

# RECRUITMENT INFORMATION PACK

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Senior Specialist Paediatric Dietitian



## Job particulars

<b>Job Title</b>	Senior Specialist Paediatric Dietitian
<b>Pay Band</b>	Band 7- 0.8 WTE
<b>Location</b>	Royal London Hospital
<b>Reports to</b>	Head of Paediatric Dietetics
<b>Responsible to</b>	Head of Acute Children's Therapy

## Job purpose

To work within the multidisciplinary team, to provide highly specialized dietetic advice to children and young people with respiratory disorders;

To undertake inpatient work and outpatient clinics in these areas;

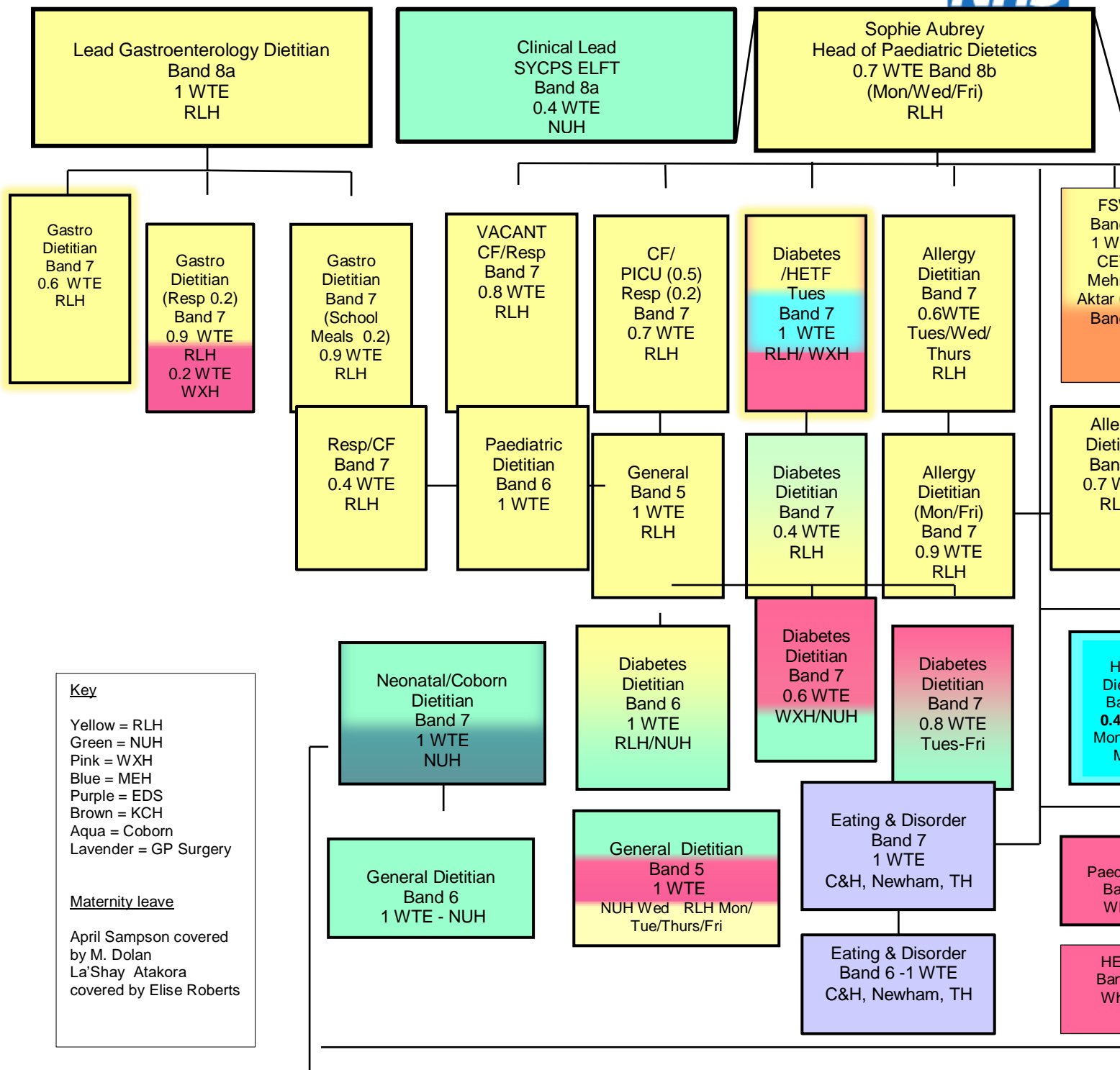
The post holder would undertake research and audit on a regular basis to ensure that practice is evidence based.

