# JOB DESCRIPTION



**JOB TITLE:** Specialist/Highly Specialist Dietitian

**GRADE:** AFC Band 6/7 equivalent

**DEPARTMENT:** Dietetics/Clinical Services

**ACCOUNTABLE TO:** Director of Clinical Services

**RESPONSIBLE TO:** Director of Clinical Services

**WORKING RELATIONSHIPS:** **INTERNAL:**

Clinical Services, Education/MDT, Residential, Trust & Catering Staff

Other Members of Dietetics Department

**EXTERNAL:**

Students, Parents, Local Authorities & Commissioners

Dietitians from Other Trusts

GP/Community Staff/CCGs/Feed companies

**DIMENSIONS OF JOB:**

* To be responsible for the treatment of a designated clinical caseload and associated paperwork
* To work with the dietetic team and other key teams across the organisation in providing the dietetic service to Treloar’s School and College
* To contribute to the continued development, efficiency and safety of dietetic service provision

**PURPOSE OF JOB:**

* To assess, treat and manage students at Treloar’s School and College who have learning difficulties/severe physical disabilities. These children and young adults may have complex and/or chronic presentation
* To act as a specialist resource for the School/College multi-disciplinary team
* To contribute to on-going service development, implement policy and policy changes and to set and monitor standards of practice
* To undertake evidence-based projects, including recommendations and to develop audit and research in this area

**KEY TASKS & RESPONSIBILITIES:**

**Clinical**

* To achieve and maintain a high standard of clinical care using evidence based practises at the School/College
* To be professionally and legally responsible and accountable for all aspects of your professional activities, working within codes of practise and professional guidelines
* To be responsible as a Senior Practitioner to undertake specialist assessment and carry out nutritional diagnosis; make decisions, formulate treatment plans, and prescribe dietary treatment
* To keep up to date with clinical developments, analysing current research and discussing and implementing changes in clinical practise
* To demonstrate a sound understanding of clinical governance and clinical risk and to demonstrate evidence based practise
* To be responsible for the safe use of equipment used by yourself and other healthcare professionals, carers and patients/students etc.
* To utilise dietary assessment software where appropriate
* To use the organisational electronic record keeping system

**Management**

* To be responsible for the day-to-day management of own workload, responding to urgent referrals and the unpredictable
* To be able to manage potentially stressful, upsetting or emotional situations in an empathetic manner with students, parents and other organisational staff
* To participate in the Trusts Personal Development Review (PDR) scheme as an appraisee
* To maintain and provide accurate and timely statistics and contribute to the termly Dietetic Self-Assessment Review (SAR)
* To respond to changes within the School/College agenda, where it may have an impact on the delivery of care by the dietetic department
* To work with the Director of Clinical Services & Medical officer in developing the strategic and operational management of the dietetic service

**Communication**

* To be able to motivate others through effective communication skills and to be able to gain co-operation/compliance for treatment where there are significant barriers to understanding
* To initiate and maintain contacts with local and national clinical interest groups appropriate to the clinical field and to share and disseminate knowledge with colleagues working within the Trust and in the community
* To communicate effectively and advise other disciplines both internally and externally to ensure a multidisciplinary approach to care both verbally and by providing clinic  
  letters/discharge reports
* To ensure good communication occurs with dietetic colleagues when there is a transfer of students from the school/college to NHS Trusts or to other external centres
* To be able to communicate complex and sensitive information to students, parents and other staff, including imparting unwelcome news
* To ensure timely and effective communication with the Director of Clinical Services , Medical officer and senior staff on all professional matters
* To maintain accurate record keeping system in line with BDA and local guidelines
* To attend Admissions meetings and case conferences – MDTs as appropriate
* To attend and be an active participant in speciality, peer group and department meetings
* To counsel students and use negotiating skills in clinical practise
* Direct liaison with key contacts from other agencies where appropriate

