

**JOB DESCRIPTION**

**JOB TITLE** Dietitian

**GRADE/BAND** Band 5

**LOCATION**  As determined by service need:-

Pinderfields Hospital, Dewsbury and District Hospital, Pontefract Hospital, Community Settings

**RESPONSIBLE TO** Clinical Lead Dietitian

**ACCOUNTABLE TO** Dietetic Service Lead

**JOB PURPOSE**

* To be responsible for the delivery of a specialised Nutrition and Dietetic service within the Mid Yorkshire Trust Dietetic Teams utilising in-depth theoretical and technical skills and to provide support to colleagues in Health and Social Care settings.
* To independently and effectively self-manage a caseload of patients with complex needs using evidence based, client centred principles to assess, plan, implement and evaluate dietetic interventions in order to prevent unnecessary admissions, ensure safe and timely discharge and provide ongoing support in the community.
* To promote effective nutrition care plans and best practice in all care settings by providing education, training and support for healthcare professionals and staff in care agencies.
* To support non-qualified staff and be actively involved in the training and assessment of dietetic students.
* To participate in the planning, development and evaluation of the Dietetic Service, holding responsibility for defined projects as required.
* To undertake training in specific specialties as outlined in the general dietitian competency booklet.
* To ensure nutrition risk screening and assessment is the basis of the multidisciplinary team process.
* To work with Specialist Dietitians to provide management of care including nutritional assessment, dietetic treatment, advice and monitoring of patients in a variety of different settings/locations.

**1. Professional**

* To contribute to the writing and development of department and implement Trust wide/departmental policies, procedures and guidelines.
* Maintain a professional appearance in line with the Trust dress code.
* Uphold the Trust’s values and behaviours (available on the Trust web site) and behave in a manner fitting with the responsible position of the post holder, maintaining the public confidence.
* Maintain professional and courteous working relationships with staff and respect the equality and diversity of each and every person.
* Uphold the privacy and dignity of the patient and respect the equality of patients at all time.
* Mid Yorkshire Hospitals Teaching Trust acknowledges and supports the statements laid down by the Health & Care Professionals Council Code of Professional Conduct.
* You are professionally accountable to The Health & Care Professions Council, accountable contractually to your employer and accountable to the law for your actions.
* Professional accountability is fundamentally concerned with weighing up the interests of patients and clients in complex situations, using professional knowledge, judgement and skills to make a decision and enabling you to account for the decision made.

**2. Key Responsibilities**

* To develop and implement treatment plans for patients following assessment and analysis of diagnostic criteria, nutritional history, biochemical and clinical data, and social/psychological circumstances.
* To provide cover for colleagues during spells of absence (e.g. annual leave), as determined by service needs.
* To give talks and presentations to patients, health care staff and relevant stakeholders e.g. wound care, cardiac rehabilitation.
* To be professionally and legally accountable and responsible for all aspects of own work, including the management of patients in your care, both inpatients and outpatients.
* To continually develop and maintain practical and theoretical skills through continuing professional development by attending relevant study days, tutorials, and through case load experience.
* To produce evidence based information in various media for all users.
* To know the professional and personal scope of own practice and make appropriate and timely referrals to other agencies.
* To be able to use research, clinical reasoning and problem solving skills to identify the therapeutic benefit of client centred interventions and make professional judgements with individuals with diverse or complex needs, or multiple concerns.
* To undertake visits and/or assessments in a variety of settings as required by the need of the service, including the ward, department, home or other community environments.
* To be involved in the triaging of referrals into the dietetic service prioritising and signposting as appropriate.
* Give accurate feedback and advice to relevant staff i.e. GP, medical staff, nurses, coordinators, other health care professionals and family/carers.
* Work effectively as a member of the interdisciplinary team.
* To establish and maintain clear lines of communication with others to enhance good working relationships and seeking help where appropriate.
* To communicate complex information effectively with patients, carers and the wider MDT to ensure understanding of condition and dietary treatment.
* Encourage a culture of open, honest and transparent communication.
* To approve and countersign written documentation completed by non-qualified staff.
* To be responsible for the completion of appropriate departmental statistical records and data collection.
* To provide appropriate specialised written reports and/or recommendations regarding individual needs as required by the Intermediate Care team.
* To review and reflect on own practice and make effective use of regular supervision and appraisal, in line with the Trusts Appraisal and Clinical Supervision policies.
* To be responsible on a day-to-day basis for the prioritisation and allocation of tasks to non- qualified staff as required.
* To take an active role in the facilitation of ongoing development within the Dietetic teams.
* To contribute to developments in service delivery within the Dietetic Service in line with National guidelines and government and/or Trust initiatives.

