



## **ADULT COMMUNITY DIETITIAN BAND 5)**

### **JOB DESCRIPTION**

#### **JOB DETAILS**

Directorate	Health and Wellbeing
Service	Adult Community Dietetics, Bromley
Post Title	Adult Community Dietitian
Staff Group	AHPs (Dietitians)
Band	5
Reports to	Specialist Adult Community Dietitian – Band 6
Accountable to	Service Lead for Adult Community Dietetics
Overall Headcount Responsibility	N/A
Budget Responsibility (£)	N/A

#### **KEY RELATIONSHIPS**

##### **Internal:**

- Dietetic Colleagues/ Team Leads
- Healthcare Professionals
- Data Analysts
- Quality Team
- Dietetic Students

##### **External:**

- Patients / Carers
- Hospital Dietitians and other Community Dietetic Teams
- Healthcare Professionals
- Bromley CCG
- Hospital Consultants, GPs and Primary Care Team
- Bromley Medicines Management Team (Bromley Clinical Commissioning Group)
- Nursing/Care Homes in Bromley
- Specialist Groups
- Nutrition Companies
- Students (Non Dietetic)



## JOB SUMMARY

Dietitians are professionally and legally accountable for all aspects of their professional and clinical work. They work as independent practitioners, reaching independent clinical judgements and making onward referrals to other health professionals where necessary.

The Community Dietetic Service is responsible for providing highly specialist dietetic advice and support to a complex caseload of patients and their carer's in a range of settings including clinics, learning disabilities residences, nursing homes and in their own home.

Each Dietitian is responsible for their own clinical caseload and maintains a breadth of expertise to routinely cover the workloads of other members of the team.

As part of the Community Dietetic Service, each Dietitian contributes to service development, evidence-based policy, guidelines and procedure development in specialist areas; education of other health professionals and undertakes audit and research projects.

Each member of the Community Dietetic Service works closely with other health professionals and professionals from other agencies in the borough in assessing, treating and protecting vulnerable adults in their care.

The Band 5 Community Dietitian works with the Adult team, undertaking clinical work appropriate to their grade and with regular supervision provided by senior Dietitians.

## MAIN DUTIES AND RESPONSIBILITIES

The Adult Community Dietitian will support the Adult Community Team for Bromley in providing a co-ordinated Nutrition and Dietetic service. The service supports patients predominantly for home enteral feeding as well as for the management of other issues relating to nutrition and diet such as malnutrition, irritable bowel syndrome, raised lipids, Coeliac disease, Inflammatory bowel disease, allergies, and nutritional deficiencies. This includes support, assessment, and on-going reviews.

- To manage a clinical caseload within the Adult Community Dietetic Service.
- To demonstrate 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 GPs and other healthcare professionals.
- To work as an independent practitioner and be responsible for managing and prioritising a varied patient caseload in a variety of settings including clinics, patient's homes and care homes located across the borough (including mental health and learning disabilities care homes).
- To communicate nutritional information to patients, their families and carers in one to one or in groups. To adapt the presentation of this information to be appropriate for a wide range of learning ability.
- To compassionately deliver sensitive, unwelcome, and difficult to accept information e.g. commencing tube feeding, use of alternative therapies, long term implications of condition with clinical supervision from a senior Dietitian.
- To use motivational and psychological interviewing techniques for negotiation of a treatment plan with adults and carers, to attain sustained dietary and lifestyle changes.
- To adapt the communication of nutritional information to be appropriate for a wide range of learning ability.
- To plan, deliver and review treatment programmes through effective communication and liaison with a wide range of other health professionals within Bromley Healthcare and in other Trusts (to ensure continuity of care, and/ or joint management), and professionals from other agencies, contributing to a multidisciplinary approach to care.
- Providing information for and participating in case conferences with clinical supervision as appropriate.

- Making recommendations to medical practitioners regarding the prescription, timing and adjustment of medications that assist in the nutritional management of patients, e.g. insulin regime, anti-epileptic medication.

