitoring their effect and adapting as appropriate.
- 1.5 Use explanation, negotiation and motivation techniques to direct patients and their carers to modify their diet and follow prescribed therapeutic regimens.
- 1.6 Attend relevant ward rounds and MDT meetings in order to illicit and to provide information about a patient's condition thereby contributing to an integrated treatment plan.
- 1.7 Understand medical, legal and ethical issues relating to patient treatment including the requirement to obtain agreement and consent for all interventions.
- 1.8 Follow departmental and Trust guidelines on the care of the patient undergoing enteral feeding and be
3
competent to diagnose complications e.g. potential infection at stoma sites, positioning of nasogastric tubes and to train colleagues to similarly recognise and treat.
- 1.9 Advise the renal team on the appropriate and safe administration of alternative forms of nutritional support and refer to the Nutrition Support Team for further advise and for management of I.V. feeding
- 1.10 Understand the requirement for and make recommendations to the medical team regarding the initiation and adaptation of certain medications (e.g. phosphate binders, sodium bicarbonate)
- 1.11 Be responsible for the production and review of literature and resources for renal patients including the patient self help group to ensure that it is non biased and best practice/ evidence based
- 1.12 Ensure continuity of dietetic treatment after discharge by providing adequate training and information for patient, carer and healthcare professional and where appropriate ensuring appropriate dietetic support is provided after ward care.
- 1.13 Relay consistent messages to patients about the broader aspects of renal medicine and surgery by ensuring own competence and by appropriate referral to colleagues.

2.0 Liaison and Training

- 2.1 Initiate, develop and participate in the training of nursing, medical and other healthcare professionals (caterers, dietitians, housekeepers etc.) on the dietary needs and service requirements of renal patients. This training may be at individual level, maybe in the form of presentations to large groups of staff and maybe part of formal or informal training packages.
- 2.2 Supervise a caseload, mentor and organise a programme of CPD opportunities for a Band 5 dietitian on a renal rotation, ensuring clinical competence and safe practice, highlighting any areas of concern to the Team Leader.

- 2.3 Facilitate training and assess student dietitian competency at appointed times throughout training by planning weekly programmes, supervising and monitoring work, completing student assessments and providing critical appraisal
- 2.4 Using clinical educator skills contribute to the department's implementation and review of dietetic student training programmes.
- 2.5 Liaise with and advise the catering department on the provision of nutritionally adequate and appropriately designed menus for renal patients. Provide training to catering staff as appropriate.
- 2.6 Attend and contribute to relevant multi-disciplinary team meetings within the Renal Service, promoting service development and the clinical governance agenda.
- 2.7 Work with both the dietetic team and the multidisciplinary renal team in the development, dissemination and implementation of dietetic related policies and practices e.g. referral pathways, screening tools leading on the effective implementation of those as agreed.
- 2.8 Liaise with, advise and direct those teams, including, primary care, nursing homes and social workers, (within and outside Wolverhampton) who are responsible for continuing care for patients after discharge from the ward.
- 2.9 Ensure that necessary equipment and training has been supplied to the patient and/or their carers by directing the appropriate teams at New Cross and that G.P.s are aware of ongoing nutritional prescriptions required.
- 2.10 Provide general clinical advice when requested from neighbouring Trusts who may not have renal dietetic specialists and who may refer their patients to RWHT for care.
- 4
3. Clinical Governance (Audit, Monitoring, PPI, Research, Risk Management)
- 3.1 Be proficient in the use of the Trust biochemical results reporting system and the renal data base in order to retrieve and share up to date clinical information on patients.
- 3.2 Advise renal technicians on the requirement to develop data bases which will ensure appropriate nutritional data is collected for both local and national use.
- 3.2 Comply with Department and Trust standards and policies on maintaining legible, contemporaneous and accurate records, including the recording of activity data.
- 3.2 Promote best practice across teams by contributing to the audit of nutrition and dietetic policies and guidelines. This may involve the monitoring of clinical markers and methods of assessing patient satisfaction.
- 3.3 Advise on the requirement to audit renal dietetic practices and lead on the development, implementation, presentation and dissemination of results as required.
- 3.4 Understand and participate in the reporting and management of risk, incidents and complaints
- 3.4 Contribute to the regular review of the dietetic renal service, involving patients and colleagues and assisting the management team to produce reports for Trust and satellite unit use.
- 3.5 Contribute to funded research projects that are directly related to dietetics and renal services.
- 4 Personal and Professional Development
- 4.1 Play a proactive and professional part at Dietetic team meetings.
- 4.2 Remain up to date with current practice in the field of nutrition and dietetics, in particular as it relates to renal dietetics by regular review of literature, professional journals, attendance at national and local conferences and methods of peer review.