**3. Resources and Finance**

* Critically examine working practices within the department to identify cost improvements and effective measures, develop and implement action plans.
* The post holder will ensure the proper use of the Trust’s resources such as stationery, telephone usage, photocopying and other consumables in the course of business, ensuring minimal waste and minimal cost.

**4. Organisational Responsibilities**

* To maintain the confidentiality of the Trust in respect of patient and staff information obtained at all times, and use such information only as authorised for specific purposes. Report any concerns about the use of such information to the senior manager.
* All staff at Mid Yorkshire Teaching NHS Trust have the responsibility for safeguarding adults, young people, children and unborns. This includes all employees:
  + Having an understanding of relevant safeguarding policies, including the Mental Capacity Act policy
  + Attending all mandatory safeguarding training in accordance with their role
  + Having a responsibility to recognise and act upon any safeguarding/child protection concerns

**5. Personal Responsibilities**

* The post-holder is responsible for taking reasonable care with regard to himself/herself as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post-holder in accordance with the Trust’s policies on Health and Safety at Work.
* To report any accident, untoward incident or loss relating to staff, patients or visitors according to Trust policies.
* To undertake in-service training relevant to the post.
* Comply with Trust Policies and Procedures.

**6. Area of work**

* The post holder will be required to undertake training events at any site across the trust.
* The post holder may be required to work on other wards/ departments within the Trust at short notice to cover unplanned sickness or to cover planned sickness or annual leave on other wards/departments.

**7. Staff Development, Training and Education**

* The post holder will be required to undertake mandatory training and is responsible for keeping this training up to date.
* The post holder will have an appraisal of performance each year and will be responsible for agreeing a development plan with their manager or immediate supervisor. The development plan will be reviewed each year.
* The Trust will provide assistance and agreed development to enable the post holder to achieve their objectives and standards in line with the development plan.
* If the post holder feels they are not achieving their objective as agreed in the development plan they will bring it to the attention of their supervisor or manager at the earliest opportunity.

# To demonstrate the ability to initiate, plan and implement the induction, training and education of students and other staff within the Dietetic team.

* To participate in the team in-service development programmes and accepts lead responsibility for the dissemination of specific information e.g. organisation of Departmental CPD meetings.
* To disseminate knowledge and information gained, via personal and professional development, to other members of the Dietetic team.
* To accept responsibility to actively participate in the education and training of non-qualified Healthcare Staff.
* To facilitate behavioural change in patients using behaviour change techniques and motivational interviewing.
* To demonstrate the ability to critically evaluate current research and apply to practice.
* To be responsible for evaluating own performance and identifying own training needs.
* To demonstrate ongoing personal development through participation in internal and external training opportunities.
* To use reflective practice to compile a professional portfolio record of continuing professional development, in line with the Trust policy.
* To broaden research and development skills through participation in local audit and research projects as delegated by the Service Lead / Clinical Lead.

**8. Health and Safety**

* Work in accordance with Health and Safety regulations at all times.
* Report any incidents of breaches of Health and Safety and report any dangerous acts or omissions that are seen in the course of duty that compromise the Health and Safety of staff or patients using the Trust Health and Safety policy.
* Comply with audit recommendations and risk assessment recommendations to make the workplace and work practice safer.
* Assist when required to do so, in any risk assessment activity undertaken.

**TERMS AND CONDITIONS OF SERVICE**

The post holder will be required to work at any location where the Trust provides services.

All professional and managerial staff are required to work in accordance with their particular Code of Conduct. Failure to do so may result in disciplinary action (please refer to disciplinary policy for further information).

In carrying out their duties the post holder must promote equality of opportunity and take every opportunity to eliminate discrimination.

The post holder is required to keep confidential all information and documentation relating to either a patient, a member of staff or Directorate’s business, which they come into contact with.  All staff are expected to respect the requirements of the Data Protection Act 1998, as this incorporates the need for a high standard of data quality, confidentiality and information security.