- ❑ With support from senior Dietitians making recommendations to medical practitioners regarding the need for invasive and surgical procedures (e.g. nasogastric or gastrostomy feeding tube placements).
- ❑ Advising meal service providers in nursing homes and learning disability residences on the safe and nutritious provision of food and drink for individual patients on medically restrictive diets.
- ❑ To advise on the safe and appropriate use of different products available over the counter e.g. vitamins, minerals, specialist dietary products.
- ❑ To advise on the prescribing of nutritional supplements listed as ACBS (Advisory Committee on Borderline Substances), vitamins and minerals.
- ❑ To work in partnership with Bromley Medicines Management Team to support local policy on appropriate prescribing.
- ❑ To make recommendations to medical practitioners regarding the need for diagnostic tests i.e. blood tests.
- ❑ To communicate sensitively and effectively with patients/residents, including those without capacity, and care staff to ensure the nutritional goals are met.
- ❑ To provide clinical advice and support to dietetic assistant practitioners and contribute to the identification of any future training/development needs.
- ❑ To be flexible and cover part of the workload of other dietitians during leave of absence if required.
- ❑ To utilize developed communication and teaching skills to initiate, develop, deliver and evaluate group education, training and support for patients, families and carers in groups of various sizes. This includes a wide range of nutrition and dietetic issues including new guidelines and nutritional information.
- ❑ To ensure that all assessments, communication techniques and advice and treatments are appropriate to the patient's level of knowledge, including social, cultural and religion needs.
- ❑ To initiate, develop, monitor and evaluate evidence-based, written information and resources to support nutritional interventions and teaching.
- ❑ To provide a broad range of nutrition and dietetic advice for a wide range of medical conditions to adults and their carers to meet varying needs. Advice on treatments may need to be given where there is no national or professional consensus to assessment and treatment.
- ❑ To undertake comprehensive dietetic patient assessments, including patients who have barriers to communication, using a range of methods, including interview skills, interpretation of blood biochemistry, calculation of nutrition requirements and anthropometrical measurements.



- ❑ To make independent clinical judgements and diagnoses (such as lipid modification, nutrient deficiencies) based on these assessments, in settings where access to other health professionals for professional support is not immediately available.
- ❑ To evaluate outcomes of dietetic interventions through the monitoring and review of nutritional care plans, and adjusting care plans to facilitate achievement of goals.

- To work with colleagues within Bromley Healthcare and Social Services to safeguard and protect vulnerable adults. To have a full knowledge and understanding of and work within the procedures for safeguarding and protection of Vulnerable Adults.
- To be professionally and legally responsible, and accountable, for all aspects of your own work, including the management of patients/residents in your care.
- To ensure a high standard of clinical care for patients/residents under your management.
- Freedom to act interpreting the Health and Care Professions Council Code of Conduct and working to all agreed standards, policies and procedures within the Dietetic Department and Bromley Healthcare.

### **EDUCATION & TRAINING**

- To participate in training, supervision and assessment of undergraduate and postgraduate student Dietitians as part of continuing programme for student dietetic training.
- To respond promptly to any new published research, government initiatives and directives relating to clinical area, identifying any required changes in practice and communicating at appropriate levels to other professionals and patients.
- To utilize developed communication and teaching skills to develop, deliver and evaluate group education, training and support for health professionals and professionals from other agencies in both formal and informal settings on a wide range of nutrition and dietetic issues including new guidelines and nutritional information.
- To deliver education and clinical updating to care home staff, medical, nursing and support staff (this includes dietetic staff & students), in an area of speciality e.g. "Food First"
- To support the implementation of the "MUST" nutrition screening tool and the appropriate use of ACBS products.

### **RESEARCH AND AUDIT**

- To participate in audit and data collection in the Adult Community Dietetics audit programmes.
- To implement changes to practice that result from the findings of research or audit projects.
- To communicate results of audits and research as presentations and written reports to the Community Dietetic Service.

### **MANAGEMENT**

- To contribute to the development, implementation, monitoring and evaluation of evidence based policies, guidelines and procedures on matters relating to nutrition and dietetics which affect own practice and impact on the practice of other health care

professionals and patients. To participate in the implementation including with other agencies, e.g. nursing homes.

- To be responsible for the day to day supervision of designated band 4 Dietetic Assistant Practitioner.
- To ensure supplies of Dietetic Service resources i.e. feeding equipment, patient information material, are maintained.

#### **PROFESSIONAL**





- To maintain professional status and competence as a clinical specialist and work within professional codes of conduct and standards in line with requirements of the Health and Care Professionals Council.
- To accurately record all assessments and interventions, maintain appropriate documentation, data collection and entry in accordance with Bromley Healthcare's and Dietetic Service Policies and Procedures and Health and Care Professions Council guidance.
- To ensure any equipment used is safe for clients and complies with health and safety procedures and Medical Devices Agency directives, and to be responsible for ensuring patients and carers are trained in its safe use.
- To participate in Bromley Healthcare's Clinical Supervision and Appraisal Scheme and to agree and review a Personal Development Programme for ongoing development, including mandatory training.
- To be responsible for own CPD and professional and personal development. To maintain a high degree of expertise in nutrition and dietetics and undertake post graduate training as required. To participate fully in Continual Professional Development, through portfolio based assessment, in line with national legislation by the Health and Care Professions Council.
- To be aware of and work in accordance with the Dietetic Service and Bromley Healthcare's policies and procedures.
- To work closely with dietetic colleagues within the Dietetic Service including participating in relevant team, Service and clinical meetings.

