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Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

JOB DESCRIPTION

JOB DETAILS

Job Title: Prescribing Support Dietitian

Band: Band 6

Salary Scale:

Hours of Work: 37.5 hours per week

Base: BCUHB (Central Area)

ORGANISATIONAL ARRANGEMENTS

ACCOUNTABLE TO: Area Head of Dietetics

REPORTING TO: Area Team Lead – Clinical Community

RESPONSIBLE FOR: Supervision of dietetic assistants where relevant
Student training

JOB PURPOSE

To support the development, implementation and evaluation of best practice in relation to prescribed nutritional supplements (and other FP10 nutritional products) across the Health Board area; working in partnership with medicines management, primary care and other partners as required.

To work with dietetics and medicines management teams to develop and implement a clinical pathway for the provision of nutrition support in hospitals, nursing and residential settings and the community.

To provide a full dietetic service to the locality as part of the dietetic team. This includes review patients who have been prescribed oral nutrition supplements historically to ensure the appropriate and effective use of these supplements. To provide leadership within the dietetic team, including other clinical specialities, to ensure a team wide approach and that the performance measures for the role are fulfilled.

To plan, organise and facilitate appropriate education and training of community health and social care professionals and care home staff on nutritional risk screening, first line dietary advice to promote a promote a approach, referral for specialist nutritional support, appropriate assessment of nutritional needs, treatment options and follow up reviews as per NICE guidelines. To support the development of training and educational strategies for care home catering leads to promote food fortification and the food first approach.

To work in conjunction with Medicines Management teams, to collect and collate data to report on the progress of the project as necessary.

To practice as an autonomous practitioner

To establish new and innovative working practices in collaboration with dietetics, pharmacy colleagues and other agencies.

To liaise with other disciplines and agencies in order to ensure co-ordination of care.

To participate in service evaluation, audit and improvement

Supervision and training of Dietitians, Dietetic Assistants and students as required.

DUTIES AND RESPONSIBILITIES

Clinical:

1. To be professionally and legally accountable and responsible for all aspects of own work, including the management of patients in your care.
2. Provide clinical expertise and advice to other healthcare professionals, where appropriate, based on a sound knowledge of evidence based practice.
3. To provide a patient centred service that encourages self-management and is sensitive to the diverse cultural needs.
4. Evaluate patient progress, reassess and adapt their treatment programmes if required in liaison with healthcare professionals
5. Develop new and innovative partnerships with health and social services and provide a truly integrated service.
6. Ensure information supplied by dietetic staff to pharmacy about monitoring criteria is appropriate and accurate
7. To manage clinical risk within own area.
8. Work within Health Board clinical guidelines and BDA guidelines and to have a good working knowledge of national and local standards and monitor own and others quality of practice as appropriate.
9. Be responsible for maintaining accurate and comprehensive patient records / documentation in line with Health Board and BDA standards of practice.

10. Represent dietetic service and/or individual patients at multi disciplinary meetings, to ensure the delivery of co-ordinated multi disciplinary service and integrate dietetic treatment into the treatment programme.
11. To provide spontaneous and planned advice, teaching and instruction to relatives, carers and other professionals from health, local authority and voluntary agencies to promote the understanding of the patient care pathway.
12. This post will require specialist knowledge across a broad spectrum of dietetic theory and practical experience as the post requires that you work alone without recourse to dietetic or medical advice.

