

Information pack for the post of  
 Nutrition Nurse  
 Nutrition and Dietetics

Division of Family and Integrated Support Services

**Our values**

Following feedback from staff, public and patients at our three hospitals we have agreed our shared values for the Trust. From a long list of values, staff selected the most important ones.

How our staff live to these values will be through our 'personal responsibility framework' - which outlines how staff are expected to behave.

The Trust board will monitor and review how the Trust performs against the values on a regular basis, to ensure we provide the best possible patient care.



We put patients first



We are caring and compassionate



We work positively together



We are actively respectful



We seek to improve and develop



**NHS**  
**North West Anglia**  
 NHS Foundation Trust



## Welcome to our Trust

We are delighted that you are interested in a role at North West Anglia NHS Foundation Trust. It is an exciting time for the Trust as we grow along with the 700,000 population we serve.

Now as a larger Trust, we offer an exciting expansion of opportunities to new applicants across five hospitals. We are a busy Trust, with just over 6,000 staff and a 450-strong team of volunteers helping patients and visitors.

We continuously strive to ensure our patients receive the right care, first time, every time.

As for living in the area, there is a wealth of choice with city living, small towns and villages all within reasonable commute to the hospitals. There are excellent schools and a wide variety of social and leisure activities to choose from.

So if you are looking to develop your career and want to do so in an environment which is challenging and growing we would encourage you to look further into a future with NWAngliaFT.



**Caroline Walker**  
Chief Executive

"It is such an interesting and exciting time to be working in our hospitals as we grow and develop our services across the wider North West Anglia catchment. We have a busy time ahead of us but this means there are some great opportunities for our staff."



# Job Description

<b>Job Title:</b>	Nutrition Nurse
<b>Band:</b>	6
<b>Base:</b>	Your primary base will be Peterborough City Hospital however; travel between NWA Hospital sites will be required
<b>Reports to:</b>	Nutrition Nurse Specialist
<b>Accountable to:</b>	Rehabilitation Services Manager (Managerial) Divisional Nursing Director FISS (Professional)

## Job summary

Working under the supervision and direction of the nutrition nurse specialist the post holder will

- **Provide specialist clinical management, education and support for patients and staff regarding artificial feeding and nutrition support, acting as a resource, role model and clinical expert in the field of nutrition support.**
- **Provide high standards of individualised care to patients requiring nutrition support.**
- **Support the nutrition nurse specialist monitoring the safety, quality of care and treatment of patients.**
- **Educate, guide and supervise other health care professionals, patients and their relatives in hospital to understand the speciality area and aspects of care.**
- **Take responsibility for their own evidence based practice, to assess, plan and implement care given to patients within this specialist area.**

## Key Responsibilities:

### Clinical

- Manage own clinical caseload under supervision of the Nutrition Nurse Specialist
- Contribute towards a multi-professional approach in the management of patients requiring nutrition support and artificial feeding.
- Attend and contribute to the regular multi professional Nutrition team rounds either in person or virtually when required
- Be knowledgeable of the process for assessment of a patient's nutritional needs,



- Be knowledgeable and skilled in implementing and monitoring nursing and specialist nutritional care in accordance with the patient's nutritional assessment, and clinical and holistic needs assessment.
- Identify ethical and legal issues which have implications for nutrition support and take appropriate nursing action, discussing them with the medical teams and MDT as necessary
- Develop and maintain knowledge and skill with regard to the delivery of enteral, parenteral and oral nutrition which is safe and research based.
- Develop and advance skills in the assessment and placement of naso-gastric tubes (NG) for feeding and drainage
- Carry out advanced nutrition nursing procedures such as, placing gastrostomy tubes, unblocking and removal of enteral feeding tubes such as gastrostomy and jejunal tubes. Contribute to decision making by identifying appropriateness of artificial feeding and the route and mode of administration.
- Recommend radiological imaging in accordance with Trusts policy following enteral NG / NJ insertions or parenteral peripheral inserted central catheters (PICC) as required.
- Be able to resolve artificial feeding problems that occur having a range of knowledge and expertise within the speciality, escalating to more senior staff when appropriate.
- Improve clinical knowledge, skills and expertise of others by challenging poor practice and sharing good practice.
- Be involved in and assist the dietetic team with discharge planning and registration of patients requiring home enteral.
- Liaison with the MDT within the hospital and community, as well as, patients and carers to ensure a seamless discharge from hospital to home in partnership with the dietetic team.
- Provide advanced clinical advice to patients, carers, relatives and Healthcare Professionals to help prevent admission to hospital,
- Contribute as part of the multi professional Nutrition support team making decisions regarding appropriateness of parenteral nutrition.
- Develop new skills in response to emerging knowledge and techniques in relation to nutrition.
- Support and undertake clinical audit alongside learning gained from its result
- Communicate complex patient related information effectively to ensure collaborative working with other members of the multi-disciplinary team across health, social care and voluntary sectors to ensure the delivery of co-ordinated patient focused care.

