

**SPECIALIST ADULT COMMUNITY DIETITIAN (HEF, CARE HOMES & ONS)**

**JOB DESCRIPTION**

**JOB DETAILS**

Directorate	Health and Wellbeing
Service	Community Dietetics, Bexley
Post Title	Specialist Adult Community Dietitian
Staff Group	AHPs (Dietitians)
Band	6
Reports to	Adult Team Lead for Bexley Dietetics
Accountable to	Service Lead for Adult Community Dietetics
Number of Direct Reports	1-2
Overall Headcount Responsibility	1-2
Budget Responsibility (£)	N/A

**KEY RELATIONSHIPS**

Internal:

- Dietetic Colleagues/ Team Lead / Nutrition Nurse
- Healthcare Professionals
- Data Analysts
- Safer Care Team
- Dietetic Students

External:

- Patients / Carers
- Hospital Dietitians
- Healthcare Professionals
- Bexley ICB
- Hospital Consultants, GPs and Primary Care Team
- Bexley Medicines Management Team
- London Borough of Bexley (Public Health, Adult Social Care)
- Nursing/Care Homes in Bexley
- Specialist Groups
- Instant Access to Psychological Therapies (IAPT)
- Nutrition Enteral feeding company e.g. Abbott Hospital 2 Home
- Nutrition Companies
- Students (Non Dietetic)

**JOB SUMMARY**

Dietitians are professionally and legally accountable for all aspects of their professional and clinical work. They work as independent practitioners, reaching independent clinical judgements and making onward referrals to other health professionals where necessary. The Community Dietitian is responsible for providing highly specialist dietetic advice and support for clients and carers in nursing/care homes and patients' own homes.

The Dietitian is a lead specialist within the Community Dietetic Service in Bromley Healthcare, whilst maintaining a breadth of expertise to routinely cover the workloads of other members of the team.

As part of the Community Dietetic Service, each Dietitian contributes to service development, evidence-based policy, guidelines and procedure development in specialist areas; education of other health professionals and undertakes audit and research projects.

The Dietitian works with other agencies and other health professionals to promote diet, nutrition and health through health promotion initiatives, campaigning, education and training.

## MAIN DUTIES AND RESPONSIBILITIES

The Specialist Adult Community Dietitian will support the Adult Community Team Lead Dietitian in providing a co-ordinated Nutrition and Dietetic service for the management of Home Enteral Feeding, nutrition support and other nutrition related problems for patients in care homes, their own homes. This includes support, assessment, and on-going reviews. The service to care homes will be comprehensive and include support to patients identified with malnutrition. The service will provide training programs to up-skill community catering teams, nursing homes, district nurses and other relevant front-line staff on a range of nutritional areas. The post holder will be responsible for the day to day management and supervision of designated junior staff including annual appraisals and development reviews. They will also cover part of the workload of other dietitians during leave of absence.

- Work with hospital discharge teams to ensure that Home Enteral Feeding patients are discharged home in a timely manner and that equipment and training is available to patients upon returning home.
- Ordering enteral feeding equipment and products and arranging for their delivery to the patient's home. Training of patients / families / carers, including other health professionals on various equipment used in home enteral feeding.
- Making recommendations to medical practitioners regarding the prescription, timing and adjustment of medications that assist in the nutritional management of patients, e.g. insulin regime, anti-epileptic medication.
- Making recommendations to medical practitioners regarding the need for invasive and surgical procedures (e.g. nasogastric or gastrostomy feeding tube placements)
- To assist with the development of a Nutrition Education Training Programme within Bexley Care Homes.
- To be responsible for identifying problems with nutrition in the care homes and devising possible solutions and changes in practices
- To demonstrate specialist knowledge in the area of Dietetics, underpinned by current evidence based practice.
- To provide advice, teaching and guidance to care home management and staff to ensure nutrition is managed according to guidance and best practice.
- To provide a comprehensive, effective, evidence based dietetic service to multidisciplinary staff, patients and carers in Bexley.
- To work autonomously to provide expert nutritional and dietetic advice to patients referred to the service under the care of GPs and other healthcare professionals.

