

### **JOB DESCRIPTION**

<b>JOB DESCRIPTION AND PERSON SPECIFICATION FOR:</b>	Senior Dietitian
<b>AGENDA FOR CHANGE BAND:</b>	6
<b>HOURS AND DURATION:</b>	As specified in the job advertisement and the Contract of Employment
<b>AGENDA FOR CHANGE REFERENCE NUMBER:</b>	<b>3010</b>
<b>DBS LEVEL:</b>	Enhanced DBS with Both Barred Lists Check
<b>REPORTS TO:</b>	Primary Care Prescribing Lead Dietitian
<b>ACCOUNTABLE TO:</b>	Clinical Dietetic Manager – Primary Care & Mental Health
<b>LOCATION:</b>	The post holder will initially be based at the location specified in the job advertisement and the Contract of Employment. This post will use agile working principles. However, the Trust reserves the right, with consultation, to relocate post holders to any base within the Trust in line with service requirements.
<b>JOB SUMMARY:</b>	
<p>To work as a member of the dietetics prescribing team of Leicestershire Nutrition and Dietetic Service (LNDS) providing a nutrition and dietetic service to the population and health professionals working across Leicestershire and Rutland. The post holder will work with the Medicines Optimisation Team in Integrated Care Board of Leicester, Leicestershire and Rutland working with identified GP practices to ensure the effective prescription of oral nutritional supplements (ONS), as well as potentially other prescribable nutritional products in the near future, deliver training, audit and evaluate the effectiveness of dietary interventions and provide regular reports to the ICB. The post holder will assess and review patients in clinics and may be required to undertake home visits. The post holder will also visit care homes to assess and review patients and to provide training for staff.</p>	

## **MAIN DUTIES AND RESPONSIBILITIES:**

### **Operational:**

1. To work as a member of the dietetics prescribing team to provide professional dietetic advice and promote nutritional screening and effective use of ONS.
2. To contribute to the operational management of the dietetic prescribing support team who work with staff to promote nutritional screening and effective use of ONS.
3. To take part in recruitment, induction, training and preceptorship of new staff, as required.

### **.Professional:**

4. To contribute to service developments / initiatives as part of the strategic vision for the Leicestershire Nutrition & Dietetic Service.
5. To work as an expert in identifying nutritional risk and identifying nutritional support strategies and inform / share local and national developments across the service.
6. To promote and be responsible for appropriate and best practice / evidence-based advice on nutrition and dietetic issues and ensure this is received by patients, clients and health professionals.
7. To be responsible for ensuring that appropriate advice is given to relevant services / teams / departments across primary care and the Medicines Optimisation Team in order that an individual's nutrition and dietary needs are met.
8. To attend multi professional meetings when appropriate in order to provide nutrition and dietetic advice regarding provision of nutritional and diet therapy for patients/clients referred for nutritional support
9. To use advanced skills and clinical and biochemical knowledge to diagnose malnutrition and mineral and electrolyte abnormalities which require dietetic intervention and to independently provide and implement a nutritional care plan.
10. To carry out nutritional assessments involving the use of anthropometric equipment and to train others to become competent in the use of this equipment.
11. To be responsible for the development, implementation and review of clinical guidelines, audit and specific projects to inform best practice / evidence-based practice.
12. To be responsible for the production and review of specific Nutrition & Dietetic Service literature and resources to ensure that this is non-biased and best practice / evidence-based practice.
13. To provide nutritional and dietary counselling with patients/clients and to use behaviour change skills to overcome barriers to change, particularly where there is non-compliance.
14. To take a trainer (or key trainer) role when contribute to the planning, delivery and assessment of the pre-registration of placement dietitians
15. To be responsible for the planning, delivery and evaluation of nutrition and dietetic input into pre-registration and post-registration training of other health professionals.
16. To ensure collection of accurate statistical information and to ensure that recording systems are

completed according to Nutrition & Dietetic Service standards. To ensure that all statistical information required by the ICB is completed in line with reporting timescales.

17. To promote safe caseload / workload management, using appropriate assessment, organisational, time management and reporting skills.

