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| **JOB DESCRIPTION AND PERSON SPECIFICATION FOR** | Senior Dietitian (Primary Care) |
| **AGENDA FOR CHANGE BAND** | Band 6 |
| **HOURS AND DURATION** | Bank |
| **AGENDA FOR CHANGE REFERENCE NUMBER** | |  | | --- | | 3010 | |
| **DBS LEVEL** | Enhanced DBS with Children’s Barred List Check |
| **REPORTS TO** | Clinical Dietetic Manager – Primary Care |
| **ACCOUNTABLE TO** | Family Services Manager |
| **LOCATION** | The post holder will initially be based at the location specified in the job advertisement and the Contract of Employment. However, the Trust reserves the right, with consultation, to relocate post holders to any base within the Trust in line with service requirements. |
| **JOB SUMMARY** | |
| To work as a member of the Primary Care Dietetic team in the Leicestershire Nutrition and Dietetic Service, with particular responsibility for delivering primary care out-patient clinics and providing dietetic input to the intermediate care / rehab in-patient facilities within the area of Leicester, Leicestershire and Rutland.  The post holder will also provide continuity of care across Leicester, Leicestershire and Rutland healthcare community, and advise other dietitians, catering staff and health professionals on nutrition and dietetic matters in Primary Care. | |

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| **MAIN DUTIES AND RESPONSIBILITIES:**  **TRUST:** |
| 1. To demonstrate the Trust’s values in everything you do in the work environment and live up the LPT Pledge 2. To be responsible in the use and expenditure of the Trust’s resources that you utilise 3. Delivery of Effective Healthcare within the organisation 4. Establishing Effective Leadership and Communication 5. Continuing Education, Professional and Personal Development    1. Undertake the Trust’s corporate and local induction, and maintain your learning and compliance with training requirements for your role    2. Participate in supervision via agreed review and appraisal mechanisms    3. It is mandatory for all professionally qualified staff and clinical support staff to actively participate in clinical supervision as an integral part of their professional development. 6. Clinical Governance, Reduction of Risk, Audit and Research 7. Management and use of Resources and Information    1. All records that the role is responsible for or modifies must be kept up to date and maintained in an accurate and diligent manner 8. Operating with Quality in everything you do and Maintaining a Safe Environment   **SERVICE:**   1. To take a lead in clinical supervision, mentoring and CPD activities within the nutrition and dietetic team in the context of Primary Care Dietetics. 2. To take a trainer (or key trainer) role when contributing to the planning, delivery and assessment of the pre-registration of placement dietitians. 3. To be the dietetic lead for a community hospital / intermediate care facility and to represent the Leicestershire Nutrition and Dietetic Service at relevant local forums in these areas. 4. To provide Nutrition and Dietetic advice on the nutritional care of patients in both the inpatient (adults) and outpatient (adults and children) settings. To attend multi-professional meetings, case conferences and make recommendations about the nutritional care of patients. 5. To work with a Dietetic Support Worker in the in-patient setting and provide supervision to them. 6. To provide Nutritional and Dietetic counselling to a diverse and multi-cultural caseload. To employ motivational and behavioural change skills to overcome barriers to change. 7. To utilise communication and education skills to educate patients with disabilities and complex needs who may have barriers to understanding diet therapy. 8. To contribute to service developments and quality improvement initiatives as part of the strategic vision for the Leicestershire Nutrition and Dietetic Service 9. To provide training to ward and catering staff on nutrition, special diets and allergen information 10. To be responsible for the production and review of Nutrition and Dietetic Service literature and resources to ensure they reflect evidence-based practice. 11. To deliver and evaluate nutrition and dietetic post-registration training of Dietitians and other health and social care professionals in the area of childhood nutrition. 12. To ensure collection of accurate statistical information and to ensure that recording systems are completed according to Nutrition and Dietetic Service standards. 13. To contribute to the process of statutory assessments for statement of children with special education needs and contribute to the Leicestershire Service Co-ordination Scheme for children with complex needs. 14. To meet, maintain and demonstrate a personal development plan to ensure continued professional development, and maintain a portfolio in line with HPC registration. 15. To ensure that clinical supervision is identified and steps taken to meet personal needs. 16. To ensure that practice complies with the professional code of conduct of the Health Professions Council (HPC), and to maintain professional registration with the HPC. 17. To utilise a variety of technology for record keeping and virtual consultations and meetings.   ***The post holder is required to comply with and actively promote the Trust’s equal opportunities policy.***  ***This job description is not exhaustive but is intended to outline the main roles and responsibilities of the post older. It will be subject to regular review and amendment in consultation with the post holder.*** |
| **COMMUNICATION AND WORKING RELATIONSHIPS** |
| Leicestershire Nutrition and Dietetic Service – all areas, Primary Health Care, Public Health, Home Enteral Nutrition Team  *External Agencies*   * *Local authorities* * *Care home providers (managers, care staff, catering staff)*   *NHS*   * *All Leicestershire CCGs and staff (GP’s, nurses, AHP’s)* * *External CCGs and trusts to Leicestershire* * *Leicestershire Partnership NHS Trust including medical, nursing, catering and AHP staff* * *University Hospitals of Leicester UHL* |
| **ENVIRONMENTAL FACTORS**   1. **Physical Effort**   Duties will be carried out in a wide variety of settings (e.g. hospitals, outpatients, clinics, care homes, primary care venues, patient homes).  Post holder will carry all equipment required for primary care clinics, displays and training materials. This will include resources, weighing scales and height meters, enteral feeding pumps.   1. **Mental Effort**   The post holder will be required to use frequent concentration, including assessment of patients within a predictable working pattern  The post holder is required to taketelephone callswhich can lead to frequent interruptions, affecting time management and can cause an increase in stress levels as a result  Teaching clinical skills to pre-registration dietetic students   1. **Emotional Effort**   Communication with and have direct contact with a wide variety of people, including health and social care professionals, patients, carers, the public and catering staff  The post holder may have to deal with difficult situations relating to patients, carers and the public, including safeguarding cases, isolated and depressed patients. This requires the use of counselling and motivational skills.  Dealing with patients with barriers to communication, e.g. impairment of speech, hearing and/or/sight, cognitive impairment etc, can require the use of alternative methods of communication  The post holder will be involved in providing information to patients / carers in sensitive situations e.g. palliative care, end of life.   1. **Working Conditions**   4.1 The post holder will be exposed to the working conditions associated with primary care premises, domiciliary visits and care homes, hospital/ward environment.  4.2 Journeys will be made by car for visiting primary care locations.  4.3 The post involves some lone working e.g. domiciliary visits, primary care clinic venues. |
| 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:



## 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.

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| 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 to 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**  **Selection Criteria**: | **3. Essential/**  **Minimum**  **1. Desirable** | **Stage measured at. You must demonstrate the required criteria at all stages indicated** | | | |
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| **Appli-cation form** | **Intervi-ew** | **Test** | **Prese-ntation** |
| Demonstrates a commitment to the Trust’s Behaviours **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 | 3  3  3  3  3 |  | x  x  x  x  x |  |  |
| **Qualifications (Equivalent qualifications will be considered where their equivalency can be demonstrated)**  **2.1** A four year degree or a two year post graduate qualification in Nutrition and Dietetics or similar non-UK qualification  **2.2** UK Registered Dietitian with the Health Professions Council  **2.3** Working towards completion of a validated course in specialist area of practice or working towards gaining the Diploma in Advanced Dietetic Practice | 3  3  1 | x  x  x |  |  |  |
| Knowledge and Skills **3.1** Can demonstrate excellent organisation and supervisory skills  **3.2** Can give examples of quality initiatives to improve the delivery of Nutrition and Dietetic services and own involvement in specific initiatives  **3.3** Is able to prioritise workload and is flexible in approach, and has an influence on developing these skills in junior staff and students  **3.4** Is able to use analytical and problem solving skills to apply to own practice (e.g. planning continuity of care for a patient)  **3.5** Has good knowledge of national strategies and clinical evidence related to primary care, nutritional support and palliative care  **3.6** Has a working knowledge of Microsoft office including excel and nutritional software  **3.8** Has attended Clinical Teaching Skills Course  **3.9** Is able to support and take a key role in the professional development of others  **3.10** Demonstrates appropriate clinical knowledge in relation to post  **3.11** Can use different approaches to communication with a wide variety of patients and their parents/guardians, both as individuals and in groups and with the public  **3.12** Has a good understanding of team work and how this can be used to improve patient care  **3.13** Is able to give examples of own involvement of working as part of a team | 3  3  3  3  3  3  1  3  3  3  3  3 | x  x  x  x  x  x  x  x  x  x  x  x | x  x  x  x  x  x  x  x  x  x  x  x |  |  |
| **Experience (both work and ‘life’ related)**  **4.1** Evidence of post-registration work experience in a varied dietetic environment  **4.2** Has or can demonstrate the required competency in the post  **4.3** Can demonstrate evidence of continued professional development (e.g. keeps a professional CPD portfolio).  **4.4** Is able to demonstrate ability to initiate and be involved in audit and service improvement | 3  3  1  1 | x  x  x  x | x  x  x  x |  |  |
| **Personal Attributes**  **5.1** Can demonstrate confidence, leadership and self motivation  **5.2** Is able to use different techniques for motivating individuals and groups to make behavioural change  **5.3** Has undertaken post-registration training in behavioural change and motivational interviewing | 3  3  1 | x  x  x | x  x  x |  |  |
| Standard Requirements Commitment to Equality & Valuing Diversity Principles  Understanding of Confidentiality & Data Protection  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 |  |  |
| **Mobility**  Car driver and use of a car for work is essential. Dependence on public transport is not suitable for this role. | 3 | You must demonstrate how you would meet the stated mobility requirement on your application form | | | |