Communication

1. To communicate effectively with clients and carers in community settings to maximise outcome for participants
2. Use communication skills of persuasion, motivation and explanation to encourage patients to undertake their treatment programme where there may be resistance to change.
3. To use communication tools (verbal and non verbal) to gain informed consent with patients where there will often be barriers to effective communication e.g. Hearing loss, cognitive impairment, expressive and receptive dysphasia, language barriers, pain, fear etc. Be able to communicate effectively with patients with learning difficulties that cannot read or write and require dietary advice.
4. To communicate effectively with medical, pharmacy and local authority colleagues to ensure delivery of a co-ordinated multi disciplinary service.
5. Actively promote formal and informal channels of communication both within the Health Board and wider settings as appropriate.
6. Present research/audit findings locally and at conferences where required

Professional Development

1. To be responsible in maintaining own competency to practice through CPD activities and maintain a portfolio which reflects personal development
2. Be an active member of the in-service training programme by the attendance, and delivering presentations and training sessions at staff meetings, community meetings, in house training sessions and by attending external courses and practising reflection.
3. To participate in the staff appraisal scheme and personal development plan as both the appraised and an appraiser of dietetic assistants where appropriate.
4. To undertake measurement and evaluation of your work and current practices through the use of evidence based practice projects, audit and outcome measures, either individually, with clinical special interest group or manager.
5. To provide clinical education and training to assistants and healthcare professionals, assessing and evaluating competence.

6. To demonstrate a sound understanding of clinical governance and risk management and apply to work situation.
7. Ensure clinical effectiveness of practice and the development of new innovations.
8. Maintain effective working relationships within the Health Board, primary care and other agencies.
9. Maintain professional confidentiality in all matters relating to patient care.

Organisational

1. To plan and organise efficiently and effectively with regard to patient management and use of time. To decide priorities for own work area balancing other patient related and professional demands.
2. To be responsible for equipment used in carrying out dietetic duties and to adhere to departmental policy, including competence to use equipment and to ensure the safe use of equipment by others through teaching, training and supervision of practice.
3. To be actively involved in the collection of appropriate data and statistics for service use.
4. To stay aware of changes in service demand and referral patterns and report these to service managers.
5. To identify opportunities to improve the dietetic service to the community within the available resources.
6. To take operational responsibility for the development and implementation of services that contributes improving nutritional status, general health and well being.
7. Advise on necessary maintenance and purchase of equipment related to delivery of groups, e.g. food models
8. Required to work flexibly and organise multiple group delivery from different sites across BCUHB.

Effort:

1. Responsible for transporting and setting up relevant equipment, e.g. food models, flip charts and resource packs
2. Provide dietetic programmes for patients who are undernourished have complex health conditions using frequent and sustained mental effort on a daily basis.
3. To comply with Health Board manual handling and local therapeutic handling guidelines at all times.
4. To deal sensitively with patients who have high levels of anxiety and aggression caused by pain, dementia or limited mobility.

5. Work alone in the community setting, assessing and managing risk. Use telephone support if required.

This job involves daily exposure to unpleasant working conditions e.g. inclement weather, unpleasant smells/odours, dust, dirt, poor housing and occasional exposure to verbal and physical aggression.

GENERAL REQUIREMENTS

Competence

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager / supervisor.

Registered Health Professional

All employees of the Health Board who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.

Supervision

Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this requirement. If you are in any doubt about the existence of such a requirement speak to your Manager.

Risk Management

It is a standard element of the role and responsibility of all staff of the Health Board that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Records Management

As an employee of the Betsi Cadwaladr University Health board, you are legally responsible for all records that you gather, create or use as part of your work within the Health Board(including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users (even after an employee has left the Health Board). You should consult your manager if you have any doubt as to the correct management of records with which you work.

Health and Safety Requirements

All employees of the Health Board have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Health Board to meet its own legal duties and to report any hazardous situations or defective equipment.

Flexibility Statement

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

Confidentiality

All employees of the Health Board are required to maintain the confidentiality of members of the public and members of staff in accordance with Health Board policies.



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PERSON SPECIFICATION

The person specification should set out the qualifications, experience, skills, knowledge, personal attributes, other requirements that a post holder requires to perform the job to a satisfactory level.

