

JOB DESCRIPTION

JOB DETAILS:

Job Title:	Community Dietitian
Band:	Band 6
Directorate:	Clinical Support and Specialist Services
Department:	Community Dietetics
Base:	Mallard Court, Bridgwater
Responsible for:	Dietetic Provision to Community Health Services and Diabetes Integrated Care Service
Responsible to:	Line Manager

Job Purpose:

To provide a dietetic service to patients with a range of long-term conditions referred to the service by GPs, Consultants, Community Nurses AHPs, Community Hospitals and to input to the care of patients referred to Diabetes Intermediate Care Team. Service delivery will be via outpatient clinics, Structured Group Education, as well as domiciliary visits as required. Providing training to other health care providers may also be required according to demand and identified need.

1.0 WTE role (37.5 hours per week); part-time and job share applicants also welcomed.

Date of Job Description: June 23

Duties and Responsibilities

Communication and Key Working Relationships

- Service Users and Carers
- Line Manager
- Service Manager
- Community and Acute Dietetic Teams
- Community and Acute Diabetes Teams
- Community and Acute Health Care Professionals
- Community Hospital ward staff
- Community staff including GPs, Practice Nurses, and other Primary Care Staff

Planning and Organisation

1. With their line manager, plan and prioritise own workload, balancing patient related and professional demands, and ensure that these remain in accordance with those of the clinical team and the department as a whole.
2. Working as a lone dietetic practitioner, managed rather than supervised, the post holder needs to be professionally and legally accountable and responsible for all aspects of their own work, including;
 - i) management of patients in your care including the safe use of scales, height measures etc.
 - ii) working within the codes of practice recommended by the British Dietetic Association and Health and Care Professions Council and
 - iii) risk assessments as required.

Analytics

1. Undertake the assessment of patients, including those with multiple medical conditions, using investigative and analytical skills. A comprehensive assessment includes anthropometric measurements, eliciting relevant history, typical daily dietary intake and variations, medications, lifestyle, activity, social history and psychological factors that may impact on eating behaviours and medical condition. Then, using degree level knowledge, formulate an individual management and treatment plan using clinical reasoning and utilising a range of treatment skills and options to decide a programme of care. This is achieved through detailed dietary analysis where concentration would be required and the Dietitian would use their own judgement on how the advice is best given to patients, as there are frequent barriers to communication such as hearing problems, language barriers and disabilities. In planning dietetic care for patients and liaising with carers and other health care professionals, ensure that the care plan is achievable, and patients and carers understand the implications of both following or not the advice given.
2. On a daily basis, make judgements and decisions about management of an outpatient caseload and domiciliary visits, where there are conflicting demands on time, assessing risk and prioritising accordingly.
3. To undertake the measurement and evaluation of own work and current practices through the use and application of evidence based research and audit (including database searches, use of spreadsheets etc.) Make recommendations to change own/peers clinical practice and lead implementation of new working practices.
4. Record statistics on work undertaken for inclusion on the department database.

Responsibility for Patient / Client Care, Treatment & Therapy

1. Be professionally and legally responsible and accountable for all aspects of your own work including the management of patients in your care. To ensure a high standard of clinical care for the patients under your management.



