**Job Description**

**Job Title: Senior Dietitian (Acute Paediatrics)**

**Band: 6**

**Responsible To: Professional Lead Dietitian**

**Accountable To:** **Integrated Therapies Manager**

**PATIENTS FIRST – SERVICE STANDARDS**

At West Suffolk NHS Foundation Trust we promise to put Patients First. Our commitment to every patient, every day, doing our best to ensure they feel safe, in a clean and comfortable environment with highly professional staff who work together to achieve this.

We want our patients to feel cared for, with a courteous and respectful attitude from kind and helpful staff who have the time to listen and keep them informed at every step. We want them to feel confident that their treatment is provided by skilled and compassionate teams who will involve them in their care and who understand their time is valuable.

The Trust delivers services to patients seven days a week and aims to provide equality of treatment and outcome regardless of the day of the week.  To meet these aims and changing service requirements, the Trust may need you either to work temporarily outside of your core hours or to permanently change your core working days and hours.  The Trust will give you reasonable notice, where possible, of temporary changes to your days or hours of work and will consult with you and/or your staff representatives about substantial permanent changes, but ultimately, these are changes which may be required of you*.*

**JOB PURPOSE:**

* As a qualified Dietitian, to effectively manage an autonomous clinical caseload, providing a high standard of nutrition and dietetic care and acting as a resource to other Dietitians and health care professionals with regards to paediatric patients.
* As a senior team member, to undertake non-clinical roles such as supervision and research/audit.
* To assist with the development of paediatric services.
* To take a lead under guidance from the Band 7 Dietitian on paediatric gastroenterology.
* To provide a service for paediatric in-patient wards – F1 and Neonatal unit.

#### KEY TASKS

### Communication and Team Working

* 1. Use appropriate and advanced forms of verbal, written and other communication skills in adapting and communicating complex, sensitive information, advice, instruction and professional opinion to colleagues, clients, relatives and carers who may have complex emotional, physical and psychological problems.
	2. Communicate and contribute effectively to the multidisciplinary team, both internally and externally, to integrate the dietetic service and ensure a co-ordinated, collaborative and holistic approach to patient care.
	3. Maintain accurate, comprehensive and timely written records in accordance with professional guidelines and departmental standards.
	4. Liaise with General Practitioners to organise ACBS approved oral nutritional supplements/enteral feeds.
	5. Provide cover, as necessary, for colleagues during times of absence.
	6. Network to establish and maintain beneficial links to support the role e.g. professional forums, company representatives.
1. **Planning and Organising**
	1. Employ good time management skills to manage an autonomous clinical caseload, responding to fluctuating workloads to maximise service provision, this includes delegating tasks and supervising this work, either directly or indirectly.
	2. To be responsible, with the Band 7 Dietitian, for the planning and supervision of placements for dietetic students at West Suffolk Hospital, working with the multi-disciplinary team to ensure placement criteria are met with minimal disruption to staff.

### Managing – People and Resources

* 1. With the Band 7 Dietitian, to support the Paediatric Dietetic Assistant with their day-to-day workload management and clinical queries. This will include emotional support e.g. in relation to patients who may be terminally ill.
	2. To help in prioritisation of work of non-registered Paediatric Dietetic staff and co-ordinate the Paediatric Dietetic Service during times of unexpected absence.
	3. If required; to carry out, with support of senior staff, annual appraisal of junior staff and to provide feedback to senior staff regarding junior staff to enable effective service management and resource allocation.
	4. Manage dietetic stock on wards to ensure adequate supplies and avoid wastage.
	5. Participate in the evaluation and review of current or development of new, departmental resources, such as diet sheets, in line with Trust guidelines and policies.

### Training and Teaching

* 1. Be responsible for own continuing professional development (CPD), keep up to date with recent clinical trends and identify own development and training needs.
	2. Contribute to the maintenance of professional standards by keeping up to date with clinical knowledge and disseminating this to other members of staff.
	3. Attend mandatory training sessions such as, manual handling and fire training.

### Research and Development

* 1. Participate in the development of a departmental audit plan, designing and conducting audits as specified therein.
	2. Undertake projects as determined by the Professional Lead Dietitian.

### Policy and Service Development

* 1. Input into the development and maintenance of Dietetic standards and guidelines for paediatrics that are patient centred and in line with national and local policies to attain an efficient and effective service.
	2. Advise service manager on issues relating to paediatrics such as changes in demand, activity, capacity and new initiatives.
	3. Review and make recommendations to guidelines that involve own speciality both in the department and in the wider hospital environment or community.