## Education

- Act as an effective role model and educational resource for health care staff across the Trust in relation to nutrition support and artificial feeding issues.
- Undertake training and competency based assessment within the speciality for Trust staff, maintaining appropriate records of teaching sessions and evaluation of practice.
- Provide mentoring, teaching and support associated with nutrition to members of the health care team and Trust volunteers.
- Provide training to patients and carers in aspects of self-care appropriate to their needs and ability within the speciality.
- Assist the Nutrition Nurse in the development of the Nutritional Link Nurse role.
- Assist the Nutrition Nurse Specialist in the development of verbal and written educational material for patients and health care professionals.
- Participate in the education of all grades of the medical team.
- Actively participate in multi-professional meetings, deputising in the absence of the Nutrition Nurse Specialist when required to do so.



## **Budgetary Responsibility**

- The post holder has no budgetary responsibility

## **Quality, Audit and Service Development**

- Assist the Nutrition Nurse Specialist in identifying local, national and professional drives for change, keeping well-informed of current developments in the specialist area, and evidence-based practice. .
- Assist the Nutrition and Dietetic service in safety and quality audits appropriate to the specialty
- Assist in Nutrition Screening training and audits to ensure compliance with Trust Quality standards.
- Assist in health care professional training to ensure compliance with Mandatory training competencies and compliance with Trust quality and safety standards
- Support the Nutrition and Dietetic team with developing and delivering Patient focused care in line with Trust Policies, Procedures and Guidelines.

## **Clinical and Practice Governance**

- To operate within the NMC codes of practice and professional guidelines, be accountable for your own professional actions. To work within clearly defined policies relating to your practice.
- Take personal responsibility for life-long learning and personal development revalidation and actively engage with all learning and development opportunities
- Maintain professional registration by completing re validation with Nursing and Midwifery Council (NMC) and informing the Nutrition Nurse Specialist of changes to this status.
- Continually maintain and update own professional development and learning needs
- Recognise own limitations and seek advice as required.
- Participate in My Personal Appraisal (MPA) process and Clinical Supervision.



## **Your responsibilities to the Trust, our patients and staff**

It is the Trust's aim to provide high standards of patient care and to ensure that our staff are supported in their roles that help us achieve this. As part of your role you are expected to adhere to Trust policies and procedures which are designed to guide you in your work and ensure that the Trust, and you as an individual, comply with legal requirements. Non-adherence to Trust policies and procedures may be addressed through the Trust's disciplinary process.

Key policies are outlined below; you are also required to act in accordance with policies specific to your job role, which are covered at induction.

### **Equality and Diversity Policy**

No patient or member of staff should receive less favourable treatment on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, and should not be placed at a disadvantage which cannot be shown to be justifiable. You have a responsibility to patients and staff to ensure that this is achieved.

### **Health & Safety**

You have a responsibility to consider yourself and anyone else that could be affected by the things you do, or don't do, that you should have while at work. You are responsible for informing your manager of any health and safety concerns you identify by using the trust incident reporting system for any accidents, incidents or near-misses that happen to you or that you are aware of to reduce injuries or loss.

Additionally if you have management responsibilities you must ensure the implementation of the Trust's health and safety and risk management policies, procedures and codes of practice through your directorate or business unit management structure ensuring that communication pathways are clear and explicit at all levels of employment, in order to maintain the health, safety and welfare of employees or others who may be affected.

### **Data Protection**

You are to maintain the highest standards of data protection and confidentiality at all times, ensuring that person identifiable data is held securely (including password protection and encryption) and that data held and entered onto Trust systems is correct. You are to observe confidentiality for commercially sensitive data and to promote the highest standards of information governance in accordance with the Data Protection Act 1998, Freedom of Information Act 2000 and Trust policies and procedures.

### **Data Quality**

It is your responsibility to ensure that any data collection required is accurate, timely, complete and stored securely in the appropriate place or system, whether as a paper or an electronic record. This includes data input onto the Trust's information systems, patient records, staff records and finance records. You are expected to submit data for quality assurance checks as required. You will be expected to undertake training required to assure the quality of data collected and to participate in any relevant audits required as part of the Trust's and external quality improvement programmes.



## **Customer Care**

You are required at all times to put the patient first and do your utmost to meet their requests and needs courteously and efficiently. In order that you understand the principles of customer care and the effects on you and the service that you provide, full training will be given.

## **Values**

How our staff live and work to our values will be through our 'personal responsibility framework' - which outlines how staff are expected to behave.

## **Infection Control**

You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare associated infection (HCAI); this includes a requirement for consistent compliance with hand hygiene, use of personal protective equipment and safe disposal of sharps. You will be asked about adherence to measures for reducing HCAI at annual appraisal.

## **Smoking Policy**

You are not allowed to smoke in Trust buildings or grounds. Assistance will be provided to assist you to quit smoking through our Occupational Health service.

## **Confidentiality**

Under no circumstances, either during or after the end of your employment may you divulge any unauthorised personal identifiable information relating to the Trust. This also includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

## **Safeguarding the welfare of children and vulnerable adults**

You should be aware of Trust policies and procedures on safeguarding the welfare of children and vulnerable adults., and appreciate the importance of listening to children, young people and vulnerable adults, particularly when they are expressing concerns about their own or other children's/vulnerable adult's welfare.

## **Mandatory training**

You are required to attend for mandatory training as required. if you are unable to attend a required session you should ensure that this is rectified with your line managers support at the next available opportunity.

## **Raising issues of concern**

If you have any concerns about practice or processes within the Trust you should raise this with you line manager. If you do not feel able to raise concerns directly you should access the Trust's safe haven procedures for raising issues of concern in confidence.

