

## JOB DESCRIPTION

### JOB DETAILS

**Job Title:** Clinical Lead Dietitian: Acute Nutrition Support

**Pay Band:** Band 7

**Directorate:** Therapy and Health Sciences

**Department:** Dietetics

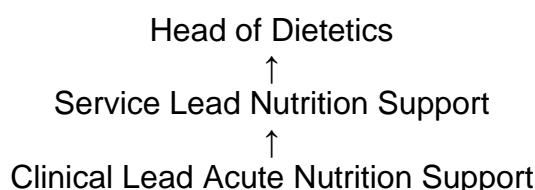
### ORGANISATIONAL ARRANGEMENTS

**Managerially accountable to:** Service Lead Nutrition Support

**Reports to:** Service Lead Nutrition Support

**Professionally responsible for:** Junior dietitians, support staff, administrative staff, students and volunteers (as delegated).

#### Organisational chart



### JOB SUMMARY / PURPOSE

Clinically lead the development, implementation, delivery and evaluation of best practice in relation to acute nutrition support across Hywel Dda UHB. Work across pathways as an effective member of, and in partnership with multi-disciplinary and multi-agency teams, supporting delivery of Health Board Health and Care Strategy.

Use highly specialist dietetic knowledge and skills to deliver acute nutritional / dietetic interventions to patients requiring nutritional care and support, including highly complex cases working in collaboration with the other clinical leads in dietetics and across multi-disciplinary and multi-agency teams to achieve seamless and effective transition of care across all settings.

Clinically lead the development and delivery of education and training in relation to acute nutrition support, to build knowledge and skills across the service and the multi-disciplinary team (MDT) to support optimally effective nutrition and hydration care.

Line manage and clinically supervise delegated nutrition and dietetic staff ensuring consistent evidence based standards of care and effective multi-disciplinary working across the health board area contributing to the local implementation of the UHB Health and Care Strategy.

Lead the development and implementation of nutrition and dietetic related guidance and standards, resources, training and education in area of expertise and ensure effective integration across programmes of work in relation to acute nutrition support.

### **MAIN DUTIES AND RESPONSIBILITIES**

Provide Health Board Wide leadership in the delivery of the Nutrition & Dietetic service for acute nutrition support by:

Developing and maintaining clinical standards in line with best practice, developing a competency based framework for practitioners delivering nutritional support and care in frailty, critically analyzing, appraising and synthesis of current research outcomes and/or relevant literature in order to maintain expert levels of knowledge and practice

Managing a highly complex and specialist caseload independently, working as an autonomous practitioner to plan & carry out assessment and treatment, demonstrating autonomous clinical judgments where expert opinion differs due to an ambiguous or absent evidence base.

Autonomously assessing, developing and implementing highly specialist programmes of care to meet the needs of individuals using complex numerical calculations, interpretation of clinical, biochemical and psychosocial information.

Using specialist knowledge and critical appraisal skills to make clinical judgments in complex case management including differential diagnosis and formulates dietetic advice based on best practice.

Undertaking critical analysis, appraisal and synthesis of current research outcomes and/or relevant literature in order to maintain expert levels of knowledge and practice and supports others to deliver effective, evidence based practice in the specialist area.

Utilising highly developed skills in order to lead and direct multi-disciplinary/ multiagency groups in order to take forward complex and at times, conflicting recommendations.

Enabling the delegated nutrition and dietetic team to manage complex caseloads effectively and efficiently facilitating team working and consistent standards of best practice.

Acting as a clinical lead for nutrition and dietetics in relation to the area of expertise and taking a lead role in the development and implementation of policy, guidelines, protocol,

pathways, standards and services (local and national) both within the service and as part of the wider multi-disciplinary team across the Health Board.

Participating in the planning, development and evaluation of dietetic services to areas where acute nutrition support services are delivered liaising closely with the other clinical/network leads.

Undertaking needs assessments for training and education including health care professionals' and wider health care staff order to empower them to take forward nutritional recommendations for individuals and cohorts of patients for which they are responsible.

Working collaboratively with the wider nutrition and dietetic / multi-professional / agency team across pathways to ensure consistent nutritional support and messaging.

Providing expert advice to contribute to the development of evidence based acute nutrition support, highlights impact of changes / need for service change in line with same.

Working closely with the other dietetic leads to ensure evidence based pro-active and seamless dietetic services across the Health Board.

Acting as an expert in the field - teaching other professionals and staff groups, delivers presentations at conferences and courses in relation to dietetics in the specialist field.

### **Service Management**

Line manages delegated nutrition and dietetic staff and is responsible for ensuring effective performance management, including PADR, objective setting and development planning is undertaken.

Monitors performance, outcomes and prepares and presents reports regarding dietetic services in the area of specialty, identifying opportunities for improvement and taking a solution focused approach to addressing challenges.

