

CAJE Reference:

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

JOB DETAILS

Job Title:	Dietitian
Pay Band:	5
Department:	Nutrition and Dietetics
Directorate:	Therapies
Clinical Board:	Clinical Diagnostics and Therapies
Base:	University Hospital of Wales / Community / UHL

ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	UHB Head of Nutrition and Dietetics
Reports to:	Dietetic Site Manager
Professionally Responsible to:	UHB Head of Nutrition & Dietetic Services

Our Values: 'CARING FOR PEOPLE; KEEPING PEOPLE WELL'

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

We care about the people we serve and the people we work with	Treat people as you would like to be treated and always with compassion
We trust and respect one another	Look for feedback from others on how you are doing and strive for better ways of doing things
We take personal responsibility	Be enthusiastic and take responsibility for what you do.
We treat people with kindness	Thank people, celebrate success and when things go wrong ask 'what can I learn'?
We act with integrity	Never let structures get in the way of doing the right thing .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

JOB SUMMARY/JOB PURPOSE

The post holder is responsible for:-

- Managing a clinical caseload of patients using evidence based patient centred principles to assess, plan, implement and evaluate dietetic interventions for hospital inpatients and outpatients and maintain associated records.
- Liaising with the Facilities team on a day to day basis to ensure the provision of safe nutritious food / meals to meet nutritional and therapeutic requirements to work within a framework of food safety and food hygiene practices.
- Supervision of dietetic assistants and pre-registration student dietitians on National training programmes.
- Teaching general nutrition to patients and healthcare professionals.
- To work as a member of the Nutrition and Dietetic team to deliver a comprehensive nutrition and dietetic service to your designated area of responsibility working within the British Dietetic Association (BDA) Professional

Code of Conduct and Professional Standards of Practice.

- To plan, prioritise and take responsibility for your patient workload and designated departmental tasks in accordance with the BDA Safe Caseload and Workload Management framework and departmental priorities.
- To be responsible for the provision and continuing development of an evidence based dietetic service to your designated area of responsibility under the direction of the supervising Dietetic Section Leader and senior departmental colleagues.
- To communicate with patients/carers to gain consent to treatment and to inform and agree expected treatment outcomes.

DUTIES AND RESPONSIBILITIES

1. Clinical Duties

- a) To work autonomously to provide specialist evidence based nutrition advice and therapeutic support to patients, carers and other healthcare professionals for a range of medical and surgical conditions. This will involve:-
 - Nutritional assessment, diagnosis and interpretation of biochemistry, haematology, anthropometric data, clinical condition and diet history.
 - Development of treatment plans which include calculation of nutritional requirements, patient centred goals and treatment outcomes.
 - Prescription of dietary treatment using ACBS products for conditions adhering to professional/ clinical guidelines.
- b) To work with patients/carers and colleagues from diverse cultural and ethnic groups, and
 - Respect personal beliefs and identity of individuals Promote individual rights and choice
 - Promote anti-discriminatory practice.
- c) To use effective communication skills to enable patients/carers to overcome barriers to change and to facilitate behaviour change with individuals and groups.
- d) To work as part of the multi-disciplinary team participating in ward rounds, multi-disciplinary team meetings, case conferences, case audits and clinical governance meetings.
- e) To undertake training to trainer level in the safe use of enteral feeding equipment and appropriate use of anthropometric equipment: weighing scales; height measures; skinfold callipers and bio-impedance monitors to

- interpret results of dietetic assessment and treatment.
- f) To monitor usage of stock and maintain adequate stock levels of nutritional feeds, supplements and dietary resources within your designated clinical areas of responsibility.
 - g) To liaise and work in partnership with the Facilities team on a day to day basis to ensure the provision of meals to
 - Meet all therapeutic requirements for each specific patient group
 - Meet nationally agreed nutritional standards for hospital catering
 - Provide maximum nutritional benefits to all patients and staff, and contribute to and comply with all ULHB / Dietetic Nutrition policies.
 - h) To be responsible for the dietetic discharge planning of patients and to communicate and liaise with the multi-disciplinary team regarding the provision of nutrition related prescriptions and therapeutic advice.
 - i) To keep and maintain accurate, timely, comprehensive and legibly written patient records concerning the condition and care of the patient in accordance with Health Professions Council (HPC) Standards of Conduct, Performance and Ethics, the BDA Standards of Record Keeping and departmental standards, policies and procedures, in compliance with the Data Protection Act.
 - k) To maintain strict confidentiality of patient information in accordance with the Clinical Governance Framework.

