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| Job Title: | Community Dietitian – Band 5 |
| Reports to (job title): | Team Lead Dietitian |
| Line Manager to: | N/A |

Job purpose

The post holder will deliver high quality and effective dietetic treatment in a range of community settings including outpatient clinics (including face to face, telephone and video clinics), community hospital in-patients and domiciliary visits (including some home enteral tube fed patients). In addition, the post holder will actively support the delivery of group education sessions to patients and the provision of training for other healthcare staff within Wiltshire Health and Care and Wiltshire care homes. The post holder will join an established community dietetic team focussed on delivering effective and dynamic dietetic services within Wiltshire community settings.

Base

Wiltshire – Wilton or Chippenham Base (to be agreed)

This post is responsible for

- To provide a service to inpatients, outpatients, groups and to patients in their own homes appropriate to experience and guidance from senior dietitians.
- Service provision can be based working from home, with the flexibility to use team office bases at Chippenham and Wilton.
- Within the team, face to face clinics and inpatient cover is provided in community hospitals and community health centres, including Chippenham, Wilton, Salisbury, Amesbury, Warminster, Melksham, Trowbridge, Devizes, and Savernake.
- To provide training and education on nutrition, nutrition screening and diet to nurses, other health professionals and patients.
- To undertake student training, menu analysis, audit and other departmental tasks as appropriate to role.

Patient Care

- Responsible for a clinical caseload of patients, with a range of conditions, requiring competent clinical practice for inpatients and outpatients.
- Individually responsible for assessment of need, determination and monitoring of treatment or requirements. This will involve nutritional diagnosis, interpretation of biochemistry, anthropometrics and clinical condition, with guidance and support from more experienced colleagues as required.

- Communicates complex information effectively to a variety of people, in a variety of settings and utilise motivational, and counselling skills, to try and overcome barriers and change behaviour.
- Takes responsibility for ensuring that patients and carers have consented prior to dietetic intervention, in line with professional guidelines.
- Considers the practical implications of advice and tailors information to the individual circumstances of the patients, families and staff involved.
- Works with catering colleagues regarding the provision of inpatient food and beverages, including menu analysis, public health messages, supporting national nutrition and hydration initiatives supporting delivery of the Wiltshire Health and Care Nutrition and Hydration Policy.
- Ensures that appropriate internal and external agencies have the necessary information to support meeting individual needs.
- Facilitates referral to the appropriate agency or health care colleagues on identification of non-dietetic need; or if referrals require more specific specialist advice.
- Liaises with community based staff, GPs, dietetic colleagues and support workers to provide an integrated approach to patient care.
- Provides dietetic advice to medical staff, health care professionals and organisations as requested.
- Recommends prescribable nutritional supplements; and makes recommendations about drug prescriptions and interactions relating to nutritional intake.
- Ensures safe usage of anthropometric equipment.
- Conducts robust dietary analysis to ensure accurate calculations of dietary intakes.
- Provides dietetic services at identified sites and covers for colleagues during periods of absence.
- Plans, organises and presents clinical teaching programmes for health care professionals and patient groups as part of the agreed service programme; this may include Pulmonary rehabilitation, Diabetes, nutrition risk screening.
- Actively contributes and participates in team development, clinical governance issues, projects and professional development meetings including updating colleagues.
- Ensures safe practice through development of workload management taking into account risk management and documentation and reporting of critical incidents as outlined in the Organisation's guidance.
- Participates fully in the appraisal process and maintains professional development in line with national legislation. Complies with professional codes of conduct, performance and ethics, professional guidelines and department policies and maintains strict confidentiality; and is accountable for own work.
- Maintains accurate contemporaneous records in accordance with HCPC standards and organisational requirements, including data collection for statistical, audit or purposes. We keep electronic patient records and use a programme called SystemOne.

- All staff will support their managers to make efficient and effective use of resources. All staff are responsible for identifying any actual or potential deviation from budgets and are to work with the budget holder or manager to find effective ways of handling it.

Responsibilities for People or Training

- Implement training and education in support of work programme as required.
- Contributes to the professional development of all members of the team and supports the provision of a constructive learning environment for students.
- Participate in peer group supervision programme

Budget Responsibilities

- Not applicable – this is not a budget-holder post.

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

| Care | Think | Do |
|--|---|---|
| <ul style="list-style-type: none"> • Inspire • Understand • Communicate | <ul style="list-style-type: none"> • Challenge • Improve • Learn | <ul style="list-style-type: none"> • Accountability • Involve • Resilience |

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken

by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

Job Description

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Personal Specification

Essential

- Degree in Nutrition and Dietetics or equivalent acceptable for registration with Health and Care Professions Council e.g. BSc Dietetics
- Evidence of Continuous Professional Development
- Experience of in and out-patient dietetics in NHS setting.
- Experience of working with MUST or similar screening tool
- Evidence of understanding the roles and responsibilities of the post
- Experience of working within a team
- Excellent oral and written skills
- Presentation skills
- Problem solving skills
- Organisation and time management skills
- Ability to work effectively independently using own initiative and as part of a team
- Enthusiastic and positive attitude and
- willingness to learn new skills
- Computer literacy
- Self motivating
- Flexibility, ability to respond to unpredictable work patterns and frequent interruptions
- Reliable and demonstrates attention to detail
- Car driver with valid UK driving licence and access to a car for work.

Desirable

- Clinical Supervisory skills
- Member of British Dietetic Association
- Behaviour change/ motivational interviewing
- Experience in community dietetics

Other requirements:

- Safeguarding – have a responsibility to safeguard adults, young people and children which includes an understanding of the relevant Trust & Local Safeguarding Adults and Children's Board Policies.

Job Description

- Post holder will be expected to travel to a variety of locations including clinics, health centre sites and other locations across Wiltshire.
- Required to carry loads, such as weighing scales, equipment and training materials needed for the group sessions, setting up and clearing away from sessions.
- Deals, on an occasional basis, with patients/ service users and carers who may be distressed and emotional in a range of working conditions, with occasional exposure to unpleasant conditions.
- In addition to the duties and responsibilities listed above, the post-holder may be required to perform other duties assigned by the supervisor/manager from time to time.

Employee signature

Manager signature
