

## JOB DESCRIPTION

### 1. General information

JOB TITLE: **Highly Specialist Dietitian**

GRADE: Band 7

DIRECTORATE: Adult Community Physical Health Directorate

HOURS OF WORK: 30

RESPONSIBLE TO: Service Lead Community Assessment and rehab services  
(line manager)

ACCOUNTABLE TO: Director Adult Community Physical Health

BASE: Memorial Hospital

At Oxleas NHS Foundation Trust, we offer a wide range of NHS healthcare services to people living in South-East London and to people in prison across England. Our wide array of services includes community health care, such as district nursing and speech and language therapy, care for people with learning disabilities and mental health such as psychiatry, nursing and therapies.

Oxleas is a great place to work. It has been recognised as one of the Top 10 Best Places to Work 2023 by the Sunday Times amongst very big employers. Our staff survey results show that we are in the Top 5 in England and the highest in London for staff experience amongst similar trusts.

*"We are always delighted to welcome new colleagues to the Oxleas family. We care about making Oxleas a great place to work - it's a big priority in our strategy. Come and join us - it's a place where our values, teamwork, equity, and wellbeing matter and where you can really help to improve people's lives."*



Ify Okocha  
Chief Executive

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care. Our values are very important to us. They help Oxleas to be a great place to work.

## 2. Overview of the Post

- The Highly Specialist Dietitian will be responsible for the integration and provision of a comprehensive and quality dietetic service for all service users.
- The post holder will use expert knowledge and experience to educate and support patients and their carers regarding their dietary management and sustaining behavioral change.
- The post holder will provide specialist nutritional and dietetic training, support, clinical assessment and education to nurses and other members of the multi-disciplinary teams.
- The Highly Specialist Dietitian will contribute to further service development, policy writing and lead on delegated service development projects.

## 3. Key Task and Responsibilities

The primary care dietetic service will provide a co-ordinated practice based dietetic service and the dietetic element of the community malnutrition pathway in Greenwich.

- To manage own clinical caseload, and work autonomously to provide highly specialist dietary advice on managing malnutrition, coeliac disease, and IBS. This will include a food-based approach, the appropriate prescribing of oral nutrition supplements, a gluten free diet and first line advice and a FODMAP diet for IBS.
- To provide a comprehensive, effective, evidence based dietetic service to a range of patients referred to the Primary Care services.
- To provide delivery of 1:1 sessions for IBS and Coeliac disease patients and those identified to be malnourished through the care pathway.
- To demonstrate highly specialist knowledge in the area of Dietetics, underpinned by current evidence-based practice.
- To work autonomously to provide expert nutritional and dietetic advice to patients referred to the service under the care of GP's and other healthcare professionals.
- To work in a variety of locations including outpatients, in-patient bedded units (mental health and intermediate care units only), community and primary care settings and patients' homes.

- To actively lead on the education and clinical updating of all medical, nursing and support staff (this includes dietetic staff & students), in the area of speciality.
- Be responsible for the full dietetic care of patients referred to the service including biochemical and anthropometric monitoring and the assessment of nutritional status and requirements based on anthropometric, clinical, and biochemical parameters.
- To make highly specialist clinical decisions following assessment of complex cases by calculating and interpreting nutritional requirements and advising on the most appropriate method of nutrition support.
- To provide and coordinate a highly specialised clinical dietetic caseload within the borough.
- To coordinate the management of the caseload and clinical reviews across the community and transition to services in and out of borough.
- To provide clinical supervision, advice and support to the junior members of the team and contribute to the identification of their future training/development needs.
- To employ highly developed communication skills both verbally and written.
- Demonstrate excellent presentation skills for delivery of talks, training and presentations.
- To be flexible and cover part of the workload of other dietitians during leave of absence if required.
- Freedom to act interpreting the Health Professions Council Code of Conduct and working to all agreed standards, policies and procedures within the department and Trust.

## **MANAGERIAL RESPONSIBILITIES AND LEADERSHIP**

- Support the Service lead and Head of dietetics in the delivery of an efficient, cost effective and high quality Nutrition and Dietetic service, demonstrating and awareness of financial constraints of budgets for supplements/ prescriptions in the in- and outpatient setting.
- To demonstrate excellent organisational skills and responsible for maintenance of patient records to comply with departmental and trust standards.
- To manage and prioritise own caseload and workload independently.
- To supervise and support the role of the junior dietitians, dietetic assistants and students as appropriate within the departmental structure.

- To be flexible to the demands of the environment including unpredictable work patterns, deadlines and frequent interruptions
- To attend relevant training and development in order to maintain and develop skills and knowledge required of a highly specialist therapist working in the service area of dietetics and maintain up to date HPC registration
- Report to the Head of Profession and to contribute to the effective running of the dietetic service and the Nutrition and Dietetic department.
- Working with other Dietitians within the dietetic team to further develop the dietetic services. Contribute and participate in departmental CPD and learning activities e.g. journal clubs and case presentations.
- To jointly develop dietetic/nutrition policies and guidelines for the dietary treatment of patients in the borough of Greenwich in conjunction with the dietitians and Head of Profession.