2. Provide a dietetic service to patients within the outpatient setting. Such activities may be face to face, undertaken by phone or via digital platforms. Group sessions may be face to face or via digital platforms. There may be barriers to communication with patients and/or their relatives/carers so you will be required to use motivational skills and show empathy.
3. Support the department in the triaging of dietetic referrals, ensuring the patient is directed to the most appropriate form of dietetic support.
4. Physical skills/Operation of equipment; updating and maintaining anthropometric measurement techniques e.g. Demispan or mid upper arm circumference.
5. Calculation skills; updating and maintaining knowledge of equations for estimation of BMRs, normograms, activity factors, DoH reference nutrient intake.
6. To communicate complex information effectively with patients and carers to ensure understanding. Communication skills of persuasion, motivation and explanation may need to be used frequently.
7. To take into account potential issues of learning disabilities, mental health problems, loss of hearing, altered speech. Where cognitive impairment is evident, intense concentration and listening skills are required to assess understanding.
8. To share in resource development e.g. developing diet sheets, on-line videos/webinars, training aids etc by researching best practice and liaising with other departments to establish best practice. Includes use of word processing, desktop publishing, and powerpoint.
9. Maintain accurate, comprehensive and up-to-date documentation with a patient centred approach, in line with legal and departmental requirements, and communicate assessment and treatment results to patients and the appropriate disciplines in the form of reports, letters and written/electronic documentation in the Trusts patient documenting systems.
10. Collaborate with other members of the MDT to ensure printed and electronic patient information relating to dietetic care is kept updated and in line with current practice.
11. Apply the basic principles of Clinical Governance and Risk Management to work situations.
12. To act as an advocate for the patient e.g. preventing unnecessary investigations or treatments.
13. To promote and maintain good working relationships and collaborative team working.
14. Computer skills: learning a range of electronic patient records, word processing, powerpoint, excel to assist with audit and service evaluations and dietary analysis software when required.
15. Participate in supervision of students during clinical placement as required.
16. Facilitate patient empowerment by liaising with expert patient groups and fostering links with national organisations such as Diabetes UK, Coeliac UK.
17. To actively involve patients in decisions about their own healthcare.



Policy, Service, Research & Development Responsibility

1. To access any training and CPD needed to gain skills needed for the role.
2. Undertake literature and best practice searches and reviews for specialist projects. Provide written reports, recommendations and present results to small or large groups.
3. Complies with the requirements of the data protection act and legislation in relation to confidential data.
4. To consult with patients and the public on service design and delivery.

Responsibility for Finance, Equipment & Other Resources

1. Take responsibility for the appropriate use of Trust resources, e.g. computer equipment, mobile phones, weighing scales, microphones.
2. Take responsibility for the prescription of prescribable products within the community, taking into account the Somerset CCG Scorecard for the prescription of ACBS approved nutritional supplements (recommended by a dietitian and prescribed by a GP/Nurse prescriber)

Responsibility for Supervision, Leadership & Management

1. Actively participate in Clinical Supervision as a supervisee.
2. To contribute to the development and delivery of CPD opportunities to members within the team, and other Health Care Professionals
3. Actively participate in the supervision of students

Information Resources & Administrative Duties

1. Competently use Trust and department specific information systems.
2. Maintain patient records within electronic systems, in line with Department standards and ensure that Information Governance procedures are appropriately followed.
3. Be actively involved in the collection of appropriate data and statistics for the use of the department e.g. recording both booked (clinic) and ad hoc involvement with patients on a daily basis i.e. time spent with patient, treatment delivered and updating service databases

Any Other Specific Tasks Required

1. Maintain registration and work within the Health & Care Professions Council Code of Conduct, British Dietetic Association professional guidelines and Trust and Department policies
2. Maintain own clinical professional development (CPD) by keeping abreast of any new trends and developments, and incorporate them as necessary into your work and share with the team. To input to the department CPD programme as requested.
3. Deputise for other Dietitians during periods of annual leave, sickness and study leave, as the service requires
4. Participate in the staff performance review scheme as an Appraisee and as a supervisor as appropriate.
5. The post will involve a combination of sitting and standing and will require the post holder to move and carry equipment on a daily basis. As a county-wide service, the post will also require driving to various clinic locations and domiciliary visits in the Somerset area. The



post holder will be an agile worker, including some office and home working for administration



Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

General Information

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

Confidentiality

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act (1998), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

Equality & Diversity

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

Safeguarding

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

Risk Management / Health and Safety

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974, ensure that agreed safety procedures are carried out and maintain a safe environment for employees, patients and visitors.



Records Management

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

Clinical Governance

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.

Prevention and Control of Healthcare Associated Infection

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

Smoking

The Trust operates a 'non-smoking' policy. Employees are not permitted to smoke anywhere within the premises of the Trust or when outside on official business.

Policies & Procedures

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

Sustainability Clause

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.



