

Job Description

Adult Community /Oncology Dietitian



...we are caring and compassionate

...we deliver quality and value

...we work in partnership



Name:	
Job title:	Adult Community/ Oncology Dietitian
Team:	Nutrition and Dietetics
Business unit:	Therapies and Children
Reports to:	Line Manager
Accountable to:	Head of Service
Band:	6
Hours:	24 hrs
Location:	Community
Last updated:	December 2023

Job purpose

The post holder will be an autonomous practitioner within the Community Team of Dietitians and will provide a clinical dietetic service through the assessment, treatment and management of adult community and oncology patients in the community, outpatient clinics and in their own homes.

Organisational chart

Available on request

1. Communication and relationship skills

- Excellent communication skills are essential.
- To work in close liaison with the Oncology/Community Dietitians and other dietitians transferring patients as required, and providing a seamless care between settings
- To assess, advise and liaise with patients and their carers in providing up to date dietary information.
- To review and update dietary information for patients and carers.
- Will be required to offer constructive feedback to support development of others
- To establish rapport with a wide range of patients and carers, working in a non-discriminatory fashion
- To liaise regularly with nursing, medical and other health professionals regarding the treatment of patients e.g. on appropriate use of nutritional supplements and enteral feeds
- To use motivational interviewing techniques to overcome barriers to change
- To deliver difficult or upsetting information in a compassionate manner
- To translate complex scientific information into an easily understood format
- To provide nutrition counselling, using advocacy services or interpreters when appropriate, to communicate with the diverse multicultural population where there are barriers to communication.
- To review, prepare, present and evaluate education and training programmes for other organisations, health care professionals and patient groups.
- Will work closely with Clinical, Nursing and Dietetic colleagues in the provision of a Dietetic Service to patients and will liaise with appropriate services i.e. acute hospital staff, GPs.
- To attend Multi-disciplinary team meetings as appropriate

2. Knowledge, training and experience

- The post holder requires a degree/ postgraduate diploma in nutrition and dietetics. They need to have an interest in and exhibit specialist dietetic skills in oncology.
- To be registered with, and work at all times within the professional codes of practice stipulated by the Health Care Professions Council

- Is expected to take responsibility for self-development on a continuous basis, undertaking on-the-job and other training and study days as required.
- To be able to effectively manage time and work to deadlines.
- To review and update dietary information for patients and parents/carers.
- To exhibit supportive and supervisory skills for juniors members of the team to aid professional development.

3. Analytical and judgement skills

- Will be involved with clinical supervision and also provide support to junior members of staff. This includes clinical guidance and assisting with project work where necessary.
- To continuously assess and reflect on current practices and identify changes in clinical and working practices to ensure that recognised 'best practice' is implemented.
- To complete a yearly audit as required
- To demonstrate good time management skills and an ability to prioritise own workload.
- To translate complex scientific information into easily understood format
- To interpret biochemical data and use to formulate dietary requirements and advice.

4. Planning and organisational skills

- To review, prepare, present and evaluate education and training programmes for other organisations, health care professionals and patient groups.
- To undertake a yearly audit as deemed appropriate
- To submit data in a timely fashion and achieve deadlines as set by Team Lead
- To develop a CPD plan and personal objectives with the Team Lead
- To demonstrate good time management skills and an ability to prioritise own workload.
To organise self and work independently without supervision

5. Physical skills

- To use a wide range of computer software at a high level and have good keyboard skills.
- To review, prepare, present and evaluate education and training programmes for other organisations, health care professionals and patient groups.
- To demonstrate an ability to use additional equipment as required for role e.g. skin fold callipers
- To work in a range of clinical environments which may be subject to frequent interruptions
- To follow procedures for moving and handling

6. Responsibility for patient / client care

- To be responsible for providing specialised advice to adult clients within the community and outpatient setting (including outpatient clinics, nursing homes and own homes as needed) including nutritional assessment, dietary counselling, motivational interviewing, negotiating targets, developing care plans and communicating these with relevant health care professionals and other care agencies.
- Will be required to advise and assess community and oncology patients within the community setting
- To delegate responsibility for patients to other junior members of staff as appropriate.
- Must at all times respect patient confidentiality and, in particular, the confidentiality of electronically stored personal data in line with the requirements of the Data Protection Act.
- To remain patient focused at all times by providing high quality and responsive healthcare services in the hospital and outpatient setting
- To work closely with patients, their families, carer groups, local communities and other organisations ensuring care is co-ordinated.

