



University Hospitals Birmingham
NHS Foundation Trust

Join us at UHB



Building healthier lives

Welcome from our CEO

Jonathan Brotherton



Dear Candidate,

Thank you for your interest in working with us here at University Hospitals Birmingham NHS Foundation Trust (UHB).

Please take some time to read through this application pack to gain a better understanding of our Trust in general, this role in particular, and why UHB is a great place to work.

UHB is one of the largest teaching hospital trusts in England, serving a local, regional, national, and international population. We employ around 22,000 colleagues and are committed to investing in your training, development, health and wellbeing and future career with us.

We see and treat more than 2.2 million patients every year across our four hospital sites - Good Hope, Heartlands, Queen Elizabeth Hospital Birmingham and Solihull Hospital - and through our community services and clinics. We are centres of excellence in many clinical specialties.

But it's not just our patients we invest in at UHB; we also invest in our staff. In fact, we believe we are defined by our people, not the state-of-the-art equipment or facilities we work out of. We have high standards and we want to build healthier lives for patients and our teams, wanting you to enjoy your job, and flourish in it.

To reinforce this commitment, we recently refreshed our values after hearing from over 1,400 colleagues about what made them proud to work at UHB

We will be:

Kind: the kindness that people show to each other every day

Connected: the connections we build with everyone around us

Bold: the ability to be bold in how we think, speak and act

We hope you find this pack useful and look forward to receiving an application from you for this role within our Trust.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J Brotherton'. The signature is fluid and cursive, written over a light blue horizontal line.

Jonathan Brotherton
Chief Executive Officer

JOB DESCRIPTION

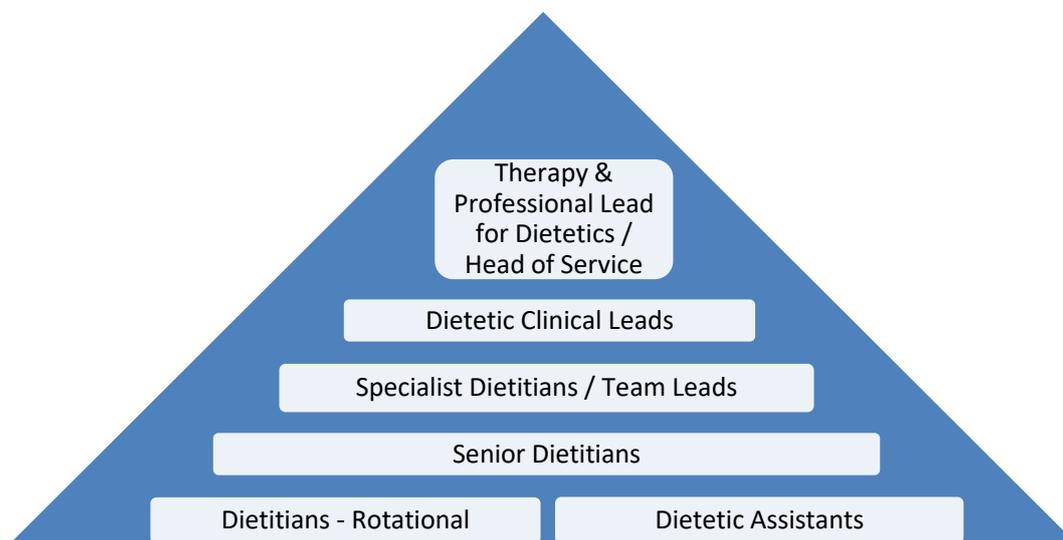
Job Title	Senior Head and Neck Dietitian and Haem
Pay Band	6
Department	Therapies
Division	Division 3
Reports to	Specialist Dietitian
Professionally Responsible to	Therapy lead and Professional Lead for dietetics

JOB SUMMARY

The post holder will

- Provide a professional nutrition and dietetic service to inpatient&/or outpatients
- Be a key member of the multidisciplinary team
- Line manage other Dietitians/Dietetic Assistants
- Work closely with the dietetic leads/specialist Dietitians at UHB to continue to develop the dietetic service
- Contribute to the training of student Dietitians on clinical placement
- Based at **QEHB** (Employees will be expected to demonstrate a flexible working approach and move across sites as required to deliver care based on organisational and service need).

