

Candidate Information Pack

Including Job Description & Person Specification



Croydon Health Services provides integrated NHS services to care for people at home, in schools, and health clinics across the borough as well as at Croydon University Hospital and Purley War Memorial Hospital.

CUH provides more than 100 specialist services and is home to the borough's only Emergency Department and 24/7 maternity services, including a labour ward, midwifery-led birth centre and the Crocus home birthing team.

Purley War Memorial Hospital (PWMH) in the south of the borough offers outpatient care, including diagnostic services, physiotherapy and ophthalmology services run by Moorfields Eye Hospital, alongside an onsite GP surgery.

Our experienced staff take care of people of all ages across the borough of Croydon.

We are a very close-knit and friendly organisation where everyone of our 3600 members of staff is valued. We strongly believe that our employees are our greatest asset.

Join us and be a part of the team that is making Croydon proud.



Our values

We will always be **professional**, **compassionate**, **respectful** and **safe**.

Professional

- Set ourselves very high standards and share best practice
- Keep our uniforms smart, and be professional and consistent in our approach
- Work in partnership to best support our community's needs
- Use resources wisely without compromising quality or safety

Compassionate

- Treat everyone as we would want to be treated ourselves
- Demonstrate kindness, dignity, empathy and compassion
- Make time for the people we are caring for, to understand their needs and wants
- Organise our services to give people the best possible experience of care

Respectful

- Be courteous and welcoming, and introduce ourselves
- Value the diversity and needs of everyone
- Always involve people in decisions about their care, listening to and respecting their wishes
- Appreciate the contribution that staff from all backgrounds bring to our services

Safe

- Be open and honest in everything we do, sharing what we do well and admitting our mistakes, to constantly improve our care
- Protect the confidentiality of those in our care and show sensitivity to people around us
- Feel free to raise concerns so we are always learning
- Make time for training and development and support research so people always receive the highest standards of care.



JOB DESCRIPTION

JOB TITLE	Adult Community and Haematology Dietitian
DIRECTORATE	Adult Integrated Care
DEPARTMENT	Dietetics
BAND	Band 6
RESPONSIBLE TO	Community Team Lead Dietitian
ACCOUNTABLE TO	Operational & Clinical Lead for Integrated Dietetic Services
RESPONSIBLE FOR	

JOB SUMMARY

RELATIONSHIPS/LIAISES WITH:

All members of the Dietetic Team, Primary Care Team including GPs, Practice Nurses, Health Visitors, District Nurses, Community Specialist Nurses, Community/Acute AHPs, Consultants, Social Services, Special Interest Groups of the British Dietetic Association

- 1 To provide a high quality dietetic service to adult Home Enteral Feeding and oral nutritional support patients and a high dependency nursing home in Croydon.
- 2 To provide an integrated high quality dietetic service to adult Community Outpatient Clinics
- 3 To provide dietetic input within the Haematology department and being part of the MDT team.
- 4 To provide cover within the community Dietetic team, in particular, the lead adult Home enteral feeding dietitian and actively support the dietetic and multidisciplinary team in delivering patient centred efficient and effective care.
- 5 To provide education and training to nurses, GPs, student nurses, dietetic students and other healthcare professionals
- 6 To undertake research, audit and service development.