Person Specification

This is a specification of the Qualifications, Skills, Experience, Knowledge, Personal Attributes and Other Requirements which are required to effectively carry out the duties and responsibilities of the post (as outlined in the Job Description).

Requirement	Essential / Desirable	How Assessed
<p><u>QUALIFICATIONS & TRAINING</u> <u>Evidence of Qualifications required</u></p> <ul style="list-style-type: none"> • BSc Nutrition and Dietetics or BSc Degree and Post Graduate Diploma in Dietetics • HCPC registered • Member of the BDA 	<p>E</p> <p>E</p> <p>D</p>	<p>Interview, Certificates & Application form</p>
<p><u>KNOWLEDGE</u></p> <ul style="list-style-type: none"> • Understanding of professional ethics and their application in practice • Understanding of team working • Knowledge of clinical governance 	<p>E</p> <p>E</p> <p>E</p>	<p>Interview & Application form</p>
<p><u>EXPERIENCE</u></p> <ul style="list-style-type: none"> • Experience of dietetic service delivery in a variety of different settings • Experience of working in nutrition and dietetics with different client groups • Experience of working with clients with diabetes • Experience of Group Education 	<p>E</p> <p>E</p> <p>D</p> <p>D</p>	<p>Interview & Application form</p>



<p>SKILLS & ABILITIES</p> <ul style="list-style-type: none"> • Excellent oral skills with people from a wide variety of backgrounds. • Excellent written skills for report writing, proof reading and editing, concentrating for an hour or more at a time. • Excellent presentation skills for sessions with large groups e.g. GP clinical sessions, and smaller meetings e.g. patient education sessions or individual practice. • Able to calculate macro and micronutrient requirements using determined BMRs (basic metabolic rates and physical activity levels) • Accurate anthropometric measurement skills e.g. measurement of mid arm muscle circumference, weight, height, demispan with adults and children. • Confident • Self motivated • Able to set priorities and meet deadlines • Able to reflect and appraise own performance and that of others including undergraduate students on clinical placement. • Behaviour change or motivational interviewing skills • Accurate keyboard skills – for entry on individual computerised records, word processing, dietary analysis software, e-mailing and internet searches. • Adaptable to different working conditions or changes in role and creative when developing training plans, teaching aids etc. • Able to respond to unpredictable work patterns, frequent interruptions and changes in role during a usual working day and longer term 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>	<p>Interview & Application form</p>
<p>COMMUNICATION SKILLS</p> <ul style="list-style-type: none"> • Evidence of a good standard of Literacy / English language skills 	<p>E</p>	<p>Interview & Application form</p>
<p>PLANNING & ORGANISING SKILLS</p>		



SUPPLIMENTARY INFORMATION

Physical Effort	Yes	No	If yes – Specify details here - including duration and frequency
Working in uncomfortable / unpleasant physical conditions		✓	
Working in physically cramped conditions		✓	
Lifting weights, equipment or patients with mechanical aids		✓	
Lifting or weights / equipment without mechanical aids	✓		Lifting and carrying weighing scales and height measure, kit for structured education courses.
Moving patients without mechanical aids		✓	
Making repetitive movements		✓	
Climbing or crawling		✓	
Manipulating objects		✓	
Manual digging		✓	
Running		✓	
Standing / sitting with limited scope for movements for long periods of time	✓		During clinics, may be sat down for 60 mins at a time or driving, up to 60 mins at a time.
Kneeling, crouching, twisting, bending or stretching		✓	
Standing / walking for substantial periods of time		✓	
Heavy duty cleaning		✓	
Pushing / pulling trolleys or similar	✓		May use a trolley to transport education kit from car to venue
Working at heights		✓	
Restraint ie: jobs requiring training / certification in physical interventions		✓	
Mental Effort	Yes	No	If yes - Specify details here - including duration and frequency
Interruptions and the requirement to change from one task to another (give examples)	✓		Frequent interruptions e.g telephone calls/emails, need to action urgent referrals
Carry out formal student / trainee assessments	✓		With appropriate training, supervising students in clinics, home visits and for projects