EAM/DEPARTMENT STRUCTURE CHART



KEY SKILLS

- The post holder will be responsible for and lead on a day to day basis the provision and requirements of services within dietetics for inpatients and outpatients at QEHB. They will also be an integral member of the Head & Neck Multidisciplinary and Dietetic Teams for the University Hospital Birmingham NHS

Foundation Trust

- To lead the provision of service to a speciality using a high level of knowledge, skills and experience as an independent practitioner
- To deliver a high quality, evidence based Nutrition and Dietetic service to specialised areas
- To act autonomously and competently in the management of an adult caseload with a varying degree of nutritional complexity, including managing regional and out of region home tube feeding patients
- To act as an expert nutritional resource within the defined specialist areas and to educate and train dietetic students and other health professionals within the Trust
- To contribute to the Trusts clinical governance programme by taking a lead within a specialist area for audit, development and implementation of evidence based guidelines/protocols and continuing professional development
- To be responsible for training, teaching, preceptorship and clinical supervision of junior staff and students
-

KEY RESPONSIBILITIES

Clinical

- Post holder will work independently (work will be self- directed and autonomous) to manage and provide the dietetic service to a specialist area seeking peer support, if necessary, through their clinical team or via specialist dietetic networks
- To provide highly specialist dietetic advice to patients and/or carers with particular focus on the specialist condition of the patient, whilst taking into account ethical, social, emotional, psychological and cultural needs. To be able to use this complex and sensitive information in formulating individual dietetic advice
- To provide nutritional and dietetic counselling to educate a diverse and multicultural patient population. To understand the complex dietary changes which are needed and to employ advanced motivational and behavioural change skills to overcome barriers to change particularly where there is non-compliance
- To utilize and develop communication tools and teaching skills in order to educate patients who may have barriers to understanding e.g. disabilities, non-English speaking, poor literacy
- To receive and communicate highly complex and sensitive information, which may include unwelcome or difficult information; for example, long-term adherence to complex and multiple dietary interventions or initiation of invasive nutritional support e.g. tube feeding. To present this in an understandable form to patients and their carers to facilitate compliance with treatment leading to improvements in clinical condition
- To make dietary recommendations after calculation of nutritional requirements based on interpretation of biochemistry, anthropometrics, anatomy and physiology, clinical

condition/prognosis and other physical parameters

- To provide appropriate treatment, monitoring and review of patients' dietary needs, involving other agencies when indicated
- To be the nutritional lead within the specialist area for multidisciplinary team meetings and case conferences. To communicate expert nutritional assessment and advice regarding individual patient care to the team
- To act as the nutritional lead within the specialist area for multidisciplinary team meetings and case conferences. To communicate expert nutritional screening, assessment and advice regarding individual patient care to the team alongside advocating for the patient
- To act as a nutritional lead for the speciality to advise the medical team on any medications which may affect nutritional therapies e.g. phosphate binders
- To advise on appropriate use of nutritional products. The Dietitian will specify product type, quantity and regime to meet individual patient needs
- To be competent with the use of enteral feeding equipment used within the Trust and community setting by attending annual training sessions
- Demonstrate competence with the use of appropriate medical devices used within the Trust and community setting by attending periodic training sessions as clinically indicated
- To advise the multi-disciplinary team and the patient on most appropriate routes of feeding, product type, rate and volume to meet patient's individual nutritional requirements
- To be responsible for organising the discharge of patients on home enteral feeding regimens. This includes prescription of feeds, educating the patients and carers on home feeding regimens and equipment, liaising with community nursing, medical and dietetic teams and the companies providing the feed in the community
- To be responsible for the adaptation of standard menus to suit therapeutic diets
- To lead in the training required by registered staff for nutritional screening e.g. Malnutrition Screening Tool

Professional

- Participate fully in the Appraisal system in line with Trust policy as appraise
- Develop an individual Personal Development Plan (PDP) in line with agreed objectives and the Health & Care Professions Council requirements for registration
- To ensure own practice is up to date and evidence based, and able to demonstrate an awareness of current relevant research through teaching, attending courses/study days and peer review
- To promote safe caseload/workload management, using appropriate assessment, organisational, time management and reporting skills
- To identify the need for educational resources for patients treated within the speciality. To lead and develop non-biased evidence based written materials and teaching resources as required for a diverse client group. Undertake regular review of these resources

- To identify nutritional training needs of other health care staff within the area of clinical speciality. To develop, plan and deliver training in relevant aspects of nutrition and dietetics. To evaluate and monitor this training in order to promote understanding of nutrition in relation to patient care and improvement in quality of care
- To act as a resource for specialist dietary information relating to the area of speciality within the Trust, primary health care team, other community groups and related interest groups
- To accurately record all assessments and interventions in medical notes, nursing documentation and dietetic records in line with Trust and departmental policies. To communicate in writing with other agencies including GPs, community nurses and dietitians about patient care e.g. prescription requests for nutritional products, home enteral feeding forms
- To develop and implement departmental, strategic standards and policies for patients within the specialist area in line with national and local guidelines
- To work in accordance with the professional standards set by the British Dietetic Association, the Health and Care Professions Council, local Trust and departmental policies
- To be professionally accountable for all aspects of clinical workload
- To support other members of the dietetic team and provide cover for their specialist area in times of absence
- To play a key role in team meetings and departmental interest/working groups and contribute to the development of departmental policies via these groups
- To play a key role in meetings related to service development within the specialist area and report back to the Clinical Leader
- To comply with departmental requirements for the data collection and assist clinical leader with interpretation of activity data in specialist area
- To undertake any other duties commensurate with the post as requested by the Head of Service or Clinical Lead
- To promote the Dietetic profession within the Trust
- To attend regional groups for Dietitians within the speciality and British Dietetic Association (BDA) specialist groups as appropriate.

