





## Job Description

1. JOB DETAILS	
<b>Job title:</b>	Band 6 Dietitian - Bank
<b>Accountable to:</b>	Head of Nutrition & Dietetics
<b>Location:</b>	<b>The Cumberland Infirmary, Carlisle</b>
2. JOB SUMMARY	
<p>All staff are expected to work to the Trust Values:</p> <div>  <b>Kindness</b> – Kindness and compassion cost nothing, yet accomplish a great deal.         </div> <div>  <b>Respect</b> - We are respectful to everyone and are open, honest and fair – respect behaviours.         </div> <div>  <b>Ambition</b> – We set goals to achieve the best for our patients, teams, organisations and our partners.         </div> <div>  <b>Collaboration</b> – We are stronger and better working together with and for our patients.         </div> <p>Provide a comprehensive clinical and educational community dietetic service within the North Cumbria Integrated Care NHS Foundation Trust (NCIC). Contribute to the development of the Nutrition &amp; Dietetic service as a member of the Dietetic team.          To act as a specialist source of advice and expertise, in the management of the nutritional wellbeing of patients, such as nutritional support, food allergies, gastrointestinal disorders, home enteral, weight management and in-patients in community Hospitals.          To co-ordinate and develop the community dietetic service for NCIC with the support of the Deputy Head Dietitian/Lead Community/Acute Dietitian and Head of Nutrition &amp; Dietetics.</p>	
3. ROLE OF DEPARTMENT	
<p>The Dietetic Department provides a comprehensive, up to date, evidence based service for the nutritional management and treatment of disease for the patients and staff of North Cumbria Integrated Care NHS Foundation Trust.</p> <p>The department comprises of 3 teams i.e. Acute, Community and Paediatric who are responsible for the delivery of the service under the management and leadership of the Head of Nutrition &amp; Dietetics.</p> <p>The Acute Team provides an in-patient and outpatient service to the Cumberland Infirmary in Carlisle and the West Cumberland Hospital in Whitehaven.</p> <p>The Community Team provides a service to GP practices in North Cumbria, Community Hospitals in the area and all the care homes. The community team also has a remit for</p>	

health promotion.

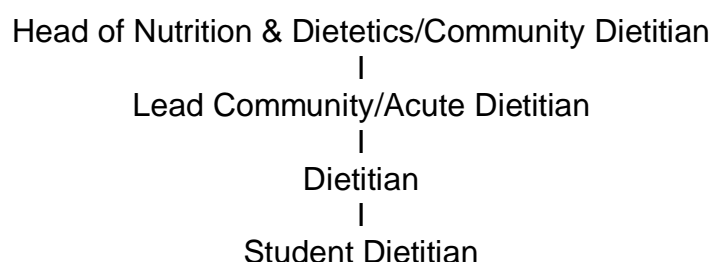
There are 4 paediatric dietitians based in Carlisle and West Cumbria. The service priorities are Paediatric Diabetes and Enteral Feeding plus an outpatient service for complex feeding and CMPA.

An admin team supports the clinical teams.

The department is the main source of specialised and expert information on diet and health ranging from highly specialised treatments for patients with chronic disease to the promotion of healthy lifestyles.

Information and help is requested and provided to consultants, GP's, nurses, allied health professionals, the general public and the local media (newspapers/television/local radio).

#### 4. ORGANISATIONAL CHART



#### 5. KEY WORKING RELATIONSHIPS

Patients, carers and relatives

Acute and Community Dietitians

Consultants

GP's

Nurses

Allied Health Professionals

Schools

Representatives from pharmaceutical and nutrition companies

#### 6. DUTIES AND RESPONSIBILITIES OF THE POST

##### Responsibility for Patients

- Communicate and deliver dietary information , using motivational interviewing techniques, cognitive behaviour therapy, empathy and reassurance skills as appropriate, to patients referred by GP's and other HCPs.
- To carry a complex clinical case load in order to maintain high quality patient skills.
- To take part in joint consultations where appropriate with other members of the multi-disciplinary teams in the management of complex cases.
- Take accurate diet histories and perform dietary analysis in order to provide the most appropriate dietary advice.
- Undertake accurate anthropometric measurements (i.e. height, weight etc.)
- Translate technical medical language, into a format, which can be understood by the patient.
- Understand and accurately interpret relevant blood results.
- Give expert clinical judgement on the treatment options and care plans for the patient and discuss with medical staff any changes to medication, which may be required.
- Liaise with healthcare professionals, patients, families and carers as appropriate.

- Provide verbal and written dietary advice and support in a format, which is appropriate to the patient's understanding.
- Write care pathways for patients and involve other health professionals as required.
- Active member of the dietetic, and multidisciplinary teams across North Cumbria.
- Take personal responsibility for putting the person receiving care first, and challenge poor care, doing so as soon as any shortcomings are seen.

### **Responsibility for Resources**

- Contribute to the development of dietary literature and educational material for use across North Cumbria using evidence-based practice.

### **Responsibility for Administration**

- Attend and contribute to monthly dietetic and community meetings and regular multidisciplinary team meetings.
- Have accurate keyboard skills.
- Input all relevant patient data in to the EMIS for audit purposes.
- Collect relevant information for measuring effectiveness and outcomes of dietary intervention
- Work within the dietetic department's record keeping standards and all those of other areas of work
- Work within and review the dietetic department's protocols and procedures.

### **Strategic and Services Responsibility**

- Contribute to the development of the dietetic service with the support of the deputy head/community lead and head of service
- Undertake audit as part of the development of the dietetic service.
- Implement any changes to policies and procedures.
- Aware of and work within other organisations policies and procedures.
- Ensure work is carried out following guidelines set by the Health and Care Professions Council and The British Dietetic Association's professional code of conduct.
- Attend annual training on use of specialist equipment e.g. enteral feeding pumps .
- Identify training needs for continuing professional development.
- Plan, deliver and evaluate group educational sessions for staff.