#### **OTHER FACTORS**

- The work requires high levels of concentration due to unpredictable work patterns and interruptions within the working environment.
- To be aware that some clients/carers may demonstrate antisocial or abusive behaviour and to know how to act accordingly.
- A proportion of the work includes accessing homes of clients who are unable to maintain themselves and/or their homes in a hygienic manner.
- The work requires exposure to distressing or emotional circumstances, e.g. working with terminally ill patients, elderly patients in nursing homes.
- Comply with the duties placed on employees by Bromley Healthcare's Health and Safety Policy related procedures. Act in accordance with all instruction, information and training required in relation to those duties
- Any other duties as designated by senior staff and commensurate with the post.

#### **Infection Prevention and Control Responsibilities**



Employees must ensure that they adhere to Bromley Healthcare's Infection Control Policy and all Bromley Healthcare Infection Control Procedures and Guidelines. They must also practice strict hand hygiene at all times while carrying out clinical duties, which is in line with the responsibilities placed on them by The Health Act 2006: Code of Practice for the Prevention and Control of Health Care Associated Infections. The prevention and control of healthcare associated infections must be embedded into everyday clinical practice and applied consistently to ensure prevention or containment of infections.



It is the responsibility of all clinical staff to ensure that they have sound working knowledge of standard infection control precautions. They must ensure that no act or omission on their part or within their sphere of responsibility is detrimental to the interests or safety of patients or clients.

They must also keep their infection control knowledge and skills up to date by attending the Bromley Healthcare statutory infection control training as required in Bromley Healthcare's Training Guide to enhance infection control practice and to maintain a safe environment for patients, visitors and colleagues.

### **Health and Safety**

To comply with the duties placed on employees by Bromley Healthcare's Health and Safety Policy related procedures. To act in accordance with all instruction, information and training required in relation to those duties.

### **Training and Development**

Bromley Healthcare is firmly committed to the continuous development of all its staff and to promoting lifelong learning throughout the organisation.

Bromley Healthcare is also committed to Continuous Professional Development for all staff groups so that staff keep their professional knowledge up-to-date and ensure that best practice is delivered to our clients.

Development needs are assessed in a number of ways including the Bromley Healthcare's appraisal process. It is a key responsibility of managers to ensure that appraisals are conducted for all staff and Personal Development Plans are developed and agreed with individuals. Development needs are met through a wide range of learning opportunities which are publicised through the training prospectus.

All staff have specific personal responsibility for their own development which includes their involvement in:

- Identification of individual training needs
- Pre-course discussions to identify objectives
- Post-course reviews to establish if objectives are achieved
- Transfer of knowledge into the workplace
- Evaluation of individual training

### **Data Protection**

The occupant of this post may, in the course of normal duties, acquire knowledge of confidential matters, including personal information about staff and clients. All information



is to be regarded as strictly confidential, whether it appears important or otherwise. Any breach of the rules of confidentiality will be regarded as a serious disciplinary matter and may lead to dismissal. The only exception to this is when confidentiality is appropriately breached as a result of a genuine concern being raised under the terms of Bromley Healthcare's Whistle blowing Policy and Procedure.

The Data Protection Act 1998 gives individuals a right to find out what information, including personnel information, is held about them on computer and in some manual records. There is also a right to have inaccurate data corrected, blocked, erased or destroyed.



To access your Personnel records you will need to complete a “Subject Access Request Form” which is available from Bromley Healthcare’s Data Protection Co-ordinator and then make an appointment with the Personnel Manager. Some information is exempt from the provisions of the Act, for example confidential information such as employment references.

Further information on Data Protection and confidentiality (including the contact details of the Data Protection Coordinator) is contained in the “Staff Notice: Personal Information - Data Protection” which you will be asked to sign when you join Bromley Healthcare. You must also ensure that information is kept securely at all times.

### **Safeguarding**

All staff must be familiar with and adhere to Bromley Healthcare’s child/adult protection procedures and guidelines, in conjunction with the multi-agency policies and procedures of the Bromley Safeguarding Children Board, London Safeguarding Children Board and of the Bromley Safeguarding Adults Board.

Staff must be mindful of their responsibility to safeguard children/vulnerable adults in any activity performed on behalf of Bromley Healthcare in line with the requirements of the Children’s Act 1989 and 2004 and DoH “No Secrets” Guidance 2000.

Staff are required to attend child/adult protection awareness training relevant to their position and required for their role.

## **MANDATORY REQUIREMENTS FOR ALL ROLES**

The post holder is expected to demonstrate the values of Bromley Healthcare including;

The post holder is expected to embody the 4 values:

- Compassion
- Health and Wellbeing
- Continuous Learning and Innovation
- Wellbeing



The post holder is expected to comply with all Bromley Healthcare's relevant policies, procedures and guidelines; including the appropriate code (s) of conduct associated with this post.