4.3 Remain competent in clinical practice (use of anthropometric tools, clinical markers, education skills, motivational interviewing etc) to ensure that delivery of care is at a specialist level. The post holder should participate in department activities designed to test these competencies and should be prepared to undergo more training as identified.

4.4 Comply with the HCPC Code of Conduct and maintain local Dietetic standards.

4.5 Actively participate in initiatives designed to promote personal and professional development through appraisals, formal and informal training programmes

4.6 Manage a safe caseload by using appropriate assessment, organisational and, time management skills, raising concerns with her line manager to enable appropriate risk management.

5. Organisation

5

5.1 As part of the dietetic team remain generally competent in other dietetic areas and demonstrate flexibility to provide appropriate cover in times of staff shortage.

5.2 Comply with Health and Safety legislation within the trust, be aware of personal responsibilities and attend all mandatory training.

5.3 In tandem with a second senior renal colleague, conduct and manage a dietetic led clinic by instructing administration staff to arrange the booking of written referrals, ensuring timely and appropriate patient contact.

5.4 Advise ward housekeepers on the stock levels required for nutritional products. Arrange for nutritional products to be available for trial use at satellite units.

4. Organisational Chart



This job description is not intended to be an exhaustive list of duties and it may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.

Infection Prevention

Maintain a current knowledge of infection prevention and control practices and policies through annual mandatory updates and role specific training.

Demonstrate a current knowledge of infection prevention and control practices through the delivery of clinical care and maintenance of a safe environment in accordance with infection prevention and control practices and policies. Take part in infection prevention initiatives in the local area. Challenge infection prevention practices, reporting breaches using relevant Trust policies as appropriate (e.g. incident reporting policy).

Equal Opportunities Policy

It is the aim of the Trust to ensure that no job application or employee receives less favourable treatment on grounds of sex, disability, age sexual orientation, race, colour, nationality or ethnic or national origins or is not placed at disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the Trust has an Equal Opportunity Policy and it is for each employee to comply with and contribute to its success.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and associated legislation, to maintain a safe working environment for both staff and visitors, to observe obligations under organisational and departmental Health and Safety Policies, maintaining awareness of safe practices and assessment of risk.

Data Protection

If required to do so, to obtain, process and/or use information held on computerised or manual records in a fair and lawful way in line with the Data Protection Act 2000. To hold data only for specific purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations, as instructed.

Customer Care

It is the aim of the hospital to provide patients and other service users with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and other service users first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full training will be given.

Safeguarding

All employees have a responsibility to support the safety and well-being of children, young people and adults at risk of harm and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Safeguarding Children and Adults at Risk responsibilities. All employees are expected to comply with existing local Safeguarding policies and procedures, and Trust and Wolverhampton Safeguarding Children Board and Safeguarding Adults at Risk requirements.

Smoking Policy

The Trust provides a smoke-free work environment.