- To work in a variety of settings including patient`s homes and care homes located across the borough (this may include mental health and learning disabilities care homes).
- To prepare and deliver education and clinical updating to care home staff, medical, nursing and support staff (this includes dietetic staff & students), in the area of speciality.
- To make specialist clinical decisions following assessment of complex cases by calculating and interpreting nutritional requirements and advising on the most appropriate method of nutrition support.
- To communicate complex nutritional information to patients, their families and carers in one to one and groups sessions. To adapt the presentation of this information to be appropriate for a wide range of learning ability.
- To compassionately deliver sensitive, unwelcome, and difficult to accept information e.g. long term implications of condition.
- To use motivational interviewing and psychological behaviour management techniques for motivation, empowerment and negotiation of a treatment plan with adults and carers, to attain sustained dietary and lifestyle changes.
- To adapt all of the above for adults with complex needs including mental health problems, complex communication problems, learning disabilities and challenging behaviour.
- To plan, deliver and review treatment programmes through effective communication and liaison with a wide range of other health professionals within Bromley Healthcare and in other Trusts (to ensure continuity of care, and/ or joint management), and professionals from other agencies, contributing to a multidisciplinary approach to care.
- To advise on the safe and appropriate use of different products available over the counter e.g. vitamins, minerals, specialist dietary products.
- To review prescribing of ONS for patients in the community, to ensure all prescribing is appropriate and cost effective, including ensuring appropriate implementation of a “food first” approach, prescribing is for ACBS approved indications only, cost effective products are initiated first line and efficacy of treatment is being monitored. Inappropriate prescribing should be discontinued.
- To support the development of local ONS guidelines for the prescribing of nutritional supplements listed as ACBS (Advisory Committee on Borderline Substances), and vitamins and minerals.
- To make recommendations to medical practitioners regarding the need for diagnostic tests i.e. blood tests.
- To communicate sensitively and effectively with patients/residents, including those without capacity, and care staff to ensure the nutritional goals are met.
- To provide clinical advice and support to other members of the team and contribute to the identification of any future training/development needs.
- To employ highly developed communication skills both verbally and written.
- To demonstrate excellent presentation skills for delivery of talks, training and presentations.
- To be flexible and cover part of the workload of other dietitians / staff during leave of absence if required.

- To work in partnership with the Bexley Medicines Management Team and acute Dietitians to support local policy on appropriate prescribing.
- To work in partnership with other key stakeholders such as the District nursing team and Neuro Rehab Team and Learning Disabilities Teams.
- To undertake complex nutritional counselling in a broad range of highly specialist clinical areas with adults and their families and carers.
- To utilize developed communication and teaching skills to initiate, develop, deliver and evaluate group education, training and support for patients, families and carers in groups of various sizes. This includes a wide range of nutrition and dietetic issues including new guidelines and complex nutritional information.
- To ensure that all assessments, communication techniques and advice and treatments are appropriate to the patient's level of knowledge, including social, cultural and religion needs.
- To initiate, develop, monitor and evaluate evidence-based, written information and resources to support nutritional interventions and teaching.
- To work as an independent practitioner and be responsible for managing and prioritising a varied patient caseload including patients with complex needs in a range of various settings i.e. GP clinics, patient's homes, care homes.
- To provide a broad range of expert, complex nutrition and dietetic advice for a wide range of medical conditions to adults and their carers to meet varying complex needs. Advice on treatments may need to be given where there is no national or professional consensus to assessment and treatment.
- To undertake comprehensive dietetic patient assessments, including patients who have barriers to communication, using a range of methods, including interview skills, interpretation of blood biochemistry, calculation of nutrition requirements and anthropometrical measurements.
- To make independent clinical judgements and diagnoses (such as lipid modification, diabetes, obesity) based on these assessments, in settings where access to other health professionals for professional support is not immediately available.
- To evaluate outcomes of dietetic interventions through the monitoring and review of nutritional care plans, and adjusting care plans to facilitate achievement of goals.
- To be professionally and legally responsible, and accountable, for all aspects of your own work, including the management of patients/residents in your care.
- To ensure a high standard of clinical care for patients/residents under your management, and to support more junior staff to do likewise.
- Freedom to act interpreting the Health and Care Professions Council Code of Conduct and working to all agreed standards, policies and procedures within the Dietetic Department and Bromley Healthcare.

#### **EDUCATION & TRAINING**

- To provide training, supervision and assessment of undergraduate and post-graduate student Dietitians as part of continuing programme for student dietetic training.
- To respond promptly to any new published research, government initiatives and directives relating to specialist clinical area, identifying any required changes in practice locally and translating complex technical information to communicate at appropriate levels to other professionals and patients.