Job Title: **Specialist Dietitian – Prescribing Support**

	<u>ESSENTIAL</u> The qualities without which a post holder could not be appointed	<u>DESIRABLE</u> Extra qualities which can be used to choose between candidates who meet all the essential criteria	METHOD OF ASSESSMENT
QUALIFICATIONS	BSc Nutrition and dietetics degree or equivalent HCPC registered	Member of specialist interest group Working towards MSc or evidence of research qualification	Interview Application form Certificates
EXPERIENCE	Post registration training in specialist area/advanced diploma in dietetics Clinical educators course Evidence of CPD activity through portfolio Member of British Dietetic Association	Evidence of service development and ability to use own initiative.	CPD Portfolio Interview Application form
SKILLS	Excellent communication skills. Ability to work in a team and unsupervised. Ability to manage own workload. Proven organisational skills. Good time management skills. Good teaching, supervisory and appraisal skills.	Basic IT/Keyboard skills Experience in working in the community /lone working. Experience in risk management.	Application form References Interview
KNOWLEDGE	Advanced knowledge of chronic disease management. Knowledge of delivery of group programmes. Good working knowledge of components of clinical governance.	Evidence of post-grad educational courses.	CPD Portfolio References Interview
PERSONAL QUALITIES (Demonstrable)	Able to work as a member of a team. Flexible approach to work Highly motivated and able to motivate others. Good leadership skills.		References Interview
OTHER RELEVANT REQUIREMENTS (Please Specify)	Able to comply with Health Board Manual Handling and Therapeutic Handling Policy Ability to travel between multiple sites daily	Ability to work flexible working hours. Welsh speaking	Occupational Health cert. Documents Application form References

Betsi Cadwaladr University Health Board

EFFORT FACTOR INFORMATION TO SUPPORT JOB DESCRIPTIONS

Post Title: Specialist Dietitian - Prescribing Support

Department / Ward: Dietetics

Division/ Directorate / Department: Therapies and Clinical Support

This document should be completed for each job description and submitted together with the agreed job description and person specification. Having studied the information relating to effort factors, give an accurate description of what effort is required in the job role under each of the headings. Please indicate frequency of exposure as follows:

D = Daily W = Weekly M = Monthly A = Once/twice a year

Physical Effort:-Examples to be given if lifting, standing or sitting for long periods; manual handling; making repetitive movements; manipulating objects

Nature & Frequency:

Required to transport food models, display boards and resources to deliver group sessions on a daily basis (D)

Required to set up flip charts and resources (D)

Required to stand to deliver the sessions for 1 hour at a time (D)

Required to weigh patients where patients may require assistance in getting on and off the scales (D)

Mental Effort such as preparing detailed reports; checking documents and / or calculations; carrying out clinical diagnosis or interventions; analysing statistics; undertaking formal student / trainee assessments.

Nature & Frequency:

Required to organise and deliver group sessions requiring concentration for lengthy periods, this includes multiple groups in one day on different sites (D)

Required to undertake calculations for patient to demonstrate BMI, percentage weight loss requirements and analysis of food diaries, using computer packages where required (D)

Responsible for completion of data for monitoring overall patient progress and reporting this to colleagues (D)

Present audit of outcomes (A)

Frequent interruptions during group delivery and ability to respond quickly (D)

Emotional Effort such as processing news of highly distressing events; dealing with the terminally ill or with people with challenging behaviour; dealing with difficult situations

Nature & Frequency:

Required to organise and facilitate group education where there may be resistance to change – managing differing group dynamics (D)

Required to provide appropriate advice to those with basic skills issues by tailoring delivery to suit people who cannot read or write (W)

To deal with patients who are distressed due to pain or are aggressive because they are reluctant to be part of the program. This requires skills in persuasion, motivation and negotiation (D)

To be able to manage patients who do not reach targets required to meet surgical intervention who may be highly distressed (D)

Working conditions such as exposure to excessive temperatures; unpleasant odours; bodily fluids; using a computer more or less continuously; driving or being driven

Nature & Frequency:

Required to drive between sites on a frequent basis, with significant distances between some sites, including transporting equipment (D)

Exposure to unpleasant odours (D)

Required to input data and register patients onto a computer using an appropriate patient management system, e.g. Therapy Manager (D)