## Key working relationships

Internal	External
Respiratory and PCCU Teams	Patients
Clinicians	Relatives
Psychologists	Carers
Schedulers	GPs
Consultants	Patient Services
Social Services	Schools
Inpatient Admissions	Community Teams
Patient Validation Teams	Outreach centres
Specialist nurses	
Acute Children's Therapy	
Community Teams	

## Structure chart





## Main duties, responsibilities, and results areas

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Effective working in this role will mean that:

- To work independently in the multi-disciplinary team (MDT) to ensure effective and safe practice
- Workload will be managed and prioritised effectively in relevant setting. Managers and team will be updated with any service developments and subsequent requirements as well as emerging research and evidence in the specialist field
- Any appropriate Multi-disciplinary Team (MDT) meetings are attended and to act as an advocate for the patients' nutrition ensuring that the MDT is made aware/understand its significance
- Targets set by the line manager will be achieved
- Training of health care professionals will be undertaken where appropriate and where the need is highlighted to do so to improve practice
- Responsibility for mentoring and supervision of other staff;
- Working to a senior specialist level in dietetics for PCCU, Cystic Fibrosis and other respiratory disease ;

### 1. Main duties, responsibilities and results areas

#### Professional/Clinical responsibilities

1. To work as a member of the Respiratory and Cystic Fibrosis Team, developing projects in line with the Team Quality Improvement Plan and relevant strategic plans and taking responsibility for ensuring service requirements for chosen specialty are met.
2. Will work closely with the Respiratory and Cystic Fibrosis Teams, Outreach services and Community colleagues in the provision of a Dietetic Service to patients and will liaise with appropriate services.



3. Will keep up-to-date records of all patients seen and return monthly collated statistics to fulfill the Department's information requirements.
4. To attend team meetings and continued professional development meetings as agreed by Team manager.
5. To be responsible for providing a highly specialized advice to clients within a particular specialty including nutritional assessment, dietary counseling, motivational interviewing, negotiating targets, developing care plans and communicating these with relevant health and other care agencies.
6. To provide nutrition counseling, using advocacy services when appropriate, to communicate with the diverse multicultural population where there are barriers to communication.
7. 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 specialty.
8. To maintain an up-to-date knowledge of research findings and new practices within nutrition and dietetics, and with particular reference to specialty, and apply this knowledge to improve practice.
9. To assist in the development of nutritional education materials in collaboration with other dietitians, which must be evidence-based taking into consideration barriers to communication e.g. translating evidence-based complex nutritional guidelines into simple messages for the general public; addressing barriers to understanding, particularly with respect to social, cultural, religious, language and economic factors affecting health.
10. To initiate and undertake research and audit within the department and specialty service, and disseminate results e.g. by presenting findings at regional & national meetings and writing formal reports to fulfill Trust Clinical Governance requirements.
10. To be responsible for planning and organizing continuing care for patients in the community. This may include arranging complex packages of care e.g. home enteral or parenteral feeding, which includes liaising with community nursing/medical teams, patients and carers, as well as companies and manufacturers.
11. To be responsible for implementing and proposing changes to policies in area of Specialty, some of which may have an impact Trust-wide e.g. Policy on Nutrition Support for Adults, Infant Feeding Policy.
12. To engage in nutritional health promotion which includes needs assessment, planning, delivery and evaluation of work/ projects.



13. To act as a source of expertise and specialist advice for others eg Hospital Dietitians, GPs, Specialist Nurses, Health Visitors, teachers and other Allied Health Professionals, as well as other interested bodies e.g. the media.
14. To liaise with statutory and voluntary agencies working in partnership, to ensure the needs of clients or target groups are met.
15. To lead and/or contribute to Departmental, Trust and national (where appropriate) initiatives in area of specialty e.g. Essence of Care Food and Nutrition benchmark, NICE guidelines, National Service Frameworks (NSF), BDA Specialist Group guidelines and professional consensus statements.

### **Organisational responsibilities**

- Will participate fully in the departments Individual Performance Development system through portfolio-based assessment, in line with national legislation and may appraise others.
- Will be involved with clinical supervision within a team and also provide support to team members, dietetic students and clinical support staff. This includes clinical guidance, assisting with project work and direct supervision where necessary
- Have complete responsibility for the organisation and planning and prioritisation of own diary and workload to meet service and patient priorities, being flexible enough to be able to cover absences planned and unplanned of colleagues, so effective patient management is maintained
- To effectively manage own time in such a way that all activities, projects and duties are done in a timely and efficient manner.
- Must possess good IT skills, particularly in Word and Excel and is expected to develop IT skills.
- Consider opportunities for patient user involvement and liaise with manager and the Clinical governance unit to ensure this is done appropriately.
- Will keep up-to-date records of all patients seen and return monthly collated statistics. The post holder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.
- Must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance



with the Data Protection Act 1998, the Caldicott principles and the common law duty of confidentiality.