### **Areas of Specialism**

- Work independently and as a team member of the dietetic and community teams.
- Develop, organise and manage clinics as required
- Prioritise own workload and manage own time schedule.
- Have a wide range of nutrition experience and clinical expertise to provide optimum dietetic care.
- Update clinical knowledge using reflective and evidence based practice.
- Have evidence of continuous professional development.
- Undertake regular practice supervision.
- Design, plan, organise and evaluate nutrition related health promotion initiatives as required.
- Develop, deliver and evaluate educational sessions to patients, health professionals and other interest groups.
- Interpret and disseminate current nutritional recommendations and information from national sources such as government and professional bodies to the local

community.

- Liaise with the media as required to promote the service.

### **The Trust is committed to Support employee health and wellbeing**

Under NICE guideline on 'Workplace health: Management practices, and Recommendations' the Trust is committed to offering employees help and encouragement to build supportive relationships.

## **7. WORK SETTING AND REVIEW**

- Direct line responsibility and works unsupervised in an area designated by the Lead Dietitian.
- Responsible for managing their own workload and time, prioritising their caseload as necessary
- Respond to unpredictable events and frequent interruptions
- Able to deal with distressed patients/relatives and carers
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## **8. INDIVIDUAL RESPONSIBILITIES**

The post holder is expected to

- adhere to Trust policies and procedures and relevant legislation including the requirements of the any professional bodies
- attend mandatory training as identified by the Trust
- adhere to Trust infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections

## **9. CONFIDENTIALITY**

The post holder must maintain the confidentiality of information about patients' staff and Trust business in accordance with the General Data Protection Regulations (GDPR), Data Protection Act 2018 and Caldicott principles.

## **10. HEALTH AND SAFETY**

Employees must be aware of the responsibilities placed upon them under the Health & Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

## **11. RISK MANAGEMENT**

All staff have a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.

## **12. EQUALITY AND DIVERSITY**

All employees of the Trust have responsibility to:

- Act in ways that support equality and value diversity.
- Treat everyone with whom they come into contact with dignity and respect.
- Act in ways that are in accordance with Trust's Single Equality Scheme, Equality and Diversity policy, and Dignity in the Workplace policy.

### **13. SAFEGUARDING**

All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the trusts Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role in the Trust.

Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.

### **14. INFORMATION GOVERNANCE**

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with the Trust Data Protection Act notification to the Information Commissioner. The post holder must check with the Data Protection Officer before creating new systems to process person identifiable information to ensure that this is carried out within the scope of the Data Protection Act 2018 notification.

The post holder must manage the records they create or hold during the course of their employment with the Trust in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. Data Protection Act 2018, Freedom of Information Act 2000, General Data Protection Regulations, Caldicott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality.

The post holder must maintain the confidentiality of information about service user staff and organisational business in accordance with the new Data Protection Act 2018 and Caldicott principles.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore is responsible for implementing and maintaining data quality. The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that information recorded within records either on paper, in an electronic format or both paper and electronic is accurate, complete and relevant.

### **15. GREEN STATEMENT**

Across the North East and North Cumbria we are working together to deliver our ambition to be the greenest region in England by 2030. There is an expectation for all staff to support this by familiarising yourself with the Trust's sustainability initiatives such as waste and recycling, going paperless, videoconferencing, sustainable transport and others.

We encourage you to think about what you can do as an individual and within your team to contribute in to embedding carbon reduction into the everyday running of our organisation.

**PERSON SPECIFICATION**  
**North Cumbria University Hospitals NHS Trust**

POST TITLE: Specialist Dietitian - Community

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Recognised qualification leading to registration in Dietetics (BSc Degree or equivalent)</li> <li>• Current Health and Care Professions Council registration</li> <li>• Documentary evidence of post registration CPD in both general clinical dietetics</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of Specialist Interest Group</li> <li>• Supervisory skills to support student training.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Evidence of recent experience in general clinical dietetics</li> <li>• Evidence of teaching and training other health professionals</li> <li>• Evidence of working in multi-disciplinary teams</li> <li>• Undertaking and reporting on clinical audit</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in community dietetics including home enteral feeding</li> <li>• Paediatric experience</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Sound knowledge of current dietary issues.</li> <li>• Evidence of Continuing Professional Development.</li> <li>• Knowledge of behavioural change and motivational interviewing</li> <li>• Knowledge and application of NICE guidance in relation to the specialist area.</li> </ul>	
Skills and Aptitudes	<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills</li> <li>• Ability to use and develop a wide variety of approaches to delivering patient care and education</li> <li>• Ability to identify, plan, deliver and evaluate training to other health professionals and groups</li> <li>• Accurate keyboard skills for data inputting, word processing, internet and dietary analysis</li> <li>• Excellent time management skills</li> <li>• Ability to manage own caseload</li> <li>• Ability to work without supervision</li> <li>• Team working skills</li> <li>• Ability to demonstrate the compassionate values and behaviours needed for dignified care.</li> </ul>	

Personal Circumstances	<ul style="list-style-type: none"> <li>• Confident and self motivated</li> <li>• Flexible and adaptable</li> <li>• Able to respond to unpredictable events and frequent interruptions</li> <li>• Able to deal with distressed patients/relatives/carers</li> </ul>	
Other requirements	<ul style="list-style-type: none"> <li>• Flexible working</li> <li>• Car owner / Able to travel independently of public transport.</li> </ul>	<ul style="list-style-type: none"> <li>• Current membership of the British Dietetic Association</li> </ul>

# Organisational Chart for Dietetic Services NCIC- Cumberland Infirmary

