

**Maidstone and Tunbridge Wells NHS Trust
Job Description**

Job title:	Team Lead Stroke Dietitian and Dietetic Practice Development Lead
Band:	Band 7
Directorate:	Therapies
Site:	Maidstone Hospital
Hours:	37.5 hours per week
Reports to:	Manager of Nutrition and Dietetics
Accountable to:	Clinical Director Therapy Directorate

Job summary:

To be responsible for the provision of a comprehensive, effective and evidence-based dietetic service to hyper-acute; acute and rehabilitating stroke patients at the Maidstone and Tunbridge Wells (MTW) NHS Trust. This involves working as an integral member of both the dietetic team and the stroke multidisciplinary team (MDT) to provide a flexible, prioritised service based on clinical need. (anticipated 3 days per week).

To work with the manager for dietetics to develop a preceptorship programme for all dietetic staff with an initial focus on pre- registration students, apprentices and for post qualification band 5s and overseas recruits. (anticipated 2 days per week).

Working relationships:

Internal:

- Patients, carers and relatives
- Dietetic Team
- Members of the multi-disciplinary Stroke Team including Stroke Consultants, Stroke Specialist Nurses, Speech and Language Therapists etc.
- Trust Consultant Nutrition Lead
- Wider medical and nursing teams
- Therapy staff
- Pharmacy staff
- Catering staff
- Information team
- Other practice development leads in Therapies and across the Trust

External

- Community Dietitians
 - General Practitioners/Nurses
 - Community rehabilitation teams
 - Social services
 - Pharmaceutical and other suppliers/companies
 - Other NHS colleagues
 - Voluntary organisations and support groups
 - Residential care managers
 - Universities
 - Health Education England
- **Budget responsibilities:** Expected to be aware of and operate within Trust financial guidelines. Ensure that all resources are managed in an efficient and cost-effective manner.

Key result areas:

Accountability –

- To be professionally and legally accountable and responsible for all aspects of own work, including the management of patients in your care, ensuring a high standard of clinical care and supporting less experienced staff to do likewise.
- Maintain HCPC registration and work within the 'scope of professional practice'.
- To be responsible for maintaining and developing own competency to practice through CPD activities and maintain a portfolio which reflects personal development.
- Attend the mandatory and statutory training sessions required for the post.
- Participate in and contribute to the dietetic clinical supervision framework.
- To ensure good knowledge of and adherence to Trust policies and procedures relevant to role.
- To have up-to-date knowledge of current legislation, local and national policies and professional guidance relevant to the dietetic profession and advise colleagues as required.
- To comply with Trust policies and national professional guidelines relating to the delivery of a dietetic service for adults and be actively involved with all aspects of clinical governance including mandatory and statutory training, health and safety, risk assessment and audit.

- To strive to deliver Key Performance Indicators (KPIs) in line with The Royal College of Physicians recommendations for stroke, thereby improving Trust performance in national audits based on the Sentinel Stroke National Audit Programme (SSNAP) data, aspiring to consistently achieve an A rating in professionally relevant sections within the audit.
- To be a key member of the stroke MDT, providing highly specialist dietetic input at MDT meetings, ward rounds, planning meetings and case conferences.
- To work collaboratively with other medical, nursing and therapy colleagues to request appropriate diagnostic tests and procedures to inform the dietetic management.
- To make clinical decisions and recommendations to medical staff regarding methods of nutritional support for patients requiring clinically assisted nutrition and hydration, assessing the risks involved in enteral and parenteral nutrition and advising on any necessary changes in prescriptions.
- To prescribe appropriate evidence-based dietary regimens for patients and to manage, monitor and re-evaluate the treatment plan.
- To guide prescribing of nutritional supplements, vitamin and mineral supplements and ensure appropriate use of feeds and ancillary products in hospital and on discharge.
- To be responsible for the discharge planning of those patients requiring nutrition support in the community.
- As practice development lead to work with dietetic manager to develop an education and preceptorship programme to support staff to in the early stages of their career.
- To be responsible for leading the development of the clinical placement learning environments for pre-registration dietetic students, in accordance with professional body and university mandatory requirements.
- To be responsible for developing inter-professional clinical placement learning opportunities in order to support the University's pre-registration nursing programmes and Allied health care programmes.
- To provide a high-quality clinical learning environment and support for all Band 5 staff working within the dietetic service.