**Personal:**

18. To maintain and demonstrate a personal development plan to ensure continued professional development.

19. To meet targets agreed in personal development plan.

20. To identify training and development needs to ensure continued professional development.

21. To ensure that clinical supervision needs are met.

22. To demonstrate responsibility for managing workload and meeting targets.

23. To ensure that practice complies with the professional code of conduct.

24. To maintain professional registration with the Health and Care Professions Council.

**KEY RESULTS AREAS:**

- To deliver a high quality, evidence based nutrition and dietetic service to practices and healthcare professionals across Leicester, Leicestershire and Rutland that will allow staff to correctly identify nutritional risk by providing training and resources that promote nutritional screening of all patients seen in general practices and care homes.
- To develop and implement care pathways for patients identified with different levels of nutritional risk. This will include food first advice and referral to the dietitian to see if prescription of ONS is appropriate and agree monitoring arrangements
- To work closely with the medicines optimisation team in the ICB and work with practices identified as high prescribers of ONS to determine if prescribing is appropriate and agree solutions with the practice team.
- To audit and evaluate the effect of dietetic interventions and make recommendations for future practice and provide reports when requested to the ICB on the effectiveness of the post in identifying nutritional risk and reducing inappropriate prescribing
- To assist the dietetic manager in the strategic development of the nutrition and dietetic service in relation to nutritional screening and prescribing of ONS. The post holder will work without direct supervision whilst exercising a large degree of autonomy

**COMMUNICATION AND WORKING RELATIONSHIPS:**

- Medicines Optimisation team
- Senior medical, nursing, Allied Health Professional staff and other senior health professionals in primary and secondary care teams
- GPs and Practice based teams
- Dietitians, multi-professional teams in primary and secondary care, social care staff, and voluntary agencies

- Care home managers, nursing and care staff, catering staff
- Social workers
- CQC inspectors and Local Authority compliance officers

### **ENVIRONMENTAL FACTORS:**

#### 25. Physical Effort

- 25.1. Duties will be carried out in a wide variety of settings (e.g. GP surgeries, clinics, care homes, primary care venues)
- 25.2. Post holder will carry all equipment required for primary care clinics and visits, displays and training materials. This will include resources, scales and other equipment.

#### 26. Mental Effort

- 26.1. The post holder will be required to use frequent concentration, for example, assessment of patients within a predictable work pattern
- 26.2. Teaching clinic skills to pre-registration dietetic students

#### 27. Emotional Effort

- 27.1. Communication with and have direct contact with a wide variety of people, including health and social care professionals, patients, carers and the public
- 27.2. The post holder may have to deal with difficult situations relating to patients, carers and the public including isolated and depressed patients

#### 28. Working Conditions

- 28.1. The post holder will be exposed to the working conditions associated with primary care premises, care homes and domiciliary visits
- 28.2. Regular journeys will be made by car for visiting primary care locations. The post involves some lone working e.g. domiciliary visits and primary care clinics

**The job description is not exhaustive and will be reviewed in the light of changing needs and organisational development. Any changes will be discussed with the post holder who may be required to carry out the duties appropriate to the grade and scope of the post.**

## OUR LEADERSHIP BEHAVIOURS: IT STARTS WITH ME

Our leadership behaviours framework set the standards of expectation we aspire to in our daily work. Meeting these standards and developing the capability to exceed them, will not only ensure that we continue to improve and respond flexibly to changing needs as an organisation, but will also help our staff to fulfil their potential, both in terms of personal achievement and career advancement.

The behaviours we expect to see at LPT are:



**Valuing one another**



**Recognising and valuing  
people's differences**



**Working together**



**Taking personal  
responsibility**



**Always learning and  
improving**

### **ADDITIONAL INFORMATION**

The NHS is in a period of continuing change due to developments and rationalisation of services. This will lead to a modification of structures and job descriptions. The post holder will be expected to co-operate with changes, subject to consultation, at any time throughout the duration of their contract.

### **MOBILITY**

The person specification for the role will detail the mobility requirements of the post. However, employees may be required to work at any of the other sites within the organisation subject to consultation.

### **POLICIES AND PROCEDURES**

All staff should comply with the Trust's Policies and Procedures. It is the employee's responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of local induction arrangements

### **SAFEGUARDING CHILDREN AND ADULTS**

The Trust takes the issues of Safeguarding Children and Adults, and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in its duties by adhering to all relevant national and local policies, procedures, practice guidance and

professional codes; promptly reporting any concerns to the appropriate authority in line with safeguarding policy and guidance; attending mandatory training on Safeguarding children and adults; being familiar with individual and the Trust's requirements under relevant legislation.

### **MENTAL CAPACITY ACT**

All clinical staff will be aware of their responsibilities under the Mental capacity Act and will ensure that assessment for Deprivation of Liberty Safeguards is in place for any patient that is deemed to lack capacity to consent to their care and treatment.

### **MAKING EVERY CONTACT COUNT**

All staff are positively encouraged to contribute to improving health for themselves, their patients, service users and colleagues. This happens when, in everyday contact, the opportunity is taken to raise the subject of choosing better health by stopping smoking, reducing alcohol intake, eating more healthily and becoming more active. The Trust's Making Every Contact Count programme has further information.