- To be effective in administration and clerical tasks such as booking patient appointments, photocopying, answering phones and message taking, organising interpreters, filing and recalling patient notes, and any other routine administrative tasks that need doing on a daily basis.
- Support organization of placements and induction for work experience students.
- Be part of the induction programme for new staff and be able to effectively introduce new staff to the specialist area in which you are working.
- The post holder is required to familiarise him/herself with and comply with the Trust's policies and procedures.
- The post holder must at all times respect patient confidentiality and in particular the confidentiality of electronically stored personal data in line with the requirements of the Data Protection Act (1998.)
- The post holder must be aware of individual responsibilities under the Health & Safety at Work Act and identify and report as necessary any untoward accident, incident or potentially hazardous environment.
- To initiate and undertake routine and complex risk assessments, both of environmental and individual case management.
- Identifies how to manage risks and help others manage risks. Completes comprehensive induction procedures for new staff with reference to health and safety legislation, departmental safe operating procedures, health and safety policies, incident reporting, fire procedures and major incident, procedures.
- To be aware and adhere to health and safety legislation in all aspects of your own and teams work. To implement strategies to manage and minimise risks, including the management and safe use of medical devices.
- Monitors work areas and practices and ensures that they are safe and free from hazards, conform to health safety and security legislation, policies, procedures and guidelines.

### **Management and Leadership**

- Will work closely with the PCCU and Respiratory teams, Clinical, Nursing and Dietetic colleagues in the provision of a Dietetic Service to patients and will liaise with appropriate services.
- Will work as a member of the Paediatric Dietetic Team and assist in the daily running of the department, and its organisation.
- May be delegated some management tasks.
- Work to the value base and principles that underpin Dietetic practice and the shared governance of the Trust. The post holder will convey this within their area of practice.
- To deal with initial complaints sensitively, avoiding escalation where possible
- To build links with Dietitians and other healthcare professionals working outside the trust
- Supports all members of the Dietetic Team and other children's therapy staff.
- Demonstrates knowledge, understanding and application of their personal leadership skills.
- Leads others in the development of knowledge, ideas and work practice.



- Co-ordinates the activities of the clinical area when required.
- To support the management and development of the Paediatric Dietetic Services through quality assurance strategies, clinical information reporting, and related trust wide clinical governance activities.

### **Financial responsibilities**

- To adhere to internal policies and practice regarding leave (e.g. annual, study) to ensure an appropriate level of staff cover is maintained across the service.
- Is aware of financial considerations within the environment and makes judgements to maximise cost effectiveness and cost efficiency in liaison with clinical leads.

### **Communication & Information management**

- Must be registered with, and work at all times within the professional codes of practice stipulated by the Health Professions Council
- Participates and leads in research, audit and quality initiatives, (e.g. documentation audits, patient satisfaction, completion of outcome measures).
- Participates in the development of evidence based practice.
- Demonstrates an awareness of the Trust's programme of audit and participates as appropriate in the quality audit cycle.
- Uses and maintains resources efficiently and effectively and encourages others to do so.
- Evaluates the quality of own and others work and raises quality issues and related risks with the relevant people.
- Supports the introduction and maintenance of quality systems and processes in own work area.
- Ensures documentation is accurate and up to date and monitors and promotes high standards of documentation within the team.

### **Education & Professional Development**

- Is expected to take responsibility for self-development on a continuous basis, undertaking on-the-job and other training and study days as required.
- Will participate fully in the departments Individual Performance Development system through portfolio-based assessment, in line with national legislation.
- Will be involved with clinical supervision within a team and also provide support to team members, dietetic students and clinical support staff. This includes clinical guidance, assisting with project work and direct supervision where necessary
- Able to analyse and interpret clinical and non-clinical indicators and information using advanced clinical reasoning to form accurate diagnosis and prognosis in a wide-range of clinical conditions. This includes the ability to clearly inform the patient and/or family/carer of the assessment outcomes supported by senior colleagues