- To provide a comprehensive induction, training and support plan to enable Band 5 dietetic staff and overseas recruits to successfully complete their probation within the Trust.
- To support dietetic apprentices
- To ensure structures are in place to provide pastoral support to students who are experiencing professional / personal issues within practice setting.

Communication and relationship –

- To communicate with GPs and community dietitians, nursing staff, AHP's and other healthcare professionals as appropriate on a patient's dietary prescription.
- To involve patients, carers and other service users in the evaluation and future development of the service.
- Demonstrate empathy as well as an understanding of factors which may affect a patients' compliance with treatment e.g. cultural, social, psychological.
- Use a variety of communication skills with patients e.g. motivation, counselling and negotiation skills and effectively manage communication barriers e.g. poor understanding of English, impaired speech, illiteracy, loss of hearing, poor vision.
- To support with and/or conduct Mental Capacity Assessments surrounding clinically relevant decisions such as longer-term nutritional decisions, liaising with other members of the MDT, if appropriate.
- To advise and liaise with the catering staff regarding the special dietary requirements of patients within the hospital.
- To ensure that patients receive required follow up services through appropriate referrals to community teams, tertiary centres etc.
- Maintain patient records in accordance with professional standards and service procedures.
- To identify and report any incidents or risks using the appropriate processes.
To contribute to any plans for management of incidents or mitigation of risks as required

- To liaise with universities with regard to dietic students and apprentices.
- Act as a professional resource for Practice Educators and Supervisors, to advise on and facilitate the development of creative solutions to ensure staff and students are supervised within professional regulatory body requirements.

Planning and organisational –

- To achieve the effective daily management of own caseload including responding to urgent referrals, prioritising clinical work and balancing other patient related and professional activities in accordance with departmental standards.
- To plan, implement and adjust an effective therapeutic dietary programme for a wide range of conditions, liaising with colleagues in tertiary centres when appropriate.
- To attend board rounds, ward rounds, case conferences, best interests' meetings and other MDT meetings as needed, promoting an understanding of the role of diet and nutrition in achieving the best outcome for each patient.
- To ensure regular maintenance of equipment used for patients, to maintain accuracy and safety. To check shelf life of all oral/enteral products given to patients.
- To communicate with external company representatives to review and evaluate special dietary products and advise Pharmacy on the suitability for hospital use.
- To initiate, facilitate and coordinate the setting up of home enteral feeds as appropriate in the outpatient setting.
- To use a variety of computer software packages to produce dietary regimens, reports, to analyse dietary information and to produce information for patients and other health care professionals.
- To provide nutritional resources for patients and carers, including various special diet sheets and other relevant literature.
- To be the source of expert advice to patients, carers and professionals based in acute and community health care and associated adult support groups.
- Undertake training of healthcare professionals including talks and lectures.
- To attend and actively contribute to the Trust, Therapy and Dietetic clinical governance sessions.

- To provide clinical training and supervision for nutrition and dietetics students and apprentices to examination or final year standard.
- To comply with service and Trust protocols with regard to caseload management, record keeping and administration procedures.
- To accurately and regularly record patient activity data using the relevant Trust system as required by the department, Trust and outside agencies.
- To collect and assimilate data on the clinical outcomes of inpatients and outpatients managed in the dietetic service.
- To be flexible to the demands of the service and the working environment responding appropriately to unpredictable work patterns, deadlines and frequent interruption.
- To advise line manager on issues or risks of service delivery including service pressures, incidents, personnel, material and accommodation resources.

Responsibility for policy/service development –

- Will adhere to all trust and departmental policies and procedures in relation to data quality.
- Where managing staff, will ensure team's adherence to policy and monitor compliance
- To work with the nutrition and dietetic manager and members of the MDT to develop and implement patient-centred nutritional management pathways.
- To work with the Nutrition and Dietetic Manager to identify and lead on service development initiatives within own clinical area and to contribute to the development of the MTW nutrition and dietetic service.