## CLINICAL

- To be an expert source of nutritional advice for patients/carers, nursing and other health professionals and advising on appropriate prescribing of oral nutritional supplements.
- To perform anthropometric measurements including; weight, height and calculating BMI and interpreting and recording this information in the dietary assessment and care plans.
- To develop individual patients centred care plans based on nutritional diagnosis including interpretation of biochemistry, anthropometry, clinical condition, growth parameters, medication, diet history, family and social history.
- To modify nutritional supplement prescriptions based on the nutritional status of the patient and informing the GP, community medical- and nursing teams of the relevant changes.
- To advise on the safe prescribing of vitamin and mineral preparations for the caseload.
- To educate and support patients and their carers, through planning and organisation, regarding their dietary management.
- To assist in the development of evidence based nutritional education materials in collaboration with other dietitians, which will take into consideration barriers to communication e.g. translating complex nutritional guidelines into simple messages for the general public; addressing particular barriers such as social, cultural, religious, language and economic factors.

- Using highly specialist knowledge and communication skills to contribute to the development and evaluation of complex care pathways / protocols within the multi-disciplinary team.
- To maintain and develop links with the tertiary and secondary care to ensure continuity of care for patients.
- To advise medical, nursing, dietetic colleagues and other professionals on the evidence based principles of nutrition and dietary management of nutritionally related conditions.
- To have a working knowledge of relevant procedures including: Safeguarding Children, Working with Vulnerable Adults and other legal frameworks.
- To attend specialist short courses, network meetings and advanced training within Dietetics and related to service areas.

## RESEARCH

- Participate in departmental and trust wide audit projects eg. Patient satisfaction survey and service delivery.
- To be prepared to initiate and take a lead role in research/ audit and development activities within field of dietetics with the Head of Profession, and to assist in the evaluation of current practice.
- To provide feedback to the Head of Profession and participate in departmental innovations with regard to development of risk management, quality standards and clinical effectiveness as appropriate.
- To comply with Trust and national guidelines in all audit and research activities, insuring appropriate procedures and assurances are in place.
- To present findings of audit and development activities to the team in order to contribute to service and professional development. Where appropriate to present information to other therapy teams or outside agencies.
- To provide support and encouragement to other staff undertaking research or development activities.
- Continually evaluates own work and current practices through the application of the available evidence base.

## COMMUNICATION

- Be skilled in a range of verbal and non-verbal communication tools, including the use of interpreters. To communicate effectively with patients and carers/guardians to ensure quality and safe dietary treatment is agreed.
- To provide nutrition counselling skills and to communicate with all service user within a diverse multicultural population where there might be barriers to communication.
- To adapt complex information from different situations and people using negotiating and motivational techniques where there may be barriers to understanding and compliance.
- To always maintain sensitivity to the emotional needs of the client, carer and colleague when managing distressing situations such as safeguarding issues and exposure to terminal illness.
- To write timely accurate reports and letters, reflecting highly specialist knowledge, to all members of the team including liaising with the GP's regarding the on-going treatment and prescribing of nutritional supplements.
- To assist in the development of evidence-based nutritional education materials in collaboration with other dietitians. To take into account barriers to communication eg translating nutritional advice and messages for the general public. Ensuring that particularly attention is given to ensure social, cultural, religious, language and economic factors are accounted for.
- Develop and provide nutrition education and training to professionals and community groups within Greenwich and provide effective health promotion/community development activities.
- To have highly developed computer skills for data entry and computer literacy e.g. Word processing, presentation packages incl. Powerpoint and spread sheets e.g. Excel.

**On Call/Unsocial Hours**

Currently, this post does not require weekend, on-call or unsocial hours working. However, in the future, if needed due to changes in service requirements, the post holder is expected to work on a rota basis to cover weekends.

***The following statements are mandatory for all job descriptions:***

### **Terms and Conditions**

The post holder is subject to the terms and conditions of OXLEAS NHS FOUNDATION TRUST. This Job description gives an outline of the post and is subject to review in consultation with the post holder.

### **Confidentiality**

The Post holder must maintain the confidentiality of information about patients, staff, and other health service business in accordance with Trust Policy.

### **Risk Management**

The Post holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

### **Infection Control**

All staff are required to be familiar with the Trusts infection control policies, and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

### **Equality, Diversity and Human Rights**

Oxleas is an organisation which values difference and promotes equality, diversity, and inclusion. Our Equality and Human Rights Policy and Strategy are designed to ensure that all our staff (including agency, bank, students, volunteers, and contractors) as well our service users, carers and members of the public are treated with dignity and respect. The Trust policies, procedures and practices are reviewed regularly to ensure that everyone who falls under the list of Equality Act 2010 protected characteristics does not suffer discrimination, either directly or indirectly. The current list of protected characteristics includes Age; Disability; Gender Re-Assignment; Marriage and Civil Partnership; Pregnancy & Maternity; Race; Religion and Belief; Sex and Sexual Orientation.