Works collaboratively with the wider service and MD teams to actively support the achievement of objectives, leading on aspects relevant to area of expertise and speciality.

Works as part of the dietetic leadership team to initiate appropriate action to address service deficits and identify opportunities for development in relation to national guidance and good practice.

Leads and supports others in the team during times of change and works with others to overcome challenges as they arise.

### **Service Improvement**

Leads the evaluation and development of service policy, guidance and standards in relation to nutrition and dietetics in acute nutrition support and leads on multi-disciplinary work to achieve agreed service improvement using recognised methodology.

Monitors and evaluates current service provision against the evidence base and best practice in area of specialty and the wider team. Interprets and embeds local and national

guidance, legislation, policy, strategy and profession specific guidance into practice across the Health Board.

Plans and manages service improvement initiatives and facilitates and co-ordinates the achievement of team / project objectives which may include delegation of tasks to others. Projects future demands for specific nutrition and dietetic services based on national trends and demographic information and emerging evidence and explores and presents potential solutions.

Pro-actively seeks the views of others in service improvement including co-production and using patient focus groups, multi-disciplinary forums and professional networks.

Co-ordinates the activity of more than one discipline e.g. in MDT meetings and project evaluation. Pro-actively contributes to the development of multidisciplinary team and partnership working.

Pro-actively advises the Service Lead / Head of Service on issues effecting service delivery including risks and hazards, shortfalls, service pressures, clinical evidence based practice, impact of new guidance / evidence and takes appropriate remedial action.

Has the ability to comment on behalf of the service on proposed service/policy developments in relation to area of specialist expertise.

Develops and implements reliable outcome measurement for monitoring area of work, using validated tools where possible.

Contributes to the development, of care pathways, local clinical guidelines and protocols within area of specialty

Takes the delegated lead on development of particular service objectives or projects in liaison with peers and assumes delegated responsibilities within project framework.

Demonstrates a thorough knowledge of policies, professional standards and requirements and supports other staff to achieve the same.

Supports the development of new roles for the Nutrition and dietetic service with a focus on acute nutrition support.

Negotiates with other professional leads / clinical leads to achieve objectives through partnership working / multi-disciplinary team working.

Promotes multi-disciplinary working and collaborative practice in line with whole systems approach.

### **Communication**

Communicates highly complex, sensitive condition-related information from assessment to patients, carers, families and the multidisciplinary / multi-agency team.

Formulates and presents accurate patient records and reports in relation to nutritional / dietetic assessment, interventions and outcomes.

Demonstrates empathy with clients, carers and families, ensuring that effective communication is achieved where significant barriers to understanding may exist.

Maintains a clear understanding of the philosophy and theories underpinning dietetics and the role and responsibilities of the post and is able to explain and demonstrate these to new and less experienced employees/students.

Empowers others to make informed decisions, using the skills of motivation in engaging individuals including use of motivational interviewing techniques, negotiation of change and counselling as a fundamental component of the clinical role.

Uses communication skills to support effective team working and to overcome potential differences of clinical opinion.

Formulates and presents accurate records and reports in relation to nutritional / dietetic assessment, interventions and outcomes.

Influences the care provided by other Health Care Professions and staff from other agencies through education and training and acting as a lead on / contribution to policy, guidance, pathways.

Presents service area plans, guidance, evaluation and recommendations as an integral part of the clinical lead role and presents at meetings / conferences / courses.

Plans, develops, facilitates and delivers education and skills based training to other health care professionals and staff groups from other agencies in relation to effective and efficient nutritional care, this may include at Regional or National level.

Represents the dietetic service as appropriate, negotiating core skills necessary for other staff groups in relation to nutrition.

### **Finance and Resources**

Exercises good personal time management, punctuality and has consistent reliable attendance in accordance with Health Board policies and supports the delegated team and others to achieve the same.

Understands the need to manage time and resources to maximum effect e.g. prioritising caseloads, cost effective use of resources and working to deadlines.

Ensures that adequate stocks of equipment and resources are available for the effective delivery of area of service responsible for.

Supports skill mix review and ensures the delegated team reflects the skill mix required to prudently deliver the service.

## **Personal and People Development and People Management**

Actively engages in own PADR process in accordance with organisation policy, working in partnership with reviewer. Pro-actively identifies own learning needs and opportunities to develop or optimise own competence/own skills in order achieve objectives.

Facilitates the professional development of others in the area of speciality e.g. dietitians, other health care professionals, staff from other agencies in relation to specialist area of dietetics across the Health Board. This includes mentoring, providing an expert or second opinion and clinical supervision.

Identify learning needs, plans and facilitates education, training and CPD opportunities across the area of specialty working within local, HCPC and professional guidelines and requirements of the Health Board as appropriate.