- To formulate, plan, deliver and adjust a client-centred assessment by the use of effective and efficient clinical reasoning, supported by evidence-based practice.
- Provide timely information, advice and education to clients, relatives/carers and teachers, regarding treatment intervention.
- To formulate collaborative treatment plans with patients/clients, carers and colleagues, with demonstration of expert clinical reasoning to determine agreed objectives across both health and social care.
- Monitor the responses of patients/clients during assessment and treatment and adapt techniques, and review goals/objectives as indicated.
- To be involved with formal teaching sessions to staff within Directorate/Trust and at University as required.
- To act as a teaching and educational resource through the training, teaching and mentoring of individual staff or staff groups and agencies regarding Dietetic role or other more specialist areas.
- To use appropriate strategies and mechanisms to evaluate the quality and effectiveness of the education and training provided.
- Evaluates effectiveness of learning activities.
- Demonstrates awareness of individuals learning needs and styles and how to develop education and training to meet these needs.
- To educate, train and supervise Dietetic and multi-professional students to a graduate level, through the provision of placements, lectures, tutorials and workshops. Work with universities to ensure the standard of clinical placement and teaching meets qualification requirements and standards.

### **Risk & Governance Management**

- To report any incident in a timely manner, completing all relevant paperwork.
- To be aware of health and safety and infection control issues in relation to patient care.
- To report any equipment faults in a timely manner and chase the outcome of this as required.
- To be aware of all health and safety laws, resuscitation protocols, manual handling techniques and safeguarding children protocols by adhering with mandatory training.



- To comply with organizational, departmental and professional policies, procedures and guidelines.
- To be aware of and respect the right to patient choice and dignity and promote the Trust's equal opportunities policy.

### **Service Development & Research**

- Maintain and develop current specialist knowledge of evidenced based practice.
- Be actively involved in professional clinical groups, such as Eating Disorders specialist groups, Peer Review Groups and other professional development activities.

### **General**

- To attend all Mandatory training and keep up to date.
- To ensure a safe and healthy environment for all staff and service users.
- To adhere to all Trust policies and guidelines at all times, including procedures on infection prevention and control in order to minimise patient risk and ensure high quality patient care.
- Adheres to Trust Information Security Policy at all times, in particular ensuring that there are no breaches of confidentiality.
- To carry out other duties commensurate with the grade as directed.
- The post holder must at all times carry out duties and responsibilities with regard to the Trust's Equal Opportunity policy.
- Identifies and takes action when own or others' behaviour undermines equality and diversity.
- Take account of own behaviour and its effect on others.

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

**The post holder will be required to work across the Trust and attend outreach clinics at other hospitals as required.**



## Working conditions

Criteria	Description
<b>Physical Skills and Effort</b>	<ul style="list-style-type: none"> <li>To be responsible for any equipment used in the course of treatment and assessment of patients, so that it is safe to use by self, other staff and/or patients/carers.</li> <li>The post holder is occasionally exposed to episodes of light exertion, for example, whilst transporting food supplies and equipment.</li> <li>The post holder may be required to travel between Boroughs, sites and other settings on a daily basis.</li> <li>Advanced communication skills.</li> <li>Advanced keyboard skills</li> <li>Carry out assessments and treatments of a variety of conditions with mild physical effort throughout the day.</li> <li>To comply with the Trust manual handling policy and local therapeutic handling guidance at all times, including using hoists, positioning and transferring patients and using manual techniques for a wide variety of conditions.</li> <li>The post holder will be required to lift, push, pull objects, using trolleys</li> <li>To use manual handling techniques effectively in the lifting and handling of patients and awkward loads such as walking aids and hoists.</li> </ul>
<b>Emotional Effort</b>	<ul style="list-style-type: none"> <li>The post holder will be exposed, more than once a month, to circumstances that are distressing or emotional.</li> <li>The post holder has to be able to work successfully under pressure of time and resources.</li> <li>They will have to deal with staff and patients and their families who are angry/upset/tearful</li> <li>To deal sensitively with patients who have high levels of anxiety, fear and aggression. These patients may use verbal or physical aggression and subject therapists to varying levels of physical or verbal abuse.</li> <li>To maintain a calm and professional manner when dealing with service users who may behave inappropriately, be aggressive or emotionally disturbed and whilst being subject to multiple often conflicting demands</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>To occasionally be exposed to bodily fluids, such as urine, faeces, vomit and sputum, and to be exposed to noxious smells.</li> <li>To be alone with patients in the working environment and to comply with the lone worker policy to minimise risks to personal safety.</li> </ul>