### **HEALTH AND SAFETY**

It is the duty of all employees of the Trust to ensure that a safe working environment and safe working practices are maintained at all times. Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as part of your job description.

All employees must comply with the duties imposed on them by the Health and Safety at Work Act 1974, i.e.

- To take responsibility for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- To co-operate with their employer as far as is necessary to meet the requirement of the legislation.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare

These duties apply to all staff whenever and wherever they are engaged on Trust business.

## **DATA PROTECTION**

In line with national legislation, and the Trust's policies, you must process all personal data fairly and lawfully and in a transparent way, for the specific, explicit and legitimate purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality and Information Security and requests for personal information.

The post holder must be familiar with and comply with the General Data Protection Regulation and Data Protection Act 2018.

Personal Data must be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Adequate, relevant and limited to what is necessary
- Accurate and where necessary, kept up-to-date
- Kept in a form which permits identification of data subjects for no longer that is necessary for the purposes which it is processed
- Processed in manner that ensures appropriate security, including protection against unauthorised or unlawful processing and accidental loss, destruction or damage

## **CONFIDENTIALITY**

The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the Trust. All data should be treated as confidential and should only be disclosed on a need-to-know basis.

Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of patients and service users, as well as individual staff records. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. In addition, staff must not access personal information unless authorised to do so as part of their role.

Due to the importance that the organisation attaches to confidentiality, disciplinary action will be considered for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.

With the increased use of information technology and e-communications, staff should also be aware that safe guards are in place to protect the privacy of individuals when using these mechanism, both inside and outside of work. This includes the use of social media i.e. Facebook, Twitter, Snapchat etc. Where privacy is breached disciplinary action will be considered.

All employees should be mindful of the seven Caldicott principles when dealing with person identifiable information.

1. Justify the purposes of using confidential information
2. Only use it when absolutely necessary
3. Use the minimum that is required
4. Access should be on a strict need to know basis
5. Everyone must understand his or her responsibilities
6. Understand and comply with the law

7. The duty to share information can be as important as the duty to protect patient confidentiality

If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.

### **EQUALITY AND DIVERSITY**

We aim to design and provide services and employment practices that meet the diverse needs of our service users and staff, ensuring that none are placed at a disadvantage over others. You will be expected to take into account the provisions of the Equality Act 2010 to advancing equal opportunity. You must act in your role to ensure that no one receives less favourable treatment due to their protected characteristics i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation.

In carrying out its functions, you must have due regard to the different needs of different protected equality groups in their area.

### **INFECTION CONTROL**

All employees have a responsibility to protect from infection themselves and other people, whether they be patients, other staff or visitors, as well as making all reasonable effort to reduce or prevent the risk of infection in their working environment. All staff have a duty to make themselves familiar with and comply with Infection Prevention and Control Policies and Procedures, carry out duties required by legislation such as the Health and social care Act 2008 (updated 2015) (and subsequent legislation), and to attend mandatory training relating to infection prevention and control.

### **COUNTER FRAUD**

Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60.

### **SMOKING AT WORK**

The Trust has a "Smoke Free Policy", which applies to:

- All persons present in or on any of the Trust grounds and premises
- All persons travelling in Trust owned vehicles (including lease cars) whilst on official business.
- Privately owned vehicles parked on Trust grounds or when transporting Service Users, Visitors on official Trust business.
- When wearing an NHS uniform.

### **ELECTRONIC ROSTERING**

'Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all LPT staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role'.

## PERSON SPECIFICATION

**JOB TITLE:** Senior Dietitian – Prescribing (Primary Care)

**AFC REF NO:**

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Appli- cation form	Intervi- -ew	Test	Prese- ntation
<p><b>Demonstrates a commitment to the Trust's Behaviours</b></p> <p>1.1 Valuing one another 1.2 Recognising and valuing people's differences 1.3 Working together 1.4 Taking personal responsibility 1.5 Always learning and improving</p>	<p>3 3 3 3 3</p>		<p>X X X X X</p>		
<p><b>Qualifications (Equivalent qualifications will be considered where their equivalency can be demonstrated)</b></p> <p>2.1 A four year Undergraduate First or a Two year Post Graduate Degree in Nutrition &amp; Dietetics or similar non-UK qualification</p> <p>2.2 UK Registered Dietitian with the Health and Care Professions Council</p> <p>2.3 Working towards completion of a validated course in specialist</p>	<p>3 3 1</p>	<p>X X X</p>			

<b>Person Specification Selection Criteria:</b>	<b>3. Essential/ Minimum 1. Desirable</b>	<b>Stage measured at. You must demonstrate the required criteria at all stages indicated</b>			
		<b>Appli- cation form</b>	<b>Intervi -ew</b>	<b>Test</b>	<b>Prese- ntation</b>
area of practice or working towards gaining the Diploma in Advanced Dietetic Practice					