Responsible for leading, planning and supporting student placements within the specialist area of the Nutrition and Dietetic service.

Ensures appropriate induction plans are in place for new staff reflecting service wide Health Board policy and procedure.

Supports the wider Nutrition and Dietetic team by providing clinical supervision and clinical support for other dietetic and support staff managing complex cases and supporting effective prioritisation and management of the caseload.

Ensures own work load is managed effectively and supports others to achieve the same, flagging significant pressures and concerns as appropriate.

Works as part of the dietetic leadership team, acute and frailty multi-disciplinary teams in supporting a holistic approach to Organisational Development, alignment of work plans and staff roles to achieve the modernisation and change agenda of the Health Board.

## **Information Processing**

Maintains accurate and comprehensive records in line with Professional and HCPC requirements and the requirements of the service and UHB.

Maintains accurate and up to date patient contact data and other data as required by the service to inform performance management, audit, evaluation and service development. Leads on clinical audit and research in area of work ensuring appropriate data templates, data collection and collation.

Contributes required data to inform multi-disciplinary audit / research.

Able to produce relevant service reports to inform the wider service / multidisciplinary team as required.

Delegates administration tasks to appropriate administrative staff within the service and supports junior staff re same.

### **Health, Safety and Security**

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 Hywel Dda policies and procedures. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

The post holder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety.

The post holder has the responsibility for the development of risk profiles and a risk register within their area of responsibility.

The post holder has the responsibility for developing systems to monitor performance against agreed performance indicators.

### **Quality**

Identifies issues that could impact on quality of the service and suggests ways of managing these issues; highlights ways in which quality can be optimised.

Initiates and undertakes research/audit of nutrition and dietetic practice in relation to the area of expertise and as identified by service plan and strategic direction of profession and UHB.

Adopts a proactive approach to challenge and question established treatment methods and approaches that are not evidence based, critically appraising information and translating it into current practice.

Works independently accessing clinical supervision within an individual performance review framework.

Participates in and develops innovations in practice working within professional code of conduct and scope of practice.

Works to National and Local policies, guidelines, professional and clinical standards and requirements and works in line with and leads others to achieve the same.

Accepts responsibility for clinical governance within own clinical area/ specialty. Recognises own professional boundaries and seeks advice and support when necessary.

Contributes to multidisciplinary team building including the negotiation of collaborative working arrangements.

Take an active role within Hywel Dda service and national clinical networks.

Leads on the development and implementation of validated outcome measures in the areas of clinical responsibility.

Represents service in aspects of clinical governance relevant to area of expertise in close liaison with line manager.

Supports others effectively during times of change, helping to overcome problems and tensions as they arise.

### **Equality and Diversity**

Actively promotes equality of opportunity and diversity in own area of responsibility.

Ensures that equality and diversity issues are recognised and addressed in areas of work in accordance with legislation, policies and procedures.

Undertakes all work, and supports others to work, in a way that recognizes, accommodates and values equality and diversity, for example appropriately accommodating individual's language, cultural and religious needs including diet and nutrition.

### **Effort and Environmental**

The post holder will be required to clinically manage, and supervise the delegation of, a busy clinical caseload with competing demands that will require regular prioritisation and support junior team members to manage competing demands.

Work often requires a high level of concentration and may be frequently interrupted. Clinical demands can be unpredictable.

The post holder will be required, as part of clinical delivery, to advise families of nutritional / dietetic diagnosis that could be emotionally challenging to manage.

### **General**

Other tasks and duties may be determined by the appropriate line manager as the role develops.



## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications and Knowledge</b>	<p>Recognised degree in dietetics</p> <p>HCPC registered Dietitian</p> <p>Accredited post graduate study relevant to clinical area at Masters level or equivalent</p> <p>Completed Clinical Supervisory skills training</p> <p>Demonstrates advanced level of clinical knowledge within the specialist field gained through attendance on specialist courses / advanced training</p> <p>Established clinical problem solving skills</p> <p>Established critical appraisal skills</p> <p>Knowledge of current and emerging evidence base, national and professional policy and guidance in relation to acute nutrition support.</p>	<p>Masters level qualification relevant to specialist area of the role</p> <p>Completed formal motivational interviewing training</p> <p>Other professional, technical or academic qualification which relate to clinical practice or clinical leadership</p>	<p>Application</p> <p>Certificates</p>
<b>Experience</b>	<p>Broad, well established dietetic practice</p> <p>Extensive experience of adult nutritional support, clinically assisted nutrition.</p> <p>Demonstrable clinical leadership</p> <p>Delegation to qualified and non qualified staff</p> <p>Significant experience of leading multi-professional / multi-disciplinary team working</p> <p>Service development / quality improvement</p>	<p>Experience of project management</p> <p>Additional clinical or health care related experience</p> <p>Experience in research</p>	<p>Application form</p> <p>Interview</p>