2. Education and Training

- a) To regularly supervise and train students and dietetic assistants on a day to day basis as directed by the Operational Lead / Dietetic Services Manager.
- b) To plan, prepare and deliver nutrition education training sessions to the multi disciplinary team of qualified and support staff within and external to the UHB.
- c) To participate in the development of nutrition and dietetic resources and teaching materials to educate the patient groups, carers and staff involved in delivering the care within the remit of your area of responsibility.

3. General Duties

- a) To contribute to departmental projects/ activities and service development and service initiatives as a member of the dietetic team taking on relevant tasks under the guidance of senior colleagues.
- b) To participate in the UHB's Nutrition and Dietetic programme of Clinical Supervision and Clinical Governance.
- c) To undertake clinical audit and research using research methodologies under guidance of the Dietetic Services Manager, which will enhance dietetic care/practice for the patient. This may be internal within the department

on a uni-professional basis or external on a multi-disciplinary basis and in assigned areas of clinical responsibility.

- d) To participate in the UHB's annual programme of individual performance review as a reflective practitioner, identify training needs and Continuing Professional Development (CPD) requirements to meet HCPC/ BDA professional standards of performance.
- e) To be professionally and legally accountable for all aspects of your professional and clinical work.
- f) To comply with National, UHB and departmental standards, policies and procedures and implement changes to work practices/ procedures for area of responsibility under the direction of the Dietetic Section Leader / Dietetic Services Manager.
- g) To arrange and provide cover for clinical colleagues in accordance with ULHB Cover Policy, the BDA Safe Caseload Management framework and the BDA Workload Management Toolkit during periods of leave under the direction of Dietetic Section Leader or Dietetic Services Manager.
- h) To undertake administrative duties, including performance management and data collection, in accordance with relevant UHB departmental policies and procedures.
- i) To be competent in the use of Information Technology relating to relevant nutritional analysis programmes, clinical patient database system and results reporting programmes as appropriate.

GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal

duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.

- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will, in many cases, include access to personal information relating to service users.
- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients,

service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.

- **Registered Health Professionals:** All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying because of someone's 'protected characteristics'. These protected characteristics are: age, religion, sexual orientation, belief or non-belief, sex, disability, race, gender identity, pregnancy and maternity, marriage and civil partnerships. The line manager and post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for anyone who you may be working with, whether they are patients, family/carer, visitors or colleague. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing

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diversity and respecting people's human rights as part of your everyday practice.

- **Dignity at Work:** The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

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<p>SKILLS</p>	<ul style="list-style-type: none"> • Good verbal & written communication skills • Well organised methods of working • Ability to work effectively within a team • Analytical skills • Good time management skills • Good record keeping skills • Accurate keyboard / nutritional analysis skills • Presentation skills • Ability to prioritise patient workload and meet daily deadlines • Accurate anthropometric skills 	<ul style="list-style-type: none"> • Motivation and persuasive skills 	<p>Application Form Interview References</p>
<p>SPECIAL KNOWLEDGE</p>	<ul style="list-style-type: none"> • Awareness of large scale catering operations • Awareness of the BDA Professional standards of practice • Awareness of multi-cultural population / dietary practices 	<ul style="list-style-type: none"> • Experience of working within a large scale catering environment and/or as a dietetic assistant/support worker. • Experience of working in a health care environment. • Health & Safety risk awareness. • Welsh Speaker or prepared to learn to speak Welsh 	<p>Application Form Interview References</p>
<p>PERSONAL QUALITIES (Demonstrable)</p>	<ul style="list-style-type: none"> • Motivated • Enthusiastic • Professional caring manner/ approach • Professional appearance • Ability to use initiative • Flexible worker • Ability to deal with distressed patients/carers 		<p>Application Form Interview References</p>

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OTHER <i>(Please Specify)</i>	For community and public health based posts- Daily access to a car to travel around Cardiff and Vale, transporting equipment and accessing a storage unit. Will include evening and weekend working.		Interview Document Check*
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Date Prepared: July 2004

Date Reviewed: Jan 2020

Prepared By: Judyth Jenkins

Reviewed By: Judyth Jenkins