The Trust adopts a “bare below the elbow policy”. The trust expects that all staff adhere to the policy in the clinical areas and settings where health care is provided e.g. the patients own home. The policy statement is accessible on the intranet and defines the clinical area. Individuals can expect to be challenged if they are observed not to be adhering to the policy statement.

The post holder is responsible for taking reasonable care with regard to themselves as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post holder in accordance with the Trust’s policies or Health and Safety at Work.

These duties and responsibilities are neither exclusive nor exhaustive and management reserve the right to require staff to undertake other duties and responsibilities consistent with the grade of the post in consultation with the

post holder.

This job description is an outline of the duties and conditions of the post and may be subject to change in detail or emphasis in the light of future developments.

**Continuing Professional Development**

The post holder will be expected to undertake ongoing personal, professional and management development in line with the responsibilities of the post.

**Smoke Free Policy**

Mid Yorkshire Teaching NHS Trust has a Smoke Free Policy.

Smoking is not permitted: -

* Inside any building owned or used by or in areas used by Mid Yorkshire Teaching NHS Trust staff in buildings shared with other organisations
* In the grounds and car parks of premises of Mid Yorkshire Teaching NHS Trust
* In the entrances of any Mid Yorkshire Teaching NHS Trust buildings
* In the immediate areas outside Mid Yorkshire Teaching NHS Trust
* In vehicles owned or leased by Mid Yorkshire Teaching NHS Trust

Staff are not permitted to smoke whilst in uniform and / or wearing a staff badge in areas where they can be seen by the public.

A copy of the full policy is available.

In the unlikely event of a member of staff not respecting the policy, their line manager will attempt to resolve the situation informally, in the first instance. Repeated breaches of the policy may result in disciplinary procedures being instigated.

Any member of staff wishing to stop smoking can contact the Stop Smoking Service.

**WYAAT**

Mid Yorkshire Teaching NHS Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care.  By working for Mid Yorkshire Teaching NHS Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership’s ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

**JOB DESCRIPTION AGREEMENT**

Job Holder’s Name:

Signature……………………………………………… Date……

Clinical Lead/Team Leader:

Signature………………………………………………… Date……..

Head of Therapies:

Signature………………………………………………….. Date………..

THE MID YORKSHIRE TEACHING NHS TRUST

**PERSON SPECIFICATION**

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| **POST TITLE: Band 5 Dietitian POST REF NO. LOCATION:** | | | |
| **Attributes** | **Essential** | **Desirable** | **How Identified** |
| **Qualifications** | * BSc Nutrition and Dietetics or equivalent * Health and Care Professions Council registered | * Clinical Supervisory Skills Course | Application Form  Interview |
| **Experience** | * Completed (or soon to complete) and passed student training placements * Experience of delivering food first advice to patients * Experience of delivering oral nutrition support advice to patients * Experience of delivering enteral nutrition support to patients | * Experience of working with patients in a community setting * Experience of working in/with a multicultural population * Experience of delivering presentations to patients, carers and health professionals | Application Form  Interview  References |
| **Knowledge and Awareness** | * Health and Safety awareness * Lone working awareness * Awareness of own limitations | * Understanding of clinical governance * Awareness of relevant national strategies * Awareness of health promotion issues | Application Form  Interview  References |
| **Skills and Abilities** | * Effective oral communication skills with individual patients * Effective communication skills with healthcare staff, carers and relatives. * Ability to make decisions independently * Evidence of continuous professional development * Accurate basic keyboard skills – data inputting, word processing, internet and dietary analysis * Accurate anthropometrical measurement skills * Goal setting and negotiating skills * Evaluation and audit skills * Ability to produce effective evidence-based resources * Good presentation skills and ability to work with individuals and groups | * Communicates complex diagnosis gaining consent and understanding of treatment plans required * Communicates complex information overcoming barriers to understanding * Behavioural change/motivational interviewing (informal) * Able to deal with distressed patients, carers and staff. | Application Form  Interview  References |
| **Personal Attributes** | * Confident, Caring and Empathetic * Self-motivated * Flexible, adaptive and creative * Able to respond to unpredictable work patterns and frequent interruptions * Able to prioritise caseload and workload independently * Able to reflect and appraise own performance * Able to organise complex information * Effective team worker |  | Application Form  Interview  References |
| **Other** | * Able to fulfil occupational health requirements of the post | * Membership of the British Dietetic Association * UK Driving Licence with access to a car | Occupational health screen  Application form |