	<p>Leading clinical audit</p> <p>Delivering or supporting practice / service change</p> <p>Delivering clinical supervision</p> <p>Active engagement with student training</p>		
<b>Skills, Aptitude and abilities</b>	<p>Ability to embrace the following personal values and behaviours on a daily basis -</p> <ul style="list-style-type: none"> <li>• Dignity, Respect and Fairness</li> <li>• Integrity, Openness and Honesty</li> <li>• Caring, Kindness and Compassion</li> </ul> <p>Ability to demonstrate a commitment to our organisational values -</p> <ul style="list-style-type: none"> <li>• Working together to be the best we can be</li> <li>• Striving to develop and deliver excellent services</li> <li>• Putting people at the heart of everything we do</li> </ul> <p>Demonstrates effective organization skills including prioritisation, caseload management and appropriate delegation of tasks</p> <p>Demonstrates excellent communication skills</p> <p>Demonstrable skills in influencing change in clinical practice</p> <p>Models good practice in clinical record keeping and all forms of clinical communication</p> <p>IT proficient</p> <p>Able to lead and work effectively in a team</p> <p>Able to work effectively under</p>	Has undertaken an active role in a clinical network or specialist professional group	Interview

	<p>pressure and manage competing demands</p> <p>Strong interpersonal skills</p> <p>Professional confidence</p> <p>Self motivated</p> <p>Demonstrable presentation and teaching skills using a variety of media</p> <p>Able to demonstrate tact and diplomacy when working with others</p> <p>Able to adapt to new challenges and change</p> <p>Ability to travel between sites in a timely manner</p> <p>Able to work flexibly according to the changing needs of the service</p> <p>Demonstrates a keen interest in acute nutrition support.</p>		
<b>Language Requirements</b>		<p>Welsh Speaker (Level 1)</p> <p><i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i></p>	Application Form and Interview

### **Level 1 Welsh**

*(Please note that for this particular post level 1 in spoken Welsh is desirable but not essential)*

**Listening/Speaking:** Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

**Reading/Understanding:** Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

**Writing:** Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.

## **GENERIC STATEMENTS**

### **NHS CODE OF CONDUCT FOR MANAGERS**

**\*\* For Managers only:**

The post holder will be expected to adhere to the standards laid down in the NHS Code of Conduct for Managers and at all times act in a manner that reflects and promotes the values of the HB. The post holder must ensure all activity and service objectives are effectively met in compliance with HBs standing orders and SFIs, scheme of delegated authority and employment legislation.

### **REGISTERED HEALTH PROFESSIONAL**

**\*\* For Registered Health Professionals only:**

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the postholders responsibility to ensure they are both familiar with and adhere to these requirements.

### **HEALTHCARE SUPPORT WORKERS**

**\*\* For Healthcare Support Workers only:**

All healthcare support workers should be familiar with and must comply with the Code of Conduct for Healthcare Support Workers in Wales.

### **COMPETENCE**

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs. The postholder is required to demonstrate on-going continuous professional development. At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

### **OUR VALUES**

Hywel Dda University Health Board is a values driven organisation. The post holder is expected to uphold our values of dignity, respect, fairness, integrity, honesty, openness and caring, kindness & compassion underpin a behaviour framework which are supported by our organisational values of

- Putting people at the heart of everything we do
- Working together to be the best we can be
- Striving to deliver & develop excellent services

### **TEAM BRIEF**

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board. Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

### **RISK MANAGEMENT/HEALTH & SAFETY**

The postholder 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 Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice. The postholder

has the responsibility for monitoring the progress on action plans in relation to risk, health and safety. The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility. The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

### **HARRASSMENT & BULLYING**

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

### **RECORDS MANAGEMENT**

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines. The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

### **FLEXIBILITY STATEMENT**

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

### **CONFIDENTIALITY**

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

### **EQUAL OPPORTUNITIES**

Hywel Dda University Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and that individuals or groups will not face discrimination, harassment or victimisation, or be treated less favourably on the basis of sex, pregnancy and maternity, gender reassignment, disability, race, age, sexual orientation, religion and belief, family circumstances including marriage and civil partnership. To this end, the UHB has an Equality and Diversity Policy and Equality Impact Assessment Policy and Procedure and it is for each employee to contribute to enacting these policies.

### **OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS**

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

### **ENVIRONMENTAL**

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation,

transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

### **SMOKE FREE POLICY**

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients\*, visitors and the public.

**\*Those patients staying in residential mental health units will be exempt under the Smoke-Free Premises (etc) Wales Regulations 2007.**

### **SAFEGUARDING ADULTS AND CHILDREN**

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children.

Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

### **INFECTION CONTROL**

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis". IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing, Health Board Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

### **GENERAL**

The postholder needs to ensure they are familiar with their terms and conditions of service.