- To utilize developed communication and teaching skills to initiate, develop, deliver and evaluate group education, training and support for health professionals (GPs and Practice Nurses) and professionals from other agencies in both formal and informal settings on a wide range of nutrition and dietetic issues including new guidelines and complex nutritional information.
- To support the implementation of the “MUST” nutrition screening tool and the appropriate use of ACBS products.

#### **RESEARCH AND AUDIT**

- To undertake audit and data collection on the programme outcomes and provide evidence to Bexley CCG on a regular basis.
- To pilot and assess new treatment methods and/or service delivery. Including audit and research of such approaches
- To implement changes to practice that result from the findings of research or audit projects.
- To communicate results of audits and research as presentations and written reports to the Community Dietetic Service, Bromley Healthcare, Bexley CCG and nationally as appropriate.

#### **MANAGEMENT**

- To work with the Adult Community Team Lead for Bexley to ensure effective service provision and meet the agreed KPIs.
- To provide information to the Data Analyst Team to support monthly reports to Bexley CCG.
- To contribute to the development, implementation, monitoring and evaluation of evidence based policies, guidelines and procedures on matters relating to nutrition and dietetics which affect own practice and impact on the practice of other health care professionals and patients. To participate in the implementation including with other agencies, e.g. Bexley Medicines Management Team
- To contribute to the recruitment and selection process of Community Dietetic Service staff as and when required.
- To be responsible for the day to day management and supervision of designated junior staff including annual appraisals and development reviews.

#### **PROFESSIONAL**

- To maintain professional status and competence as a clinical specialist and work within professional codes of conduct and standards in line with requirements of the Health and Care Professionals Council.
- To accurately record all assessments and interventions, maintain appropriate documentation, data collection and entry in accordance with Bromley Healthcare's and Dietetic Service Policies and Procedures and Health and Care Professions Council guidance.
- To ensure any equipment used is safe for clients and complies with health and safety procedures and Medical Devices Agency directives, and to be responsible for ensuring patients and carers are trained in its safe use.
- To participate in Bromley Healthcare's Clinical Supervision and Appraisal Scheme and to agree and review a Personal Development Programme for ongoing development, including mandatory training.

- To be responsible for own CPD and professional and personal development. To maintain a high degree of expertise in nutrition and dietetics and undertake post graduate training as required. To participate fully in Continual Professional Development, through portfolio based assessment, in line with national legislation by the Health and Care Professions Council.
- To be aware of and work in accordance with the Dietetic Service and Bromley Healthcare's policies and procedures.
- To work closely with dietetic colleagues within the Dietetic Service including participating in relevant team, Service and clinical meetings.

#### **OTHER FACTORS**

- The work requires high levels of concentration due to unpredictable work patterns and interruptions within the working environment.
- To be aware that some clients/carers may demonstrate antisocial or abusive behaviour and to know how to act accordingly.
- A proportion of the work includes accessing homes of clients who are unable to maintain themselves and/or their homes in a hygienic manner.
- The work requires exposure to distressing or emotional circumstances, e.g. working with terminally ill patients, elderly patients in nursing homes.
- Driving is an essential component of the post.
- Comply with the duties placed on employees by Bromley Healthcare's Health and Safety Policy related procedures. Act in accordance with all instruction, information and training required in relation to those duties
- Any other duties as designated by senior staff and commensurate with the post.

#### **Infection Prevention and Control Responsibilities**

Employees must ensure that they adhere to Bromley Healthcare's Infection Control Policy and all Bromley Healthcare Infection Control Procedures and Guidelines. They must also practice strict hand hygiene at all times while carrying out clinical duties, which is in line with the responsibilities placed on them by The Health Act 2006: Code of Practice for the Prevention and Control of Health Care Associated Infections. The prevention and control of healthcare associated infections must be embedded into everyday clinical practice and applied consistently to ensure prevention or containment of infections.

It is the responsibility of all clinical staff to ensure that they have sound working knowledge of standard infection control precautions. They must ensure that no act or omission on their part or within their sphere of responsibility is detrimental to the interests or safety of patients or clients.

They must also keep their infection control knowledge and skills up to date by attending the Bromley Healthcare statutory infection control training as required in Bromley Healthcare's Training Guide to enhance infection control practice and to maintain a safe environment for patients, visitors and colleagues.

#### **Health and Safety**

To comply with the duties placed on employees by Bromley Healthcare's Health and Safety Policy related procedures. To act in accordance with all instruction, information and training required in relation to those duties.