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Appli- cation form	Intervi- -ew	Test	Prese- ntation
<b>Knowledge and Skills</b>					
<b>3.1</b> Can demonstrate excellent organisational, time management and supervisory skills	3	x	x		
<b>3.2</b> Can give examples of quality initiatives to improve the delivery of Nutrition & Dietetic services and own involvement in specific initiatives	3	x	x		
<b>3.3</b> Is able to prioritise workload and is flexible in approach and has an influence on developing these skills in junior staff and students, and takes significant responsibility to work within a set of defined parameters	3	x	x		
<b>3.4</b> Is able to use analytical and problem solving skills to apply to own practice (e.g. planning continuity of care for a patient, planning an awareness raising programme)	3	x	x		
<b>3.5</b> Is able to demonstrate skills as an expert practitioner in nutrition support and can demonstrate role in influencing multi-professional practice in this area	3	x	x		
<b>3.6</b> Is a member of appropriate groups in area of expert practice e.g. PENG, NAGE, PSDG	1	x	x		
<b>3.7</b> Has good knowledge of national strategies and clinical evidence related to nutritional screening and primary care	3	x	x		
<b>3.8</b> Has vision for new ways of working and healthcare delivery within primary care and has evidence of change management skills	1	x	x		
<b>3.9</b> Understands the format and requirements for the new style pre-registration training programme for Dietitians	3	x	x		

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
<b>3.10</b> Has attended a Clinical Teaching Skills course	1	x	x		
<b>3.11</b> Is able to support and take a key role the professional development of others	3	x	x		
<b>3.12</b> Can use different approaches to communication with a wide variety of patients, both as individuals and in groups, and with the public.	3	x	x		
<b>3.13</b> Is aware of the different communication needs within a culturally diverse community and how this may impact on both own professional practice and others	3	x	x		
<b>3.14</b> Has a good understanding of team work and how this can be used to improve patient care	3	x	x		
<b>3.15</b> Is able to give examples of own involvement of working as part of a team	3	x	x		
<b>3.16</b> Has a professional appearance and is able to express themselves clearly (both verbal and written)	3	x	x		
<b>Experience (both work and 'life' related)</b>					
<b>4.1</b> Post-registration experience working in a varied dietetic environment	3	x	x		
<b>4.2</b> Has developed expert practice in primary care and nutritional support and aware of different ways of caseload management and delivering services	3	x	x		

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
<p><b>4.3</b> Can demonstrate evidence of continued professional development (e.g. keeps a professional portfolio, BDA Continuing Professional Development Award, peer reviewed publications, presentations)</p>	3	x	x		
<p><b>4.4</b> Is able to demonstrate ability to initiate and be involved in audit/research activities</p>	3	x	x		
<p><b>4.5</b> Previous involvement with the pre-registration practice placements for Dietitians</p>	1	x	x		
<p><b>Personal Attributes</b></p>					
<p><b>5.1</b> Aware of equality and valuing diversity principles and is able to give an example of this related to own professional practice and in supervision of others</p>	3	x	x		
<p><b>5.2</b> Understands confidentiality and data protection requirements in relation to own professional practice and in the supervision of others</p>	3	x	x		
<p><b>5.3</b> Shows ability to use tact and diplomacy, where necessary</p>	3	x	x		
<p><b>5.4</b> Understanding of the service users of the Trust (which could include lived experience of conditions the Trust deals with or of receiving services relevant to those the Trust provides)</p>	3	x	x		
<p><b>5.5</b> Can demonstrate confidence, leadership and self-motivation</p>	3	x	x		
<p><b>5.6</b> Is able to use different techniques for motivating individuals and groups to make</p>	3	x	x		

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
behavioural change  <b>5.7</b> Has undertaken post-registration training in behavioural change and motivational interviewing	1	x	x		
<b>Standard Requirements</b>  <b>6.1</b> Commitment to Equality & Valuing Diversity Principles  <b>6.2</b> Understanding of Confidentiality & Data Protection  <b>6.3</b> Understanding of the service users of the Trust (which could include lived experience of conditions the Trust deals with or of receiving services relevant to those the Trust provides)	3  3  3	X  X  X	X  X  X		
<b>Mobility</b>  <b>7.1</b> Mobility – ability to undertake light physical effort in order to work in a range of healthcare settings (outpatients, daycare, care homes, primary care venues) and has ability to lift/carry equipment  <b>7.2</b> Car owner with a valid driving licence, and willing to use car during working hours to travel between required work venues Dependence on public transport is not suitable for this role.	3  3	You must demonstrate how you would meet the stated mobility requirement on your application form			