**Education**

* To regularly provide professional dietetic support to non-clinical staff
* To be responsible for and actively record your own development
* To be proactive with regard to learning from other dietetic staff within the department and other MDT staff in the organisation
* To keep abreast of all new developments, including study days and visits to specialist units and to ensure that all staff in team do likewise
* To be actively involved in the appropriate clinical interest groups
* To initiate and provide training sessions to other healthcare professionals and non-clinical staff

**Research/Audit/Quality**

* To participate in an appropriate work related research/evaluation projects and to be aware of current research relevant to the speciality
* In line with the Treloar’s commitment to clinical governance, to participate in clinical audit and the evaluation of clinical effectiveness
* To ensure that all research, audit, and quality initiatives are communicated fully with the Clinical Services team, and is included in the Clinical Governance Annual Report
* To contribute to the education of multi-disciplinary groups, students, families and other staff as appropriate
* Some lone working involved

**General**

* To comply with fire, health & safety, universal precautions, infection prevention control and all other departmental policies
* To report all complaints/incidents to the immediate senior member of staff and document accordingly
* In times of crises to help as indicated in other areas of the organisation
* To undertake any other duties that may be required by the Director of Clinical Services
* To be able to multi-task and work in an environment of constant interruptions
* Prolonged periods on intense concentration required
* To demonstrate the physical ability to perform light physical effort required to meet the job demands

**Health & Safety**

* Treloar’s recognises and accepts its responsibility to provide a safe and healthy working environment for employees, patients and visitors
* As an employee you also have a duty to take reasonable care of your own health andsafety. This includes ensuring that you are aware of and follow all organisation’s health and safety and infection prevention control procedures relevant to your work and participate in relevant mandatory training and annual updates

**Equal Opportunities**

* You are required to comply with and maintain awareness of policies relating to equal opportunities

**Freedom of Information Act 2000 and Data Protection Act 1998**

* You are required to comply with and maintain your awareness of the organisation’s Policies and procedures relating to the Freedom of Information Act 2000 and the Data Protection Act 1998

**Other duties**

1. To support the Trust in safeguarding and protecting the welfare of all students.
2. To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
3. To maintain and develop own professional knowledge and awareness.
4. To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
5. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
6. This job description will be reviewed and amended in the light of changing professional demands.

***This job description will be revised from time to time to take account of changing organisational need***

**Treloar Trust**

**August 2014**

**PERSON SPECIFICATION - Specialist Dietitian**

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| **Essential** | **Desirable** |
| **Qualifications:**   * Registered Dietitian * Degree/Diploma in Dietetics | * Evidence of postgraduate study to a master’s level or relevant qualification |
| **Skills & Knowledge:**   * Competent practitioner, with well-developed skills in dietetics * Well-developed interpersonal and communication skills with the ability to convey the role of diet in nutrition support in therapeutic, training, and strategic settings * Excellent presentation skills and the ability to work effectively with individuals and groups * Accurate anthropometric measurement skills * Advanced clinical reasoning skills * IT skills for office, data management and presentation purposes * Some skills knowledge or training in counselling &/or behaviour change work |  |
| **Experience:**   * Evidence of NHS experience supporting hospital/clinical, patient education and staff training * Experience of working in a multidisciplinary setting * Evidence of research and audit skills and experience | * Preferably, some Senior level Dietitian experience * Experience of managing a challenging work-load * Experience of working with the physically/learning disabled * Postgraduate training/experience working in paediatric dietetics |
| **Personal Qualities:**   * A commitment to promoting and safeguarding the welfare of students * Well organised and professional * Well presented, responsible, self -motivated and confident * Flexible, adaptive and creative * Able to organise complex information and convey it to various groups, including the public and health professionals * Good team player * Assertive * Good timekeeper * Empathetic * Positive, non-judgemental, able to see the bigger picture * Some flexibility e.g. evening talks, attendance at out of area study days |  |
| **Treloar Trust is committed**  **to safeguarding children, young people and vulnerable adults**  **All successful candidates will be subject to a DBS Check along with other relevant employment checks** | |

BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST'S EQUAL OPPORTUNITIES POLICY

If you have not heard from us within three weeks of submitting your application please assume you have not been short-listed.