

## Job purpose

The Children's Community Dietetic Team is responsible for providing a highly specialised dietetic service across West Essex. The team give advice and support to a complex caseload of infants, children, young people and their carers in a range of settings in the community.

Each dietitian is responsible for their own clinical caseload and clinical supervision will be given by the Band 7 Community Paediatric Dietitian. As well as providing dietary advice for a large range of nutritional needs, you will be expected to contribute to resources, audit and service development, as well as training for other health care professionals as necessary.

## Key responsibilities

*This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -*

- To work with the Paediatric Lead Dietitian to deliver the Community Dietetic Service in West Essex
- To manage a complex caseload, including allergy, faltering growth, fussy eating, feeding difficulties, gastric issues, such as IBS as well as Coeliac disease annual reviews
- To prioritise own workload to meet deadlines and demands of the service
- To triage all referrals received in to the dietetic service
- To provide the dietetic service in the community clinic or other appropriate community settings
- To take a focused history from the child/young person/parent/carer
- To make independent decisions about the individual treatment plan needed
- To provide a written plan of care for the child/young person/parent/carer to refer to and follow
- To educate and empower the child/young person/parent/carer to manage their own health needs
- To liaise with GP's regarding treatment plans that require prescription items with a clear rationale
- To engage in appropriate prescribing of infant formula or nutritional supplements in line with ICB guidance
- To act as a specialist resource for all community colleagues in West Essex
- To provide teaching and training to community colleagues as required
- To be responsible for own time management
- To work as part of the wider community team attending and participating in relevant staff meetings
- To be involved in production and updating of leaflets, diet sheets and other information provided to patients
- To undertake supervised audit
- To develop teaching material for professional training and for direct contact with patients and carers

- To ensure records are kept in accordance with organisation and department standards
- To ensure the maintenance of accurate and efficient electronic records, ensuring confidentiality of all client identifiable information.
- To participate fully in the appraisal process and your own continuing professional development
- To comply with professional codes of practice, professional guidelines and departmental policies
- To ensure safe practice, managing caseload and taking into account risk management and reporting clinical incidents
- To maintain up to date mandatory training as required by the organization

## Personal Specification

### Essential

- Registration with HCPC
- Degree in Nutrition and Dietetics, or equivalent
- Evidence of Continuing Professional Development
- Minimum 1 year clinical experience
- Minimum 6 months experience in paediatric settling
- Clinically competent to give specialist advice, treatment and dietary counselling to patients with diverse healthcare needs across the community
- Ability to use clinical judgement and reasoning in assessing and evaluating complex patients
- Competent IT and keyboard skills
- Excellent communication and interpersonal skills, both verbally and written
- Effectively prioritises and coordinates own work alongside work of others
- Understanding of safeguarding principles
- Work flexibly as part of a proactive team
- Excellent time management skills
- Ability to use initiative without close supervision
- Good organisational and planning skills
- Understanding of good customer care
- Self-motivated
- Ability to remain calm in a busy environment
- Valid UK driving licence with access to vehicle to travel throughout the community

## Desirable

- Member of BDA or other Professional specialist interest groups
- Completion of relevant post graduate courses such as BDA Paediatric Modules
- Experience working in community settings
- Experience of clinical audit
- Experience of using SystemOne

## 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

- Inspire
- Understand
- Communicate

### Think

- Challenge
- Improve
- Learn

### Do

- 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 with 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.

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.