Carry out clinical / social care interventions		✓	
Analyse statistics		✓	
Operate equipment / machinery	✓		Weighing scales and height meter
Give evidence in a court / tribunal / formal hearings	✓		If required as part of a patient's clinical care, with management support
Attend meetings (describe role)	✓		MDT meetings, team and departmental meetings
Carry out screening tests / microscope work		✓	
Prepare detailed reports	✓		As part of patient care
Check documents	✓		Proof reading on diet sheets, department guidelines and pathways
Drive a vehicle	✓		Your own vehicle or lease care when attending work base, team meetings, home visits or clinics.
Carry out calculations	✓		Working out fluid or nutritional requirements
Carry out clinical diagnosis		✓	
Carry out non-clinical fault finding		✓	
Emotional Effort	Yes	No	If yes - Specify details here - including duration and frequency
Processing (eg: typing / transmitting) news of highly distressing events	✓		Patients may relay distressing events information as part of dietetic assessments, e.g. history of emotional/physical abuse. Likely to occur weekly
Giving unwelcome news to patients / clients / carers / staff		✓	
Caring for the terminally ill	✓		Within a clinic or domicillary setting
Dealing with difficult situations / circumstances	✓		Very occasional (once monthly) exposure to patients/parents/carers with challenging situations in clinic setting
Designated to provide emotional support to front line staff		✓	
Communicating life changing events		✓	
Dealing with people with challenging behaviour	✓		Very occasional (once monthly) exposure to patients/parents/carers with challenging behaviour in clinic setting