MAIN DUTIES AND RESPONSIBILITIES

PROFESSIONAL AND CLINICAL

- 1.1 To provide a service to home enteral feeding community dietetic patients referred by their GP, Consultant or agreed Health Professional (as defined by the current departmental access criteria). To manage and prioritise referrals.
- 1.2 To triage and deliver community based dietetic led outpatient clinics in accordance with departmental access criteria.
- 1.3 To work autonomously and manage a caseload and with responsibility for the nutritional assessment/ analysis, treatment and advice to patients/carers with gastrostomy tubes.
- 1.4 To accurately record and interpret nutrition related quantitative information, diet histories, anthropometry including weight, weight history, length/height and body mass index, food record charts, fluid balance charts, composition of foods/supplements/ enteral feeds, and evaluate relevant medical information (biochemistry, haematology, diagnosis/ multiple diagnoses, prognosis, past medical history, medication, and multiple problems from several different sources, in order to provide a high quality, individual nutritional assessment and diagnosis. To use clinical judgement where the information is conflicting and clinical guidelines when calculating nutritional intake and estimating nutritional requirements.
- 1.5 To assist in development, update, monitoring and implementation of all dietetic and organisational policy or best practice standards for use in Croydon (both hospital and community) with relation to Home Enteral Feeding Guidelines, NICE/BAPEN.
- 1.5 To develop individualised nutritional treatment/ care plans/ packages and give complex, highly specialised advice and education to adult patients referred for therapeutic dietary advice; and to relatives, carers and other health care professionals involved their care.
- 1.6 To communicate the dietetic care plan, regimes in such a way that it is understood by the patient and carer, dealing sensitively with patients/carers with communication problems (using the interpreting service where necessary) and communication aids or those with learning difficulties, sensory impairment or those who have recently been told a new diagnosis. Ensure that highly complex information is communicated at a level which is suitable to individual patients. To empathise when nutritional advice is unwelcome and difficult to accept.
- 1.7 To communicate effectively, gaining consent and ensuring that the patient/parents/carers understand the nature, purpose and likely effect of a proposed intervention. Ensure that all written communication, where appropriate, is sent to the patient in line with departmental procedures.
- 1.8 To produce timely, informative and accurate reports for the referrer and other relevant health care professionals following individual consultations. To report complex and sensitive information and use appropriate language, terminology and stationery. To request the commencement or amendment of any prescribable nutritional products and, where appropriate, suggesting changes to other medications that are within the scope of dietitians' specialist expertise.
- 1.9 To monitor and review the nutritional care plan/targets at suitable intervals and in line with the Home Enteral feeding pathway and negotiate/adjust the nutritional plan, with patient/appropriate consent. To take into consideration any changes in medical condition(s), medication, biochemical & haematology.



- 1.10 To work as part of the adult multidisciplinary team by attending, where practicable, relevant case conferences and specialist meetings. To liaise and effectively communicate with other professional staff/ GP/Consultant, for example where further investigations such as additional blood tests, swallowing screening may be of benefit and/or to better inform the dietetic treatment involved in patient care to ensure that appropriate nutrition is provided.
- 1.11 To organise and co-ordinate the process of setting up home enteral feeding delivery systems where required, including transfers from other areas. To liaise with the community team, the GP, the Home Enteral Feeding Service and District nurses, Feed Company nurse, Feed Company and the Croydon budget holder for equipment loans and provision and the patient/parent(s)/carer. To review patients and make appropriate changes to the feeds and the delivery system to ensure it remains suitable.
- 1.12 To keep accurate and complete records of working in a timely manner, undertaken using paperless dietetic record and data entry on Therapies computer system Cerner. To record, review and report statistical information of patient activity on projected SLA targets and quality standards in accordance with national, local standards for record keeping, both in terms of completeness and timeliness.
- 1.13 To maintain the service home enteral feeding database and ensure always up to date and accurate.
- 1.14 To provide cover for lead adult dietitian and other team members as part of the process.

STAFF DEVELOPMENT AND EDUCATION

- 3.1 To engage in CPD and ensure always up to date and competent to practice.
- 3.2 To contribute to the dietetic student education programme. Discussing and assessing dietetic student progress and support students to develop their knowledge and skills. Also being a mentor to dietetic students on their placements.
- 3.3 To take responsibility for keeping own knowledge and skills up to date by participating in the Trust's appraisal system for staff development and review, including writing a personal development plan and keeping a personal portfolio of evidence to demonstrate continued professional development.
- 3.4 To be actively involved in professional clinical groups such as BDA Specialist Groups and also relevant groups within the Trust.
- 3.5 To actively participate in practice supervision/reflective practice sessions, keeping records of own attendance at supervision, including the development of reflective diaries/learning logs.
- 3.6 To be an active team member of the dietetic department, participating in departmental developments, attending monthly staff meetings, in service training programmes, journal club, tutorials and peer review.
- 3.7 To participate in the development, implementation and update of operational and professional standards, resources and policies for the adult dietetic services.
- 3.8 Active involvement in total service provision e.g. by covering others during periods of absence, reviewing operational policies, contributing to the overall development of the department and peer review.



AUDIT AND RESEARCH

- 4.1 To initiate and participate in regular audit and research in your specialist area. Ensure that the findings are disseminated and published as appropriate.
- 4.2 To undertake as directed, the collection of data for use in service audit and research projects. To manage and undertake research into specific areas of clinical practice and service delivery using a range of research methodologies as part of MDT audit and departmental research initiatives.
- 4.3 To keep up to date with research trends and findings in relation to specialty.