### Administration

* 1. Maintain records and statistics in line with Trust and Professional guidelines and policies.

### Clinical and Professional

* 1. Apply specialist knowledge, comprehensive assessment skills and advanced clinical reasoning skills to investigate, analyse, assess, diagnose, treat and advise on a range of dietetic problems.
	2. Interpret and act on various biochemistry parameters, patient’s clinical condition, socio-economic status and diet history in order to develop treatment plans as well as prescribe ACBS products.
	3. Monitor and evaluate outcomes to ensure that nutritional goals and objectives are achieved in accordance with the patients’ changing needs.
	4. Appropriately integrate behavioural modification/motivational interviewing/counselling techniques into clinical practice, in order to influence life-style change for health benefit to clients who may be resistant to change.
	5. Ensure safe discharge planning and timely handover of dietetic care when appropriate.
	6. To be aware of and report any child protection issues to the appropriate agencies.
	7. Employ professional judgement to establish a level of consent, or to work within Trust policy to treat patients lacking the capacity to provide consent.
	8. Participate in regular appraisals and objective setting to ensure competency and professional development. To maintain own professional registration, meeting the standards required by the Health Professions Council and British Dietetic Association.
	9. Monitor and be accountable for own professional action, in order to achieve and maintain high standards of care, working within the scope of own knowledge and experience and recognising professional boundaries, seeking advice as appropriate.
	10. To have a detailed knowledge of national and local standards and the current evidence base for general dietetics, in particular to ensure evidenced based practice within paediatrics and gastroenterology for which the post holder will act as a point of contact for the department.
	11. Maintain a professional appearance including the wearing of uniform as per departmental policy.
	12. The post holder will be required to treat patients throughout the clinical specialities in inpatients and outpatients and take on any other duties as specified by the Lead Dietitian.

This job description is not intended to be exhaustive and will be reviewed on an annual basis to ensure that the arrangements meet the needs of the service.

**Person Specification**

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| **REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** | **Evidence** |
| **Values and behaviours – these will be discussed and assessed throughout the selection process** | Willing to start every interaction with **“Hello, my name is…”** in order to build good working relationships and communication links with colleagues, patients and their familiesKeen to put patient care at the heart of work to improve outcomes and service deliveryMotivated to deliver the highest possible standards and quality outcomesWilling to “be the best you can be”, continually looking for ways to improve and develop in order to reach full potentialConfident to encourage others to develop themselves and the service through improvement, innovation and continuous developmentAble to work effectively in conjunction with others (patients, colleagues, families) to contribute to the delivery of high quality healthcareBuild positive working relationships, respecting and valuing the contributions made by others and acting in a considerate, helpful and inclusive manner at all times |  | Interview |
| **Education & Qualification** | Degree or equivalent dietetic qualificationHeath Professions Council registrationMember of British Dietetic AssociationEvidence of relevant on-going learning | EEDE | A (certificate)A (certificate)A (membership card)A/l (portfolio) |
| **Experience & Knowledge** | Sound knowledge of paediatricsAwareness of the relevance of organisational/strategic level issuesSupervisory experienceExperience of applying national policy/guidance to practiceAudit/research experienceExperience working in an in-patient setting (paediatrics)Experience working in an out-patient setting (paediatrics)Membership of relevant BDA groups | EDDEDDED | A/l (references)IA (references)A/IA/IA/I (references)A/l (references)A |
| **Skills & Abilities** | Able to build effective dietitian-patient relationshipsAble to communicate complex information on a range of different levels and overcome barriers to communication.Able to work as a dietitian within a multi-disciplinary teamAble to prioritise clinical and non-clinical workload (time management)Able to problem-solveComputer literateSupervisory skillsAble to forward-plan to ensure a reliable service is maintained | EEEEEEDE | A/I (references)A/I (references) A/I (references)A/I (references)A/I (references)A/I (references)A/I (references)A/I (references) |
| **Personal Qualities** | Excellent interpersonal skillsProfessional and organised mannerFlexibility, enthusiasm and resilience Ability to deal with pressurised situationsExcellent team player | EEEEE | A/I (references) |