## **Training and Development**

Bromley Healthcare is firmly committed to the continuous development of all its staff and to promoting lifelong learning throughout the organisation.

Bromley Healthcare is also committed to Continuous Professional Development for all staff groups so that staff keep their professional knowledge up-to-date and ensure that best practice is delivered to our clients.

Development needs are assessed in a number of ways including the Bromley Healthcare's appraisal process. It is a key responsibility of managers to ensure that appraisals are conducted for all staff and Personal Development Plans are developed and agreed with individuals. Development needs are met through a wide range of learning opportunities which are publicised through the training prospectus.

All staff have specific personal responsibility for their own development which includes their involvement in:

- Identification of individual training needs
- Pre-course discussions to identify objectives
- Post-course reviews to establish if objectives are achieved
- Transfer of knowledge into the workplace
- Evaluation of individual training

## **Data Protection**

The occupant of this post may, in the course of normal duties, acquire knowledge of confidential matters, including personal information about staff and clients. All information is to be regarded as strictly confidential, whether it appears important or otherwise. Any breach of the rules of confidentiality will be regarded as a serious disciplinary matter and may lead to dismissal. The only exception to this is when confidentiality is appropriately breached as a result of a genuine concern being raised under the terms of Bromley Healthcare's Whistle blowing Policy and Procedure.

The Data Protection Act 1998 gives individuals a right to find out what information, including personnel information, is held about them on computer and in some manual records. There is also a right to have inaccurate data corrected, blocked, erased or destroyed.

To access your Personnel records you will need to complete a "Subject Access Request Form" which is available from Bromley Healthcare's Data Protection Co-ordinator and then make an appointment with the Personnel Manager. Some information is exempt from the provisions of the Act, for example confidential information such as employment references.

Further information on Data Protection and confidentiality (including the contact details of the Data Protection Coordinator) is contained in the "Staff Notice: Personal Information - Data Protection" which you will be asked to sign when you join Bromley Healthcare. You must also ensure that information is kept securely at all times.

## **Safeguarding**

All staff must be familiar with and adhere to Bromley Healthcare's child/adult protection procedures and guidelines, in conjunction with the multi-agency policies and procedures of the Bromley Safeguarding Children Board, London Safeguarding Children Board and of the Bromley Safeguarding Adults Board.

Staff must be mindful of their responsibility to safeguard children/vulnerable adults in any activity performed on behalf of Bromley Healthcare in line with the requirements of the Children's Act 1989 and 2004 and DoH "No Secrets" Guidance 2000.

Staff are required to attend child/adult protection awareness training relevant to their position and required for their role.

## **MANDATORY REQUIREMENTS FOR ALL ROLES**

- The post holder is expected to demonstrate the values of Bromley Healthcare including:
  - Constantly improve our services
  - Treat others as we would like to be treated
  - Hit our Targets
- The post holder is expected to work within the requirements of the 6 C's – Care, Compassion, Competence, Communication, Courage and Commitment
- The post holder is expected to comply with all Bromley Healthcare's relevant policies, procedures and guidelines; including the appropriate code(s) of conduct associated with this post
- The job description reflects the immediate requirements and objectives of the post. This is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties which fall within the grade of the job, as directed by the line manager. This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.



**SPECIALIST ADULT COMMUNITY BAND 6 DIETITIAN**

**PERSON SPECIFICATION**

**ESSENTIAL AND DESIRABLE CRITERIA**

	<b>Essential</b>	<b>Desirable</b>	<b>Mode of Testing</b>
<b>Qualifications</b>	<p>Degree in Human Nutrition and Dietetics</p> <p>Post- graduate training /short courses or equivalent relevant experience</p>	<p>Completion of relevant post graduate courses such as the BDA Diabetes modules and Parenteral and Enteral Nutrition (PEN) group Clinical Update</p> <p>Teaching qualification e.g. Training the Trainers</p> <p>Member of BDA or other professional specialist interest group in area of specialism</p> <p>Post-registration experiences and/or training in psychological approaches to patient care such as cognitive behavioural therapy course</p> <p>Post-registration course for clinical supervisory skills, training of student dietitians (or equivalent) and/ or 6 months experience of supervising students</p>	<p>Application form / View Professional/CPD portfolio at interview</p>
<b>Professional Registration</b>	<p>HCPC Registration as a Dietitian</p>	<p>Registered member of British Dietetic Association (BDA</p>	<p>Application form / Check details “on line”</p>
<b>Training</b>	<p>In-depth knowledge demonstrated by evidence of Continuing Professional Development and experiential learning</p>		<p>Application form / View Professional/CPD portfolio at interview</p>
<b>Specific Skills</b>	<p>Clinically competent to give specialist advice, treatment and dietary counselling to support behaviour change in</p>	<p>Presentation to wider audiences/nationally within profession and other organisations</p>	<p>Application form / Questions at interview</p>