### **Health & Safety**

All staff must be aware of the responsibility placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients, and visitors.

### **Professional and NHS Codes of Conduct**

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the 'Code of Conduct for NHS Managers' and 'Standards of Business Conduct for NHS Staff'.

**Safeguarding**

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

**Financial Management and Control of Resources**

All staff are responsible for the security and the property of the Trust, avoiding loss or damage and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust's Policy relating to the Financial Management and Control of Resources'.

**Customer Care**

It is the aim of the Trust to provide patients and clients with the best possible care. All staff are required to put the patient/client first and do their utmost to meet requests and needs courteously and efficiently.

**Personal/Professional Development Planning/Mandatory Training**

All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities. All staff are required to attend mandatory training as designated by the Trust.

**Sustainability**

Demonstrate social and environmental responsibility and help establish Oxleas NHS Foundation Trust as a sustainability leader. Collaborate to contribute to or lead change management towards Oxleas NHS Foundation Trust goal of reaching Net Zero by 2040 as stated in the Green Plan.

**No Smoking**

Oxleas NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises.



### 3. Our Values

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care.

Our values are very important to us. They help Oxleas to be a great place to work. We want everyone who works at Oxleas to live our values and we will expect this of all our new joiners.

Our Values and Behaviours framework describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust Website: [Our values - Oxleas NHS Foundation Trust](#)



Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name

**Note:**

**Please attach an organisational chart alongside, a person specification, and Job Description.**



## PERSON SPECIFICATION

**JOB TITLE:** Highly Specialist Dietitian

**DEPARTMENT:** Nutrition and Dietetics

**GRADE:** Band 7

		Essential / Desirable	How measured
<b>Education &amp; Qualifications</b>	Degree in Nutrition and Dietetics	E	Application and interview
	HCPC Registration as a Dietitian	E	
	Post-graduate training /short courses or equivalent relevant experience	E	
	Registered member of the British Dietetic Association	D	
	Member of a specialist interest group	D	
<b>Experience</b>			
	Minimum 3 years post qualification experience	E	Application and interview
	Post-registration experience in a range of clinical areas including nutrition support, IBS, coeliac disease, and the appropriate prescribing of oral nutrition supplements.	E	
	Experience in managing patients requiring nutrition support with other nutrition related diseases such as diabetes, cancer, malnutrition	E	
	Experience in training/teaching healthcare professionals	E	
	Experience in the training of student Dietitians	E	
	Experience in conducting or contributing to audits, QI and / or research	E	
	Experience in using behaviour change techniques	E	
	Experience in contributing to policy,	E	

	procedures, guidelines, and clinical standards development	E	
	Experience in enteral feeding	E	
	Significant experience of working in clinical dietetics	E	
	Experience of service delivery in various clinical settings	E	
	Experience of multi-disciplinary and inter-agency working	E	
	Experience in clinical supervision of junior members of staff and students	E	
	Demonstrates highly developed motivational and counselling skills to effect change.	E	
	Experience in delivering group education for clients/ patients.	E	
	Knowledge of cultural, social and religious needs of diverse population to support dietary change	E	
	Experience of conducting Audit and Research	E	
<b>Skills/Abilities/ Knowledge</b>			
	Excellent knowledge of Clinical Dietetics	E	
	FODMAPS trained	E	
	Knowledge of relevant national guidelines, frameworks and policies	E	
	Excellent communication skills, both written and verbal	E	
	Excellent time management and organisational skills	E	
	Self- motivated and able to prioritise own workload	E	
	Able to work independently and as part of a team	E	
	Work flexibly to meet the needs of the service	E	
	Effective interpersonal skills (including problem solving, influencing, and negotiating skills)	E	
			Application and interview

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	Ability to facilitate and present group education in a clear and logical manner  Recognise limits of own authority within the role and seek professional support appropriately  Ability to apply the issues related to cultural diversity practically  Computer literacy- familiarity with dietary analysis programs, word processing, database management	E  E  E  E	
<b>Effort and Environment</b>	Using anthropometric equipment, such as weighing scales and stadiometer.  To deal sensitively with clients that may be suffering from conditions that may lead to anxiety, fear or aggressive behaviour  To work in an environment where work patterns may be disrupted by frequent demands from clinical staff, assistants and administrative staff  To be exposed to unpleasant working conditions, which may involve exposure to bodily fluids such as vomit, urine, saliva and unpleasant smells	E  E  E  E	Application and interview
<b>Other Requirements</b>	Car owner/driver Current valid driving license	D D	Application

*NB These are not definitive lists if there are any others specific to a post, please add to the form which should then be signed by the line manager and post holder alongside the Job description.*

Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name