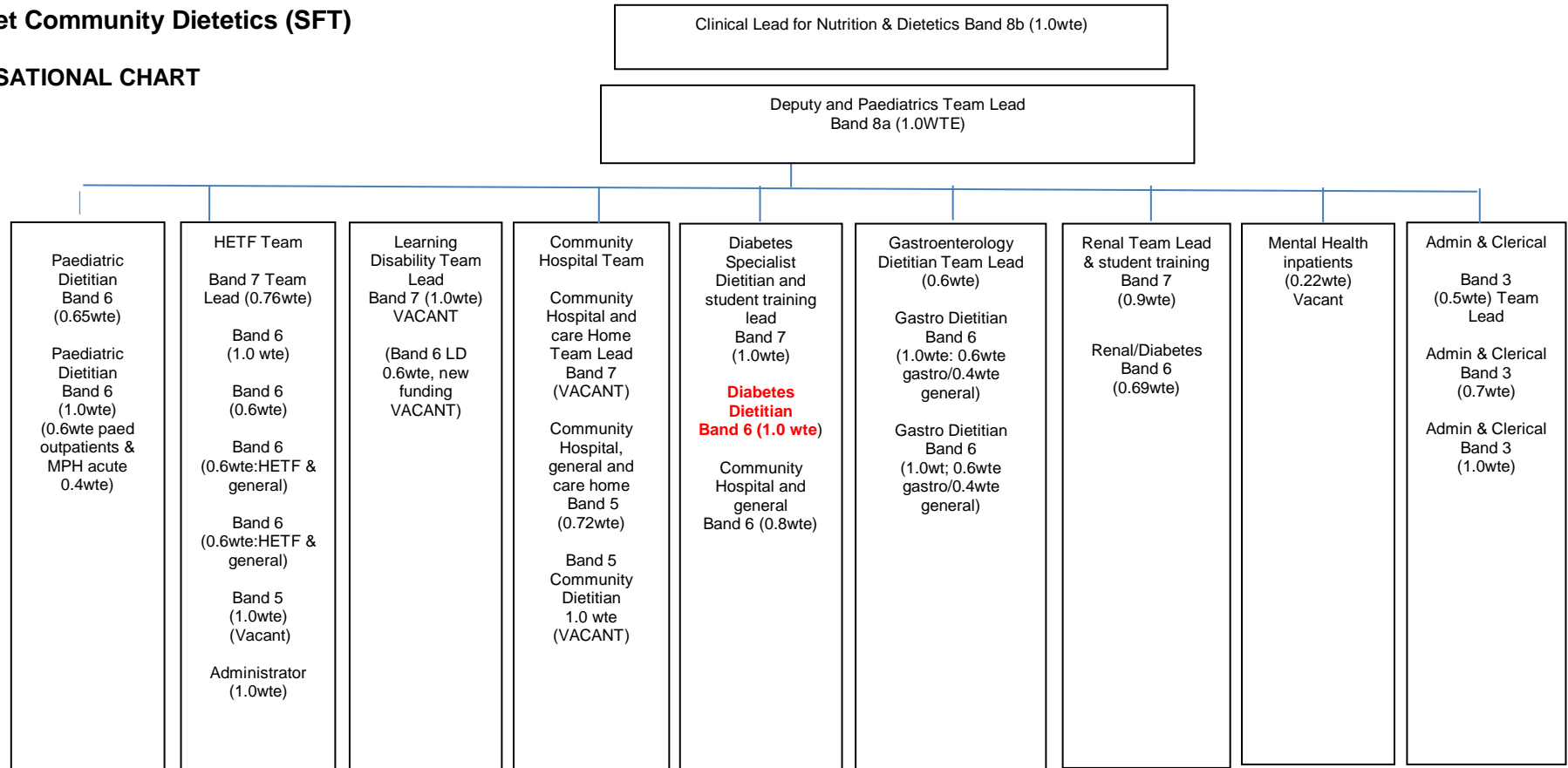
Arriving at the scene of a serious incident		✓	
Working conditions – does this post involve working in any of the following:	Yes	No	If yes - Specify details here - including duration and frequency
Inclement weather	✓		May involve travel in inclement weather
Excessive temperatures		✓	
Unpleasant smells or odours	✓		Body odours/odour from wounds in clinic settings - occasional
Noxious fumes		✓	
Excessive noise &/or vibration		✓	
Use of VDU more or less continuously	✓		Use of laptop (home) or computer and VDU (hospital use) for patients records and clinical noting.
Unpleasant substances / non household waste		✓	
Infectious Material / Foul linen		✓	
Body fluids, faeces, vomit		✓	
Dust / Dirt		✓	
Humidity		✓	
Contaminated equipment or work areas		✓	
Driving / being driven in Normal situations	✓		To clinic, home visits, for meetings and training
Driving / being driven in Emergency situations		✓	
Fleas or Lice		✓	
Exposure to dangerous chemicals / substances in / not in containers		✓	
Exposure to Aggressive Verbal behaviour	✓		Very occasional (once monthly) exposure to verbally abusive patients/parents/carers in a clinic setting
Exposure to Aggressive Physical behaviour		✓	Very unlikely



Somerset Community Dietetics (SFT)

ORGANISATIONAL CHART

June 2023



Example of a work plan/timetable based on a 37.5 working week. For illustration purposes only and is subject to change

	Monday	Tuesday	Wednesday	Thursday	Friday
One	Remote/F2F GP clinic	Home visits	Remote/F2F GP clinic	Diabetes	Diabetes education/DM clinic
	Clinic admin	triage	Clinic admin		
Two	Community Dietetics Team Meeting	Remote/F2F GP clinic	Community Hospital work	Diabetes education/DM clinic	Diabetes
		Clinic admin			
Three	Remote/F2F GP clinic	Home visits	Remote/F2F GP clinic	Diabetes	Diabetes education/DM clinic
	Clinic admin	triage	Clinic admin		
Four	Remote/F2F GP clinic	Community Hospital work	Remote/F2F GP clinic	Diabetes education/DM clinic	Diabetes
	Clinic admin		Clinic admin		



Department Core Purpose

To provide a quality nutrition and dietetic service to the Trust, Service Users and referring agents.

The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

Job Profile Agreement

Agreed and Signed:	(Manager)	Date:	
Agreed and Signed:	(Post Holder)	Date:	
Date Role Description is Effective From:		June 23	