- To develop a safe caseload management plan by evaluating the condition of patients, the volume of caseload and workload within the role to prioritise work, thus decreasing clinical risk and achieving deadlines. These decisions will be taken without consulting the line manager.
- To prescribe nutrition related products for patients, dependent upon clinical condition e.g. enteral feeds, sip feeds, gluten free foods and advise medical staff on recommended prescriptions for intravenous nutrition and related products e.g. parenteral nutrition bags.
- To recommend prescription of pharmacological medications wherever necessary e.g. IV pabrinex and/or B vitamins to prevent refeeding syndrome
- To be responsible for the safe discharge planning/setup of patients requiring home enteral nutrition, including liaising with and coordinating numerous outside agencies, such as home enteral feeding companies, community budget holders and clinical community staff.
- To liaise with dietetic colleagues locally and nationally and other experts to ensure nutrition care, standards, advice and information are consistent with current evidence base.
- To ensure that services are planned, implemented and evaluated within the framework of clinical governance i.e. demonstrate that working practices are up to date through the application of best practice, and reporting of incidents and risks and follow through to prevent recurrence
- To attend Multi-disciplinary team meetings as appropriate
- To volunteer for link roles within the department as required, for example infection control link/ safeguarding link

7. Responsibility for policy and service development implementation

- To liaise with dietetic colleagues locally and nationally and other experts to ensure nutrition care, standards, advice and information are consistent with current evidence base.
- To ensure that services are planned, implemented and evaluated within the framework of clinical governance i.e. demonstrate that working practices are up to date through the application of best practice, and reporting of incidents and risks and follow through to prevent recurrence
- To observe the rules, policies and procedures of Medway Community Healthcare CIC.
- To lead and collaborate in the development of standards, protocols and pathways of care for the nutrition support of patients.
- To lead and participate in audit activities relevant to the service as agreed in the service strategy and in association with key stakeholders in the service/organisation.
- To share any incidents or quality service with colleagues and report through appropriate sources.
- May be required to undertake duties at any location within the Organisation in order to meet service needs.
- Must at all times carry out duties and responsibilities with due regard to the Organisation's equal opportunities policies and procedures.
- To work alongside the community Macmillan Oncology Specialist Dietitian and other community dietitians to produce policies and guidance in the area of oncology

8. Responsibilities for financial and physical resources

- To make the most efficient use of departmental resources and be mindful of budgetary limitations.
- To provide best practice and value for money by reviewing and evaluating services and sharing information internally and externally

- To ensure that costs of prescribing nutrition related products are considered whilst formulating treatment plans and long term dietetic input
- To consider the financial implications dietetic intervention may have on a patient and their family and whether it is feasible and sustainable within the patient's environment.

9. Responsibilities for human resources (HR)

- To actively participate in the planning and delivery of the department's student training programme on a regular basis.
- To actively participate in the education of all staff (this includes dietetic staff & students) with dietetic advice. To maintain an up-to-date knowledge of research findings and new practices within nutrition and dietetics, and apply this knowledge to improve practice, thus ensuring national standards are being met.
- To participate fully in the departments Individual Performance Development system through portfolio-based assessment, in line with national legislation.
- To contribute to the development of own CPD plan in liaison with Team Lead.
- To supervise junior members of staff to enable them to prioritise and manage their workload.
- To appraise students positively and constructively. This may involve discussing performance or competency issues.
- To be innovative and proactive by encouraging staff to initiate new ideas in working practices and ensuring a process of continuous improvement in the way services are provided.

10. Responsibilities for information resources

- To obtain and record accurate data regarding clinical and non-clinical activity in accordance with the Organisation's standards and in line with the Data Protection Act 1998.
- Will keep up-to-date records of all patients seen and return statistics to fulfil the Department's information requirements and Service Level Agreements.
- To work within the organisation's guidance around information governance and be responsible for safeguarding information.
- To maintain accurate and comprehensive patient records in line with BDA, acute trust and departmental standards
- To be responsible for ensuring patients/parents in their care have given their consent to any dietetic intervention in line with organisation and departmental guidelines
- To have an understanding of the organisation's equal opportunities policy and provide a fair and unbiased service.
- To contribute to the development of high quality diet sheets, information leaflets and other educational resources to support the delivery of Nutrition and Dietetic services. These should be related to the ethnic and social needs of the geographical area.

11. Responsibilities for research and development (R&D)

- To actively participate in audits within the department.
- Must be aware of individual responsibilities under the Health and Safety at Work Act and identify and report, as necessary, any untoward accident, incident or potentially hazardous environment.
- To be able to highlight the need for research and development and undertake it under direction.

12. Freedom to act

- To take responsibility for implementing training programmes for a range of disciplines within the acute and community setting
- To work within department, professional and organisation policies and procedures

- To act as a source of expertise and advice for others e.g. GP's, Consultants, Specialist Nurses and other Allied Health Professionals, as well as other interested bodies e.g. the media.
- To work independently without the need for frequent management or supervision
- To be able to work as an autonomous practitioner.

