

DEPARTMENT OF NUTRITION & DIETETICS**1. General Information****Job Description**

JOB TITLE:	Specialist Head and Neck Oncology Dietitian
GRADE:	Band 6
LOCATION:	Guy's and St Thomas' NHS Foundation Trust Guy's Hospital (0.6 WTE) Waldron Health Centre (0.4 WTE)
ACCOUNTABLE TO:	Head of Service for Nutrition and Dietetics
RESPONSIBLE TO:	Clinical Dietetic Services Manager Lead Clinician, Community Head & Neck Team
HOURS:	37.5 hours

Department Information

The department of Nutrition and Dietetics is made up of an Adult and Paediatric Nutrition workforce of over 100 staff, generating an income of over 8m. This is a highly complex service, delivering highly specialised Dietetics as part of clinical services across the Trust, and into the Community, including providing professional guidance for our catering services and ensuring our compliance with Nutrition Standards for the Trust.

The department of Nutrition and Dietetics is part of the Medical Specialties Directorate and all dietitians are part of this directorate. The Directorate Senior Management Team comprises Clinical Director, General Manager, Deputy General Manager, Head of Service for Nutrition and Dietetics, Head of Nursing and Directorate Business Development Manager. The directorate is supported by HR, IT and Finance Business Managers.

Guy's and St Thomas' NHS Foundation Trust comprises five of the UK's best known hospitals – Guy's, St Thomas', Evelina London Children's Hospital, Royal Brompton and Harefield – as well as community services in Lambeth and Southwark, all with a long history of high quality care, clinical excellence, research and innovation. We are among the UK's busiest, most successful foundation trusts. We provide specialist care for patients including heart and lung, cancer and renal services as well as a full range of local hospital and community services for people in Lambeth and Southwark.

We have a long tradition of clinical and scientific achievement and – as part of King's Health Partners – we are one of England's eight academic health sciences centres, bringing together world-class clinical services, teaching and research. We have one of the National Institute for Health Research's biomedical research centres, established with King's College London in 2007, as well as dedicated clinical research facilities.

Organisational Values:

The post holder will:

- **Put patients first** - consider the patient's needs and wishes in all that they do
- **Take pride in what they do** – strive for highest standards on own work and challenge colleagues to do the same
- **Strive to be the best** – in terms of patient care & teamwork.
- **Act with integrity** - maintain the privacy & dignity of patients, work with integrity and be trustworthy, be accountable for own work
- **Respect others** – patients, visitors and colleagues. Actively give and receive feedback.

2. Job Summary

The Specialist Dietitian is a member of the dietetic team responsible for the nutrition and dietetic management of all patients with head and neck cancer.

3. Key Relationships

Dietetic team, Consultants and Junior Medical Staff, Nursing Staff, Clinical Nurse Specialists, Allied Health Professionals, Administrative and Clerical Support Staff, Professional and Technical staff.

4. Duties and Responsibilities

CLINICAL

1. To lead in the provision of a specialist dietetic service within the head and neck oncology multidisciplinary team.
2. To be responsible for the provision of dietetic input into Multidisciplinary outpatient clinics/dietetic clinics as required.
3. To take the lead in providing expert dietetic input to head and neck cancer inpatients and outpatients.
4. To devise, monitor and review nutritional care plans against outcomes measures and adjust these care plans to enable the achievement of their goals.
5. To provide expert nutritional advice to patients, carers and clinicians regarding provision of nutritional support for patients based on clinical evidence. This requires detailed nutritional assessment; to include the calculation of nutritional requirements based on the interpretation of biochemistry, anthropometry and clinical condition.
6. To ensure the safe and timely discharge of patients going home on artificial nutritional support liaising with and co-ordinating internal and external agencies.

7. To communicate and liaise with other agencies regarding nutrition related prescriptions and the nutritional management of patients within and outside the trust.
8. To be responsible for ensuring that patients and carers have consented prior to dietetic intervention in line with professional guidelines.
9. To directly prescribe nutritional, vitamin and mineral supplements.
10. To be responsible for the maintenance of adequate stock levels of feeds and supplements at ward level.
11. To be trained to trainer level in the use of enteral feeding pumps and associated equipment.
12. To be trained to trainer level in the use of anthropometric equipment for assessment of nutritional status such as bioelectrical impedance, callipers and hand grip dynamometer.
13. To provide cover for colleagues during periods of absence.

TRAINING & EDUCATION

1. To be able to utilise developed communication and teaching skills to educate the diverse and multicultural population with barriers to understanding both on a one to one basis and in groups.
2. To provide specialist Dietetic counselling to patients and relatives where training in post registration Cognitive Behaviour Therapy and use of reassurance and motivational skills are required to be used in an appropriate and sensitive manner.
3. To provide training for medical, allied health professionals, nurses, catering staff and dietetic students, as well as patients. This will take the form of lectures, tutorials and demonstrations.
4. To undertake the role of a mentor for junior members of staff.
5. To advise and liaise with catering staff concerning the dietary needs for patients under your care and to assist in instructing chefs on the preparation of therapeutic diets.
6. To participate in the training of student dietitians.
7. To maintain Continuing Professional Development and attend study days and training.

CLINICAL GOVERNANCE

1. To participate in the development, implementation and update of operational and professional standards and policies for the Dietetic Service.

2. To contribute to operational and strategic planning for the dietetic service within the trust.
3. To initiate and participate in research and audit within the area of specialism, in line with departmental research and audit procedures. This may include co-ordination and supervision of research projects for undergraduate dietetic students. It will be expected that any relevant findings should be published or presented at appropriate conferences.
4. To actively participate in the departmental evidence based group and others as appropriate
5. To be an active team member of the dietetic department at Guy's and St Thomas' participating in departmental developments and attending monthly staff and continuing professional development meetings.
6. To research, develop, audit and publish evidence based departmental literature for use within and outside the trust. These will be produced with the use of patient fora.
7. To participate fully in continuing professional development and appraisal through the use of portfolio based assessment in line with national frameworks.
8. To keep statistics and written records of all inpatient and outpatient contacts in accordance with trust and departmental standards for record keeping.
9. To comply with professional codes of practice, professional guidelines and departmental policies.

In consultation with the postholder, undertake any other duties appropriate to the grade as requested by the Dietetic Services Manager.

The post holder is required to follow Trust policies and procedures which are regularly updated including:

Confidentiality / Data Protection / Freedom of Information

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.

Information Governance

All staff must comply with information governance requirements. These includes statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures (such as the Trust's Confidentiality policy). Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed and forwarded in a secure and appropriate manner.

Equal Opportunities

Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws.

Health and Safety

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. **All post holders must comply with Trust infection screening and immunisation policies** as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

Risk Management

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

Flexible Working

As an organisation we are committed to developing our services in ways that best suit the needs of our patients. This means that some staff groups will increasingly be asked to work a more flexible shift pattern so that we can offer services in the evenings or at weekends.

Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

Sustainability

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers monitors and equipment when not in use, minimising water usage and reporting faults promptly.

Smoking Policy

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within Trust buildings and vehicles.

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

PM April 24