Management responsibility –

- Effectively manage own clinical caseload balancing clinical work, non-clinical work, administration tasks and professional activities daily.
- Manage the clinical supervision programme for any junior members of the dietetic team as required.
- Manage the appraisal process for any junior members of the dietetic team as required.
- Lead on the development of a preceptorship and education programme to support dietetic students and staff.

Physical effort –

- Light physical effort for short periods of time e.g. walking, carrying diet sheets, samples of nutrition supplements and feed equipment to wards/outpatients.
- To be able to travel between Maidstone and Tunbridge Wells Hospitals and locations where stroke rehabilitation occurs for the Trust in a timely manner.
- Undertaking of anthropometric measurements including weight, height, mid arm circumference and hand grip strength.

Mental and emotional effort –

- To be flexible to the demands of the environment including unpredictable and frequent interruptions.
- Concentration and attention to detail will be required due to undertaking in-depth consultations with patients who may have multiple medical and emotional problems.
- Work with frequent interruptions.
- Manage potentially stressful, emotional situations e.g. working with the terminally ill or a patient informed of a new cancer diagnosis.
- To be able to reduce/overcome barriers to change and lack of compliance utilising behaviour change model.
- To be able to deal with verbal aggression and situations where conflict may arise.
- To be able and willing to work at the Tunbridge Wells Hospital, Maidstone Hospital or other locations where the Trust provides patient care as dictated by service need and demand.
- To be able and willing to work contracted hours in a flexible working pattern

Responsibility for R&D –

- To critically appraise and implement research in practice where appropriate. Identify, apply and disseminate research findings with regard to clinical and educational practice.
- To undertake audit projects as required to monitor clinical effectiveness and adherence to local and national guidelines. To complete audits within stipulated time frames.

- Actively engage in the department's in-service training programme presenting case studies, participating in journal clubs and presenting at the Therapy and Dietetic clinical governance events.
- To participate in departmental audits and initiate audit within own clinical area to monitor and evaluate whether local / national standards are being met and make recommendations for change.
- Contribute to publications in professional journals and presentations of papers and abstracts at conferences.
- To engage in research trials at MTW as appropriate and as needed

General - add any additional responsibilities not covered above.

Job description agreement:

Signature of post holder: _____ Date: _____

Name: _____

Signature of manager: _____ Date: _____

Name: _____

Statement:

1. This job description is a broad reflection of the current duties. It is not necessarily exhaustive and changes will be made at the discretion of the manager in conjunction with the post holder.
2. Time scales for achievement and standards of performance relating to the duties and responsibilities identified in this job description will be agreed via the annual appraisal process with the post holder.
3. As an employee of Maidstone and Tunbridge Wells NHS Trust, the post holder will have access to confidential information. Under no circumstances should this be disclosed to an unauthorised person within or outside the Trust. The post holder must ensure compliance with the requirements of the Data Protection Act.
4. As an employee of the Trust, the post holder will be required to adhere to all Trust policies including Equal Opportunities where all employees are expected to accept individual responsibility for the practical implications of these policies.
5. The post holder is required to take reasonable care for the health and safety of themselves and others that may be affected by what they do while at work.
6. This post may require the post holder to travel across the Trust sites in the course of fulfilment of their duties.
7. The Maidstone and Tunbridge Wells NHS Trust has a no smoking policy
8. Clinical Governance: You will be expected to take part in the processes for monitoring and improving the quality of care provided to patients. This includes risk management and clinical audit. If you engage in clinical research you must follow Trust protocols and ensure that the research has had ethical approval. You will be expected to ensure that patients receive the information they need and are treated with dignity and respect for their privacy.
9. All staff should be aware of their responsibilities and role in relation to the Trust's Major Incident Plan.
10. **INFECTION CONTROL AND HAND HYGIENE** - All Trust employees are required to be familiar with, and comply with, Trust policies for infection control and hand hygiene in order to reduce the spread of healthcare-associated infections. For clinical staff with direct patient contact, this will include compliance with Trust clinical procedures and protocols, including uniform and dress code, the use of personal protective equipment policy, safe procedures for using aseptic techniques, and safe disposal of sharps. All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.
11. All staff are required to fully participate in learning and development opportunities and ensure they remain compliant with statutory and mandatory training requirements throughout their employment with the Trust
12. All staff are required to fully comply with the NHS Code of Conduct.