13. Physical effort (refer to effort factor questionnaire)

14. Mental effort (refer to effort factor questionnaire)

15. Emotional effort (refer to effort factor questionnaire)

16. Working conditions (refer to effort factor questionnaire)

Physical effort

This factor measures the physical effort (sustained effort at a similar level or sudden explosive effort) required for the job. It takes account of any circumstances that may affect the degree of effort required, such as working in an awkward position or confined space. Please tick the appropriate box in the table below.

Job requirements	Yes / no	Average number of shifts per week	Average number of times per shift	Average duration of each occurrence	Average weight lifted
Standing / walking for substantial periods of time?	No				
Standing / sitting with limited scope for movement for long periods?	Yes	5	Several	1-3 hours	
Making repetitive movements?	No				
Inputting at a keyboard?	Yes	5	5	1 hour	
Kneeling, crouching, twisting, bending or stretching?	No	5			
Climbing or crawling?	No	5			
Working in physically cramped conditions?	No				
Working at heights?	No				
Pushing / pulling trolleys or similar?	No				
Running?	No				
Cleaning / pot washing?	No				
Lifting weights / equipment with mechanical aids?	No				
Lifting weights / equipment without mechanical aids?	No				
Manual digging?	No				
Other? (please specify)					

Mental effort

This factor measures the mental effort (concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines) required for the job. Please tick the appropriate box in the table below and describe the level of alertness / concentration required when undertaking certain activities. Please note that the periods of time in the table refer to continuous periods of concentration.

Job requirement	Average duration	How often per day / shift?	Are there interruptions?	If yes, do they require you to change what you are doing?
Check documents	30 mins	1/day	Yes	Yes
Carry out calculations	10mins	5/day	Yes	Yes
Analyse statistics	2 hours	1/year	No	
Operate equipment / machinery	10mins	10/week	No	
Drive a vehicle	30mins	Several/ week	No	
Carry out screening tests / microscope work				
Carry out clinical / therapeutic / social care / diagnoses / assessments	30mins	10/day	Yes	Yes
Attend meetings (please describe role)	2-3 hours	1-2 /month	No	
Prepare detailed reports	30mins	1/week	No	
Carry out formal student / trainee assessments	30mins	1/week	No	
Undergo cross examination in court				
Carry out clinical, therapeutic or social care interventions / treatment	30mins	5-10/day	Yes	Yes
Carry out non-clinical fault finding				
Other (please specify)				

Is the pattern of this work predictable in nature? No

If no, please describe below, including examples of activities / responsibilities that make it unpredictable.

Unpredictable caseload depending on number of patient referrals. Will be working in an office containing several staff with possible interruptions when trying to concentrate.

Emotional effort

This factor measures the emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding. Please complete the table below, indicating whether you carry out the activities listed as examples.

Examples	Number of occasions per week / month / year
Giving unwelcome news to patients / clients / carers / staff	1 per week
Processing, eg typing / transmitting, news of highly distressing events	
Providing a service for distressed / angry patients / clients	Occasional
Dealing with difficult situations / circumstances	2/week
Designated to provide emotional support to front line staff	
Providing a care or therapy service to emotionally demanding patients / clients	1/week
Caring for the terminally ill	1-5/week
Communicating life changing events to patients / clients	10/week
Dealing with people with challenging behaviour	1/week
Arriving at the scene of a serious incident	
Other (please specify)	

Working conditions

This factor measures the demands arising from inevitably adverse environmental conditions (such as extreme heat / cold, smells, noise, fumes) and hazards, which are unavoidable (even with the strictest health and safety controls), such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers).

Please describe where you work and state percentage of time in each area below:

Outpatient Clinic rooms 40%
Community/home visits 40%
Managerial tasks and office work 20%

Please complete the table below concerning the conditions in which you are required to work or illness /injury to which you are exposed.

Are you required to work in, directly with or exposed to:	Yes / no	Frequency per week / month / year
Driving / being driven in normal situations (excluding driving to work)?	Yes	Daily
Driving / being driven in emergency situations?	No	
Inclement weather?	Yes	Winter
Use of VDU more or less continuously?	No	
Excessive temperatures?	No	
Unpleasant smells / odours?	Yes	Possible in community/ clinic settings
Excessive noise and / or vibration?	No	
Dust / dirt?	No	

Humidity?	No	
Exposure to dangerous chemicals / substances in containers?	No	
Exposure to aggressive verbal behaviour where there is no or little support?	No	
Unpleasant substances / non-household waste?	No	
Noxious fumes?	No	
Infectious material / foul linen?	NO	
Fleas or lice?	No	
Body fluids, faeces, vomit?	Yes	Possible in community setting
Exposure to dangerous chemicals / substances not in containers?	No	
Other (please specify)		

Corporate accountabilities

Equality and diversity

The post holder will comply with all policies and procedures designed to ensure equality and diversity of employment and services across the organisation.