	<p>adults and their carers with diverse healthcare needs.</p> <p>High level of understanding of professional issues and ethics, and their application to practice.</p> <p>Ability to use clinical judgement and clinical reasoning skills in assessing and evaluating highly complex, sensitive and contentious patient information to patients/carers and within the multi-disciplinary team.</p> <p>Highly developed written and verbal communication skills with people from a wide variety of backgrounds</p> <p>Ability to work with patients with complex communication needs and/or barriers to communication and understanding.</p> <p>Highly developed negotiation, persuasion, motivation and counselling skills.</p> <p>Knowledge of relevant national guidelines, frameworks and policies</p> <p>Ability to interpret clinical information/data and develop clinical guidelines protocols and standards.</p> <p>Understanding of all areas of clinical governance including clinical audit.</p> <p>Excellent presentation skills, both written and oral</p>	<p>Undertaken audit or research in area of clinical expertise.</p> <p>Ability to supervise and manage assistants and student dietitians.</p> <p>Confident in the use of hoist and wheelchair scales</p>	
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	<p>Ability to manage and prioritise work and clinical caseload.</p> <p>High level of time management skills and to work to unpredictable work patterns.</p> <p>Group facilitation skills</p> <p>Recognise limits of own authority within the role and seek professional support appropriately</p> <p>Confident in the use of different equipment for accurate anthropometry (body measurements)</p> <p>Ability to work independently.</p> <p>Problem solving skills.</p> <p>The ability to tailor advice and information to individuals to meet the needs of different social, cultural and religious groups</p> <p>Car driver and Current valid driving license</p>		
<b>Experience</b>	<p>Significant clinical experience following graduation, with a broad range of patients</p> <p>Experience of carrying out clinical audits</p> <p>Experience in use of psychological techniques and counselling approach in patient consultations</p>	<p>Experience in supervising and training student dietitians.</p> <p>Experience in developing and delivering training programmes for other health professionals and clients</p> <p>Experience of community dietetics</p>	Application form / Questions at interview

		Experience managing home enteral feeding patients	
<b>Personal Qualities</b>	<p>Knowledge of our Business</p> <p>Committed to improving services</p> <p>Committed to hitting targets</p> <p>Treats others as would like to be treated</p> <p>Committed to 6 C's</p> <p>Good Interpersonal Skills</p> <p>Able to work individually and as part of a team</p> <p>Flexible approach to meeting service &amp; client needs</p> <p>Time management skills and ability to prioritise</p> <p>Effective interpersonal skills (including problem solving, influencing and negotiating skills)</p> <p>Ability to maintain concentration in environments with distractions and interruptions.</p> <p>To be exposed to unpleasant working conditions, which may involve exposure to bodily fluids such as vomit, urine, saliva and unpleasant smells</p> <p>Ability to reflect and appraise own performance</p>		Application form / Questions at interview

	<p>To take professional responsibility for CPD and patient care</p> <p>Ability to cope appropriately with distressing situations such as dealing with terminally ill patients and their families</p> <p>Ability to undertake light physical work such as moving equipment</p> <p>Self-motivated</p>		
<b>Information Technology</b>	<p>Competent in use of IT including use of electronic patient records</p> <p>Microsoft Word and Power point, Internet and e-mail</p>	<p>Experience of using EMIS</p> <p>Advanced IT Skills i.e. confident in use of Microsoft Excel and Access</p> <p>Confident in the use of dietary analysis programmes e.g. Diet Plan</p>	Application form / Questions at interview

#### DETAILS OF PERSON COMPLETING JOB DESCRIPTION AND PERSON SPECIFICATION

JD and PS completed by (job title):	Sarah Belaon (Service Lead Adult Community Dietetics) Initial draft Angela Gibb (Bank Dietitian)
For an existing JD and PS - date reviewed:	<p>Reviewed 07.07.20 by Sarah Belaon</p> <p>Reviewed 23.08.2021 by Donna Garcia</p> <p>Reviewed 24.04.24 by Sarah Belaon</p>
For a new JD and PS - date completed:	