13. **SAFEGUARDING CHILDREN** - Everyone employed by the Trust regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the child protection procedures and the Trust's supplementary child protection guidance which is accessed electronically on the Trust's Intranet site. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend child protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's child protection training guidance.
14. **SAFEGUARDING ADULTS** - Everyone employed by the Trust regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's vulnerable adult protection training guidance.
15. All staff are required to provide the highest levels of service in their work and to adopt the highest standards of behaviour as stated and implied in the Trust Values of PRIDE.

Maidstone and Tunbridge Wells NHS Trust

**Team Lead Stroke Dietitian and Dietetic Practice Development Lead
Person Specification**

AREA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • BSc.(Hons) or Postgraduate Diploma in Dietetics or equivalent qualification • Current state registration with the Health and Care Professions Council (HCPC) 	<ul style="list-style-type: none"> • Member of the British Dietetic Association (BDA) • Post graduate level qualification in relevant clinical area of dietetics • Active member of a relevant BDA Specialist Group and / or BAPEN • Recognised leadership or clinical supervisory skills qualification / training
Experience/ Knowledge	<ul style="list-style-type: none"> • Dietetic experience post qualification. • Experience of managing patients with nutritional support requirements including enteral nutrition in an acute setting. • Experience of managing enteral feed discharges. • Experience working with groups of patients. • Experience of supervising dietetic student and apprentice placements. • Experience of participating in service development initiatives. • Knowledge and experience of participating in clinical audit. • Experience of using clinical outcome measures. • Experience of working as part of a multi-disciplinary team. • Experience of supervising, mentoring and appraising junior colleagues. 	<ul style="list-style-type: none"> • Evidence of recent CPD in stroke care. • Experience of teaching and training dietetic colleagues, other members of the MDT and external agencies. • Knowledge of relevant national policies relating to stroke care

Skills	<ul style="list-style-type: none"> • Oral and written communication skills with people from a wide variety of backgrounds and excellent interpersonal skills, including observation, listening and empathy skills. • Excellent negotiation and problem-solving skills. • Demonstrates analytical and reflection skills, and commitment to engage in CPD and the appraisal process. • Proven ability to function as part of a team. • Ability to work independently and be self-motivated. • Highly-developed concentration skills and ability to prioritise especially when under pressure. • Evidence of a high standard of record keeping. • Excellent presentation skills, both written and verbal • Competent and accurate IT skills with ability to use Microsoft word, PowerPoint, data collection tools, and willingness to develop these. • Excellent time management and organisational skills. • Able to prioritise and manage own workload to achieve deadlines. • Competent to use specialist equipment for anthropometric assessment. 	<ul style="list-style-type: none"> • Counselling skills or post graduate training in behaviour change techniques. • Experience of dietary analysis packages • Experience in leadership, mentoring and supervision with peer and junior colleagues.
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Attributes	<ul style="list-style-type: none"> • Uses own initiative and is self-motivated. • Ability to adapt to constantly changing working patterns and demands. • Recognises own limits of competence and seeks and uses supervision appropriately. • Smart and professional appearance. • Resilient, flexible, adaptable and reliable. • Ability to make decisions and deal with conflict. • Open to change. • Role model for less experienced colleagues. • Awareness of the emotional challenges of working with stroke patients 	
Additional requirements	<ul style="list-style-type: none"> • To be able and willing to work at sites where Maidstone and Tunbridge Wells NHS Trust provides service. • To be able and willing to work contracted hours in a flexible working pattern. 	

Date written