Standards of professional and business conduct

The postholder will be required to comply with the organisation's standing orders and standing financial Instructions, and at all times deal honestly with the organisation, with colleagues and all those who have dealings with the organisation, including patients, relatives and suppliers. The postholder will also be required to comply with the Code of Conduct for NHS Managers and / or the relevant professional codes of conduct.

NHS values

All staff must be committed to abiding by the NHS values and our organisational values; open and truthful in all their dealings with patients and the public, being caring and compassionate, working in partnership and delivering quality and value. Organisational and personal interests must never be allowed to outweigh these.

Control of infection

All staff whether clinical or non-clinical are required to comply with the Health and Social Care Act 2008. Code of Practice for the prevention and control of infections and related guidance. Therefore the postholder is expected to keep patients, visitors, themselves and other staff safe by continuously reducing the risk of healthcare associated infections.

Risk management and health and safety

The postholder will ensure compliance with the organisation's risk management policies and procedures. These describe the organisation's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm, and stress that all staff have a responsibility to minimise risk. The postholder will be required to observe local health and safety arrangements and take reasonable care of him / herself and persons that may be affected by his / her work.

Governance standards

Comply with the relevant governance standards applicable to the organisation as communicated to the postholder from time to time

Confidentiality

To respect the confidence of patients, clients and their carers relating to their condition, their family and their financial and other circumstances and not to disclose any such information to others who are not authorised to have it, either within or outside the organisation. To abide by the organisation's code of conduct and Caldicott requirements in confidentiality at all times.

Records management

To maintain organisation and patient records (both paper and electronic) in accordance with organisation policies to facilitate clinical care and effective administration.

Freedom of Information

To provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with organisation Freedom of Information procedures.

Data protection

To comply with organisation's policies and the Data Protection Act in all respects, with particular relevance to the protection and use of personal and patient information.

Security

To comply with organisation policies to ensure there is a safe and secure environment that protects patients, staff and visitors and their property, and the physical assets and the information of the organisation.

Safeguarding and protecting children and vulnerable adults

All staff must be familiar with and adhere to Medway Community Healthcare Safeguarding Policies, procedures and guidelines for both children and vulnerable adults. This must be in conjunction with the Kent and Medway Safeguarding Children Procedures and Kent and Medway Safeguarding Vulnerable Adults Multi-Agency Policy, protocols and guidelines. All staff are required to attend mandatory safeguarding children and vulnerable adults training and updating relevant to their position and role.

Person specification – Oncology/Community Dietitian

Criteria	Essential	Desirable
Qualifications	<p>Degree/ postgraduate diploma in Nutrition and Dietetics</p> <p>State registered dietitian and registered with HPC</p> <p>Professional member of the British Dietetic Association</p>	<p>Additional qualifications in specialist area oncology</p>
Experience	<p>Relevant and proven experience of working as a Dietitian in community setting</p> <p>Experience of audit</p> <p>Experience in supervising and training junior members of staff and students</p> <p>Experience in providing training for other health professionals</p>	<p>Experience of developing treatment protocols and guidelines</p> <p>Experience in oncology</p>
Special knowledge / expertise	<p>Sound clinical knowledge of nutrition support and enteral feeding</p> <p>Clinical knowledge of oncology dietetics</p>	<p>Membership of relevant specialist interest groups</p> <p>Specialist training/experience e.g. relevant oncology courses</p>
Disposition, adjustment, attitude and commitment	<p>Enthusiastic and self motivated</p> <p>Willing to take responsibility</p> <p>Demonstrates initiative</p> <p>Ability to cope under pressure and achieve deadlines</p> <p>Reflective practitioner, able to highlight own learning needs</p> <p>Able to liaise with professionals at all levels and be involved with multidisciplinary teams</p> <p>Ability to support junior team members</p>	
Practical / intellectual skills	<p>Must possess good IT skills such as word and excel and have good keyboard skills</p>	

	<p>Excellent communication skills</p> <p>Able to drive and has access to own transport</p>	
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Job Description Agreement

This job description is subject to review in the light of changing service requirements and may include other duties and responsibilities. Any such changes would be in consultation with the post holder.

We agree that the job description, person specification and effort and environment questionnaire accurately reflects my job.

	Job Holder	Manager
Names		
Signature		
Date		