GENERAL

1. To work in accordance with the Trust's Values to consistently demonstrate the behaviours required. The postholder is required to carry out his/her role in accordance with the organisation values, standards and behaviours, in a Professional, Compassionate, Respectful and Safe way.
2. To ensure that Croydon Health Services Trust's policies and procedures are adhered to.
3. To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirements of the Health and Safety Regulations and the Trust's Health and Safety policies and procedures.
4. To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
5. To work in accordance with the Trust's policies to eliminate unlawful discrimination and promote equality and diversity in the workplace. To positively promote at all times equality of opportunity in service delivery and employment in accordance with Trust policies, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, belief, sexual orientation or domestic circumstances.
6. To adhere to the Trust Infection Control Policy, procedures and guidelines, and in particular practice strict hand hygiene at all times while carrying out clinical duties, in line with the responsibilities placed on employees by the Health Act 2006: Code of Practice for the prevention and control of healthcare associated infections (HCAIs). The prevention and control of HCAIs must be embedded into everyday clinical practice and applied consistently.
7. All clinical staff hold responsibility for ensuring they have sound knowledge of standard infection control precautions and that no omission on their part or within the sphere of their responsibility is detrimental to the interests or safety of their patients, visitors and colleagues. Clinical staff must keep their infection control knowledge and skills up to date by attending the Trust's mandatory infection control training, a record of which will be kept and information provided to line managers as required.
8. To comply with the Trust's Safe Guarding Children and Vulnerable Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults This will require you to:
 - Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
 - Ensure you are familiar and comply with the Croydon Multi Agency Safeguarding Vulnerable Adults Pan London Procedures.



- Ensure you are familiar and comply with local protocols and systems for information sharing.
- Know the appropriate contact numbers and required reporting lines.
- Participate in required training and supervision.
- Comply with required professional boundaries and codes of conduct

NOTE:

- A child is someone under the age of 18 (this would include unborn children).
- A vulnerable adult is 'someone who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation' (this includes carers).

Copies of the Protocols and Procedures are available on the Trust Intranet under Child Protection. Staff are advised on how to access the appropriate contact numbers and the Protocols and Procedures when attending Safeguarding training. Updates and revisions are notified to all staff via 'What's New'.

9. To work within the relevant Professional Bodies Code of Professional Conduct and Scope of Professional Practice.
11. Budget Holders are responsible for adherence to Standing Financial Instructions
12. Managers are responsible for adherence of maintaining expenditure within budget and addressing deviations from budget
13. To undertake such other duties as may be reasonably required from time to time as are consistent with the responsibilities of the post.

You are the difference –Staff Pledges

All staff are expected to demonstrate a considerate and respectful attitude.

I will always introduce myself to patients and other staff "Hello my name is"

If I see that someone looks like they need help, assistance or they look lost – I will always – Can I help you?

If I can't help you I will always ensure that I refer you to someone who can

If I see behaviour that is inappropriate I will feel empowered and supported to always challenge it

This job description is not an exhaustive document, but is a reflection of the current position. The job holder may from time to time be asked to undertake other reasonable duties. Any change will be made in discussion with the job holder in light of service needs.

Job Description Agreement

This job description can be updated annually as part of the personal development plan.

This job description has been updated and agreed by:



Current post holder :Date:

Line Manager:Date



Person Specification

JOB TITLE: Adult Community and Haematology Dietitian

Band: 6

HEADINGS	ESSENTIAL	DESIRABLE	HOW TESTED
EDUCATION AND QUALIFICATIONS	BSc/ post graduate diploma in Nutrition and Dietetics (A) HCPC Registered Dietitian(A) Evidence of CPD (A)	Member of the British Dietetic Association (BDA) and Specialist Group (A) Post reg BDA specialist interest group validated course	
KNOWLEDGE AND UNDERSTANDING	Up to date knowledge in wide range of dietetic areas (A/I) Understanding of Clinical governance Awareness and understanding of NHS standards, relevant NHS initiatives, NSFs, NICE (A/I) Critical appraisal of research/ literature searches/ reviews (A/I)	Knowledge and understanding of local area (A/I)	
EXPERIENCE	Postgraduate experience working in NHS acute/ Community services (A/I) Experience delivering training to HCP's (A/I) Dietetic student training/student assessment experience/training programme development (A/I) Experience of audit and measurement of dietetic outcomes (A/I)	Experience of supervising staff (A/I) Experience of policy/guideline development and review (A/I) Experience of providing nutrition support for haematology patients	



SKILLS/ABILITIES	Excellent communication skills (I) Excellent written skills/record keeping/report writing (A) Teaching/presentation skills/ group facilitation skills (A/I) Excellent IT skills (A) Time management (A/I)		
Other factors / Special circumstances	Professional appearance and behaviour	Car/ bicycle user (A)	

A= Application

T= Test

I=Interview