	<ul style="list-style-type: none"> <li>To work in environments such as outpatient settings, cafes , patients' homes and hospital wards as necessary</li> <li>Work alone in environment, assessing and managing risk.</li> </ul>
<b>Mental Effort</b>	<ul style="list-style-type: none"> <li>To use a high level of mental effort frequently during the day when using clinical reasoning, analytical skills, teaching peers and students, using high level technical equipment such as Intensive care equipment, and whilst using IT.</li> <li>There is frequent requirement for concentration where the work pattern is unpredictable i.e. answering bleeps, changing from one task to another.</li> <li>To be able to cope with frequent interruptions during clinical and non-clinical work, while demonstrating the ability to multi-task on a frequent basis.</li> <li>Concentration required for analysing data, writing reports, attending hearings etc.</li> <li>To help other members of the MDT in their duties as appropriate to the care of patients under Occupational Therapy treatment, this may include helping to change beds, incontinence pads and wash patients as necessary</li> </ul>

## Code of Conduct for NHS Managers

As an NHS Manager, you are expected to follow the Code of Conduct for NHS Managers (October 2002). [www.nhsemployers.org/](http://www.nhsemployers.org/). This supports us to develop a sustainable workforce and bring the very best out in people.

## Safeguarding adults and children

Employees must be aware of their responsibility to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to an appropriate person i.e. line manager, safeguarding children's lead, matron, ward sister/change nurse, site manager or consultant (October 2002). [www.nmc-uk.org/](http://www.nmc-uk.org/)

## Person specification

Domain	Essential Criteria	Desirable Criteria
<b>Qualifications and knowledge</b>	<ul style="list-style-type: none"> <li>BSc Nutrition &amp; Dietetics or relevant postgraduate qualification.</li> <li>Paediatric Dietetics Training</li> <li>HCPC registered</li> </ul>	<ul style="list-style-type: none"> <li>Member of relevant special clinical interest group Supervision training.</li> <li>Qualification in Paediatrics or Cystic Fibrosis/Respiratory or evidence of significant experience in these areas.</li> </ul>



	<ul style="list-style-type: none"> <li>In-depth knowledge in nutrition support and paediatrics.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Significant experience working in Nutrition and Dietetics and experience within acute paediatrics.</li> <li>Understanding of team dynamics and experience of working within a team.</li> <li>Experience of working with respiratory/CF patients</li> <li>Experience of delivering undergraduate student supervision and clinical education to graduate standard in area of speciality.</li> <li>Experience of Supervision of junior members of clinical staff.</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to work effectively single handedly with individuals and groups.</li> <li>Ability to demonstrate behaviour change facilitation/ motivational interviewing.</li> <li>Ability to problem solve, analyse complex clinical problems and create practical solutions to provide best clinical care.</li> <li>Leadership skills.</li> <li>Accurate anthropometric measurements and skills eg weights, heights, skinfold calipers to assess patients nutritional status and devise clinical plan.</li> <li>Ability to provide highly specialised advice concerning the care of patients.</li> <li>Proven Audit skills</li> <li>To have effective presentation skills.</li> </ul>	<ul style="list-style-type: none"> <li>To have participated in research.</li> </ul>



	<ul style="list-style-type: none"> <li>• Regularly undertakes R&amp;D activity eg. Critical Appraisal.</li> <li>• Ability to take own initiative and to be the lead for clinical speciality.</li> </ul>	
<b>Personal and people development</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate enthusiasm towards teaching and sharing knowledge.</li> <li>• Understanding of own Knowledge and Skills and ability to identify learning needs and interests.</li> <li>• Ability to self-reflect, carry out tasks of own job and identify what s/he needs to learn to able to do current job better.</li> <li>• Ability to take an active role in agreed learning activities and keeps a record of them.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates a greater understanding of learning needs and evidence of facilitations skills.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• The ability to communicate with patients in an empathetic manner regarding their treatment and procedures.</li> <li>• Can demonstrate an enthusiastic, approachable and friendly manner.</li> <li>• Ability to communicate life threatening/complex medical conditions in a sensitive and easily understandable language.</li> <li>• Excellent oral and written communication skills with people e.g via advocacy/interpreters.</li> </ul>	
<b>Specific requirements</b>	<ul style="list-style-type: none"> <li>• Confident.</li> <li>• Self-motivated.</li> <li>• Flexible, adaptable and creative.</li> <li>• Able to set priorities and meet deadlines in spite of repeated interruptions.</li> <li>• Able to reflect and appraise own performance.</li> </ul>	



	<ul style="list-style-type: none"><li>• Able to deal with distressed client's relatives and staff.</li><li>• Able to maintain effective working relationships with relevant colleagues.</li><li>• Able to organise complex information.</li></ul>	
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