The job description reflects the immediate requirements and objectives of the post. This is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties which fall within the grade of the job, as directed by the line manager. This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

### **Safeguarding**

All staff must be familiar with and adhere to Bromley Healthcare's child/adult safeguarding procedures and guidelines, in conjunction with the multi-agency policies and procedures of the relevant borough's Safeguarding Children Partnership and Safeguarding Adults Board.

Staff must be mindful of their responsibility to safeguard children and adults in any activity performed on behalf of Bromley Healthcare in line with the requirements of the Children's Act 1989 and 2004 and the Care Act 2014. Staff are required to attend child/adult safeguarding training relevant to their position and required for their role.



## **ADULT COMMUNITY DIETITIAN BAND 5**

### **PERSON SPECIFICATION ESSENTIAL AND DESIRABLE CRITERIA**

	<b>Essential</b>	<b>Desirable</b>	<b>Mode of Testing</b>
<b>Qualifications</b>	Degree in Human Nutrition and Dietetics	Post-registration course for clinical supervisory skills, training of student dietitians (or equivalent) and/ or experience of supervising students	Application form / View Professional/CPD portfolio at interview
<b>Professional Registration</b>	HCPC Registration as a Dietitian	Registered member of British Dietetic Association (BDA)	Application form / Check details "on line"
<b>Training</b>	Evidence of Continuing Professional Development and experiential learning		Application form / View Professional/CPD portfolio at interview



<b>Specific Skills</b>	<p>Ability to work independently with regular support and supervision from Senior Clinicians.</p> <p>Clinically competent to give specialist advice, treatment and dietary counselling to support behaviour change in adults and their carers with diverse healthcare needs</p> <p>Ability to use clinical judgement and clinical reasoning skills in assessing and evaluating complex, sensitive and contentious patient information to patients/carers and within the multi-disciplinary team</p> <p>Good negotiation, persuasion, motivation and counselling skills</p> <p>Knowledge of relevant national</p>	<p>Problem solving skills</p> <p>Presentation to wider audiences within profession and other organisations</p> <p>Understanding of clinical governance including clinical audit</p> <p>Ability to supervise dietetic assistants and student dietitians</p> <p>Understanding of professional issues and ethics, and their application to practice</p> <p>Ability to work with patients with complex communication needs and/or barriers to communication and understanding</p> <p>Ability to interpret clinical information/data and develop clinical</p>	<p>Application form / Questions at interview</p>
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	<p>guidelines, frameworks and policies</p> <p>Excellent presentation skills, both written and oral</p> <p>Ability to manage and prioritise work and clinical caseload</p> <p>Recognise limits of own authority within the role and seek professional support appropriately</p> <p>Confident in the use of different equipment for accurate anthropometry (body measurements)</p> <p>The ability to tailor advice and information to individuals to meet the needs of different social, cultural and religious groups</p> <p>Car driver and Current valid driving license</p>	<p>guidelines protocols and standards</p>	
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<b>Experience</b>	Successful completion of all clinical placements	<p>Experience in supervising and training student dietitians.</p> <p>Experience in delivering a training programme for other health professionals and clients</p> <p>Experience of working in a community setting</p> <p>Experience in home enteral feeding</p>	Application form / Questions at interview
<b>Personal Qualities</b>	<p>Knowledge of our Business</p> <p>Committed to improving services</p>		Application form / Questions at interview

	Committed to hitting targets		
	Treats others as would like to be treated		
	Committed to 6 C's		
	Good Interpersonal Skills		
	Able to work individually and as part of a team		
	Flexible approach to meeting service & client needs		
	Time management skills and ability to prioritise		
	Ability to maintain concentration in environments with distractions and interruptions.		
	To be exposed to unpleasant working conditions, which may involve exposure to bodily fluids such as vomit, urine, saliva and unpleasant smells		
	Ability to reflect and appraise own performance		
	To take professional responsibility for CPD and patient care		
	Ability to cope appropriately with distressing situations such		



	<p>as dealing with terminally ill patients and their families</p> <p>Ability to undertake light physical work such as moving equipment</p> <p>Self-motivated</p>		
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<b>Information Technology</b>	<p>Competent in use of IT including use of electronic patient records</p> <p>Microsoft Word and Power point, Internet and e-mail</p> <p>Confident in the use of dietary analysis programmes.</p>	<p>Experience of using EMIS</p> <p>Advanced IT Skills i.e. confident in use of Microsoft Excel and Access</p>	<p>Application form / Questions at interview</p>
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#### DETAILS OF PERSON COMPLETING JOB DESCRIPTION AND PERSON SPECIFICATION

JD and PS completed by (job title):	Sarah Belaon (Service Lead for Adult Community Dietetics)
For an existing JD and PS - date reviewed:	Nov 2020
For a new JD and PS - date completed:	