Confidentiality

The Trust is fully committed to encouraging its staff to freely contribute views on all aspects of health service activities, especially those on delivery of care and services to patients. However, you shall not, either during or after the end of your employment (however it is terminated), divulge to any unauthorised person confidential information relating to the Trust. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Your obligations of confidentiality under this clause shall not prevent you from raising genuine concerns about healthcare, or a belief that criminal conduct, breach of a legal obligation, health and safety breaches or damage to the environment has been, is being, or is likely to be committed, or any information tending to show any of the above has been, is being, or is likely to be, deliberately concealed, provided that such disclosure is made in good faith and in accordance with the provisions of the Public Interest Disclosure Act 1998 and the Trust's Policy on Raising Concerns at Work-Whistle Blowing Policy, a copy of which is available from the Human Resources Department.

Development

The Trust is committed to supporting the development of all staff. All employees have a responsibility to participate in regular appraisal with their manager and identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning and development needs in order to meet the agreed performance standards required of the post holder.

NHS Constitution

The Constitution establishes the principles and values of the NHS in England. It sets out rights to which patients, public and staff are entitled, and the pledges which the NHS is committed to achieve, together with responsibilities which the public, patients and staff owe to one another.

All NHS Bodies private and third sector providers supplying NHS services are required by law to take account of this Constitution in their decisions and actions.

A handbook accompanying the constitution may be found by going to NHS Constitution for England - Publications - GOV.UK that essentially provides further and more detailed explanation of each of the rights and pledges.

Criminal Records

This post is not subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be a submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions is not necessary.

AfC Person Specification

This document describes the qualities required for a post-holder that are not captured by the JD.

Specification	Description	Rating – Essential (E) or Desirable (D)	Method of Assessment – Application Form (AF) / Interview (Int.) / Presentation (P) / Test (T)
Qualifications <i>(This must include the level required to appoint to the post. Any requirement for registration should also be recorded here).</i>	Undergraduate degree in Nutrition and Dietetics (BSc Hons), or a science degree plus post graduate dietetic qualification leading to state registration in dietetics. Post Graduate Learning/experience in renal disease. Registration with the HCPC		
Experience / Skills <i>(Type and level of experience required to fulfil duties).</i>	Multidisciplinary team working in health, education & social care settings. Effective organisational and time management skills to arrange training programmes, and schedule regular visits. General dietetic experience with a range of patient groups. Knowledge & experience of the food and dietary beliefs of a culturally diverse population, and relevance of socio-economic status on food choice. Dietetic experience in nutritional management of renal disease. Experience working with a wide range of clinical groups and patients with long term conditions and co-morbidities who require nutritional intervention.		

	<p>Previous experience in presenting to groups.</p> <p>Sound understanding of the audit process, and be able to conduct and present audit.</p> <p>Computer skills - able to use general office software, nutritional analysis and clinical IT packages</p> <p>Demonstrate evidence of continued professional development.</p> <p>Able to appraise scientific journals and translate theory into practice.</p> <p>Ability to initiate and complete clinical projects and research</p> <p>Attendance at the BDA Educators training, or equivalent experience in developing and assessing dietetic students on clinical placement.</p>		
<p>Communication Skills</p> <p><i>(Indication type of communication and audience, e.g. face-to-face with patients, presentations to colleagues, etc.)</i></p>	<p>Well-developed interpersonal and communication skills:</p> <ul style="list-style-type: none"> • Advanced communication skills in order to translate medical and dietetic theory into achievable and meaningful advice around food and dietary habits for patients and their carers. • Communication extends across the whole range of situations; face to face with patients and colleagues and in group presentations to colleagues both within and outside own profession • Excellent written and spoken English 		

Flexibility <i>(Note here any flexibilities required by the post, e.g. Shift Working required, New tasks may need to be undertaken frequently).</i>	Able to work independently and as part of a multidisciplinary team Able to adapt and work within a wide range of settings and travel to satellite units. Able to respond to unpredictable work patterns and frequent interruptions		
Other <i>(Any other key issues not recorded elsewhere in JD or person spec).</i>	Flexible approach to patient centred care Commitment to excellence in practice, and enthusiasm for working with patients having renal replacement therapy.		

I understand and accept my accountabilities and responsibilities as outlined in this job description, person specification.

	Designation	Name	Signature	Date
Post Holder				
Manager				