The post holder will undertake other duties as may be required to achieve the Trust's objectives, commensurate with the grading of the post.

BUDGETARY AND RESOURCE MANAGEMENT

- To be responsible for the appropriate supply of nutritional products to ward areas in accordance with Trust policies
- To advise the catering department on the provision of nutritionally adequate menus within budgetary constraints.

MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES

- To organise and deliver training sessions for groups of patients with specialist dietary needs
- Participate fully in the Appraisal system in line with Trust policy as appraiser
- To be responsible for the clinical supervision, preceptorship and training of junior staff, facilitating their professional development and postgraduate learning. To help develop, implement and evaluate the junior staff's rotational programme
- To take part in the induction of new staff
- To plan and deliver specified sections of the student clinical placement training programme, being responsible for the clinical supervision (both theoretical and practical) of student dietitians as part of the department's national accreditation
- To plan and deliver health promotion activities within the Trust as required e.g. talks, displays, posters and health promotion campaigns for staff

RESEARCH AND DEVELOPMENT

- To identify, facilitate and be responsible for the development and implementation of evidence based dietetic practice and audit within the area of speciality
- To share the results of audit by producing reports and presenting to the multi-disciplinary team, dietetic colleagues, and where appropriate in wider Therapy and Trust wide Forum

EFFORT

Physical Effort

- Walking around the trust site carrying light lodes on daily basis

Mental Effort

- Long periods of concentration with reference to patients' care whilst they are in an acute and chronic stage of adjustment to their condition
- Clinician is expected to carry out lone working within the units for significant periods of their working week and comply with lone working policies

Emotional Effort

- To work in a frequently stressful environment with patients who may be critically ill, chronically ill, terminally ill or undergoing long periods of rehabilitation. To support patients and their carers, nutritionally and emotionally during the course of their treatment/management

TRUST VISION & VALUES

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our

vision is simple; building healthier lives. Our values apply to every member of staff and help us in all we do and how we do it. They are:

Kind: The kindness that people show to each other every day

Connected: The connections we build with everyone around us

Bold: The ability to be bold in how we think, speak and act

ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. University Hospitals Birmingham NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Last Updated: 05-07-22

PERSON SPECIFICATION

JOB TITLE: Senior Head and Neck Dietitian	
TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Evidence of relevant GCSE, NVQ, GNVQ, AS and A levels • Degree in Nutrition and Dietetics or equivalent • Registration with HCPC 	
EXPERIENCE & KNOWLEDGE	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Post-graduate experience relevant to post • Teaching skills including supervisory skills for student training • Relevant post registration experience at entry to post • All types of nutritional support • Evidence of multi-disciplinary team work • In depth knowledge of nutritional assessment / nutritional screening tools • Up to date with clinical developments, with evidence of contributions to clinical meetings / journal clubs 	<ul style="list-style-type: none"> • Evidence of relevant continued professional development in following areas Clinical e.g. <ul style="list-style-type: none"> - accredited specialist training courses - attendance at specialist group meetings of BDA - attendance at relevant multi-disciplinary courses/conferences - Specialist experience relevant to clinical area - Experience of clinical audit or research - Experience of multi-disciplinary team work - Communication skills training or counselling skills training • In depth knowledge of relevant clinical area • Evidence of teaching groups of professionals & patients • Evidence of clinical audit and/or research

SKILLS & ABILITY	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Able to demonstrate good use of a range of communication skills • Ability to work through interpreters and use visual aids • Able to use counselling skills to optimise patient care • Good presentation and teaching skills with evidence of presentations to groups of patients, staff & service users • Able to work both independently and as part of a team • Able to manage and organise own work load • Able to use equipment relevant to speciality e.g. skin fold callipers, enteral feeding equipment, scales, stadiometers • Able to plan, deliver and report on a clinical audit and other relevant projects • Working knowledge of computer programmes e.g. word processing, spread sheets, data bases, power point, dietary analysis, data collection and patient information programmes • Ability to prioritise own workload • Ability to manage busy workload and to be committed and flexible to work across sites if required • Presentation skills • Communication skills training /counselling skills training • Mentoring / supervision /preceptorship skills 	
OTHER SPECIFIC REQUIREMENT	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Reliable, conscientious and flexible • Team player • Able to work with minimal supervision 	

<ul style="list-style-type: none">• Able to achieve deadlines• Enthusiasm and motivation to work at UHB• Enthusiasm and commitment to train student dietitians and others• Commitment to CPD	
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--