**Our FIRST Trust values**

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| **First for patients and community** | We will provide the highest possible quality service and care for our patients and their relatives within the available resources  |
| **Integrated team working** | We will adapt our skills and attitudes as needs change and develop, working in partnership with colleagues and service users in an environment conducive to learning |
| **Respect and courtesy** | We will show understanding and respect for each other, being open and honest in our communication with colleagues and service users |
| **Supporting and valuing staff** | We will provide equipment, training and an appropriate working environment for all staff, to help them do their job effectively and progress in their personal development |
| **Two way open communication** | We will take responsibility for maintaining a two way flow of communication and providing a welcoming, safe and secure environment for patients and staff, providing information about changes to our processes when they happen.  |

[**Find out more about our visions and values**](http://www.wsh.nhs.uk/Corporate-information/Our-vision-and-values/Our-vision-and-values.aspx)

**Putting You First**

By creating a safe, supportive and honest environment; by caring for each other, listening and being helpful and by working together, valuing each other’s time and contribution we can create a working environment in which every member of staff can thrive.

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In support of our culture of **Putting You First***,* we ask all of our teams to make it the norm for everyone working at West Suffolk Hospital to start every interaction with **“Hello, my name is…”** It is a small gesture, but one that really makes a difference. It’s the least we can do as part of building good working relationships with both patients and other colleagues. It is the first rung on the ladder to providing compassionate care and often getting the simple things right, which means the more complex things will follow more easily and naturally.

[**Find out more about Hello, my name is...**](https://hellomynameis.org.uk/)

To help us achieve our vision and values, we also have a set of Patients First Service Standards. As a member of our team, you will need to live these standards, placing them at the heart of everything you do.

On the next page, you will find some further information on our Patients First Service Standards**. If you are invited to attend for a job interview, you will be asked to talk about one of our Service Standards, explaining why you think it is relevant to the position you have applied for and how you would incorporate it into your everyday working life.**

**Patients First Service Standards – Putting You First**

Putting You First recognises the importance of both patients and staff members. When patients and staff work together with mutual respect and understanding, real achievements can happen.

Our ten behavioural standards underpin this value. Our staff members play an important role in ensuring that the behavioural standards become a way of working. Paying attention to detail, embracing diversity, listening to ideas, being open, honest and aware – these are just some of the key principles we ask of our staff. Hospitals can be daunting places to come, and it is up to us to ensure that the experiences of those people having treatment here and working here are as pleasant as possible. **When recruiting new staff to our teams, we look for people who will place these standards at the heart of everything they do.**

[**Find out more here**](http://www.wsh.nhs.uk/CMS-Documents/Staff/General-Documents/11237SPT-WSFT-Putting-you-first-6-page-A5-v4-repro-2.pdf)

 **1.** **Clean – patients are safe**

We will be vigilant across all aspects of safety, practice hand hygiene and show attention to detail for a clean and tidy environment wherever we work.

**2. On stage – patients feel safe**

At all times, we will look and behave professionally, acting as an ambassador for the Trust so that patients, families and carers feel safe and are never unduly worried.

**3. Honest – patients stay safe**

We will be confident to speak up if standards are not displayed, appreciative when they are and we will be open to ‘positive challenge’ by colleagues.

**4. Courteous and respectful**

Whatever our role, we will be polite, courteous and positive in the face of adversity and we will always be respectful of people’s individuality, privacy and dignity.

**5. Communicate and listen**

We will take the time to listen, asking open questions and keeping people informed of what’s happening, providing smooth handovers.

**6. Helpful and kind**

We will keep our “eyes open” for (and will not avoid) people who need help; we will take ownership of delivering, ensuring that we are all people that others can rely on.

**7. Informative**

We will involve patients as partners in their own care, helping them to be clear about their condition, choices, and care plan and how they might feel and we will answer their questions without using jargon.

**8. Timely**

We will appreciate that other people’s time is valuable and offer a responsive service to keep waiting to a minimum, helping patients to get better quicker and spend as little time in hospital as appropriate

**9. Compassionate**

We understand the important role that patients and families feelings play in helping them feel better and will be compassionate, gentle, reassuring and considerate of patients’ pain.

**10. Improving is everyone’s job**

We will look to simplify processes, eliminate waste and increase efficiency by putting patients first. We will seek out and act to solve patients’ frustrations and take part in evidence-led quality improvement. We will be happy to be measured and held accountable for our own roles, quality for patients and Trust performance.