



University Hospitals Birmingham  
NHS Foundation Trust

# Join us at UHB



Building healthier lives

# Welcome from our CEO

Professor David Rosser



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 dark ink, appearing to be 'D. Rosser', written in a cursive style.

Professor David Rosser,  
Chief Executive Officer



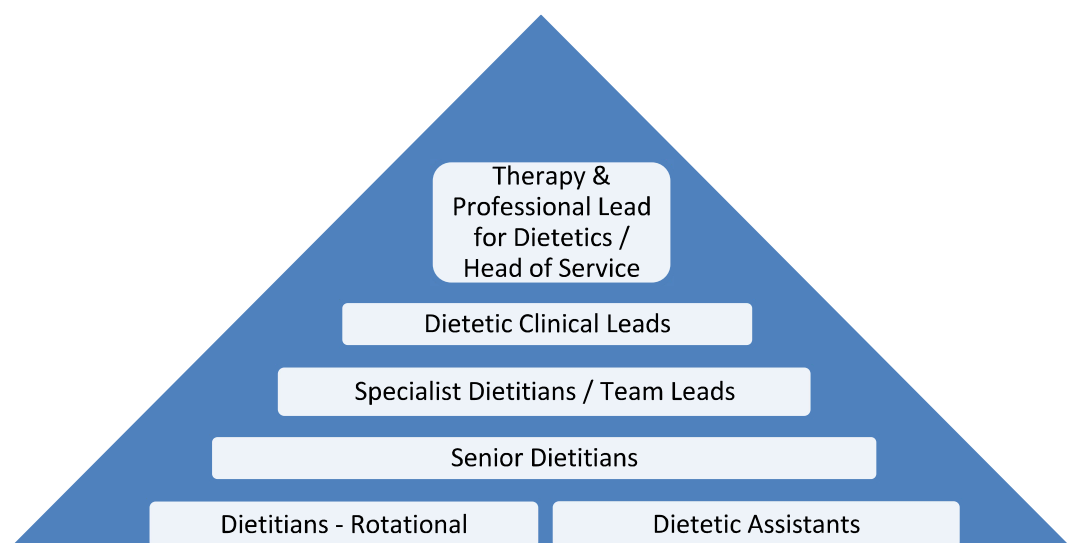
## JOB DESCRIPTION

<b>Job Title</b>	Dietetic Assistant
<b>Pay Band</b>	3
<b>Department</b>	Therapies
<b>Division</b>	3
<b>Reports to</b>	Specialist Dietitian
<b>Professionally Responsible to</b>	Therapy Lead and Professional Lead for Dietetics

### JOB SUMMARY

- To provide a flexible service to support Dietitians working across a range of wards and outpatients settings within QEHB in Older People and Trauma.
- To assist in the review of patients whilst under the supervision of a Registered Dietitian.
- To provide clerical support by undertaking appropriate administrative tasks associated with patient care.
- To liaise with the catering department, to enhance communication and ensure appropriate meal and supplement provision.
- To facilitate the completion of daily menus for all patients on therapeutic diets, this could involve face-to-face discussion with patients and/or their carers.
- To contribute to project work and audits.
- To be responsible for ensuring adequate stock of nutritional products, equipment and resources.
- To participate in education session to promote the role of nutrition.
- 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*).
- To participate in 7 day working when appropriate service delivery allows and commences
- Works within a clinical team of dietitians to ensure provision of a high quality patient service, regularly liaising with the supervising dietitian about all aspects of nutritional care.

### TEAM/DEPARTMENT STRUCTURE CHART



#### KEY SKILLS

This post holder will

Work as part of the MDT, under the supervision of Dietitians, supporting the provision of a nutrition and dietetic service to patients.

Use communication skills, including facilitation, negotiation, motivation and encouragement to motivate patients and build enabling relationships with carers, the MDT and other health professionals.

Take anthropometric measurements (e.g. height, weight, bio electrical impedance) from the patients, after appropriate medical device training.

Maintain accurate record keeping of all patients under the care of the dietetic service in accordance with departmental, professional and Trust standards. This will include recording activity data, dietetic intervention codes and treatment plans for the service

Work independently without direct supervision as clinically and professionally appropriate.

To support audit, data collection and management in conjunction with the dietetic clinical team

#### KEY RESPONSIBILITIES

##### Clinical

1. To obtain relevant information concerning patients medical and social history from a range of sources including medical and nursing notes, other health professionals, the patient and their carer.
2. To support the Dietitian in the giving of dietetic advice to patients and / or carers.
3. To provide nutritional assessment and record dietetic intervention on an individual basis. Treatments include therapeutic dietary modification, modified consistency, nutritional support including supplements.
4. After training to use a range of clinical and physical parameters, e.g. anthropometric (including upper arm circumference and skin fold thickness) to assist the Dietitian.
5. To work in an often stressful environment with patients who may be very unwell, chronically ill, terminally ill or undergoing long periods of rehabilitation.
6. To demonstrate empathy and reassure patients and their carers, when appropriate, to continue to reach targets throughout their nutritional treatment.
7. To use a range of different communication skills to help patients achieve their nutritional goals.
8. To communicate effectively with the multidisciplinary team on the ward.
9. After training to be familiar with the use of enteral feeding equipment and to complete paperwork used within the trust and community setting.
10. To advise and liaise with catering staff concerning the dietary needs of patients and work closely with dietetic and catering colleagues on provide suitable patient menu choice.
11. To be responsible for ensuring adequate stock of nutritional products, equipment and resources, involving stock takes, liaising with product customer services and representatives and ensuring all invoices are processed through the correct channels.



### **Professional**

1. To undertake Professional Development and Review System (PDRS) in line with Trust policy. Contribute to the development of a Personal Development Plan (PDP) and take responsibility for undertaking Continuous Professional Development (CPD).
2. Contribute in the induction of new dietetic and ward staff raising nutritional awareness in clinical areas and highlighting the dietetic assistant role.
3. To support the planning and prioritising of own workload.
4. 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 and study days and peer review.
5. To assist training and information for health professionals on the wards.
6. To give talks and train health professionals including nurses, auxiliary nurses, housekeepers, students and catering staff within the Trust.
7. To maintain accurate and comprehensive patient records in line with legal and departmental requirements and to communicate outcomes to the appropriate disciplines in the form of letters and reports.
8. To ensure current nutritional policies are implemented at ward level.
9. To work in accordance with the professional standards set by the British Dietetic Association and local Trust and departmental policies.
10. To be professionally accountable for all aspects of own work including the management of patients within own care.
11. To participate in departmental audits.
12. To support other members of the dietetic assistant team and provide cover in their absence.
13. To contribute to team meetings and department interest / working groups as appropriate and to comment on department policies via these groups.
14. To participate in meetings related to specialist area of work as appropriate.
15. To prepare dietary information and other resources for patient education under the supervision of a qualified dietitian.
16. To comply with departmental requirements for data collection.
17. To carry out additional duties requested by the clinical leader or head of service as appropriate to your grade.
18. To assist planning and delivery of health promotion activities within the Trust as required, e.g.: talks, displays, posters and health promotion campaigns for patients, staff, and visitors.
19. To promote the dietetic profession within the Trust.

**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 ordering and stock control of specialist products/samples in specified areas, ensuring that an appropriate selection of feeds and supplements are available at ward level, in clinic and in the office and ensure that all products are in date.

### **MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES**

Contribute in the induction of new dietetic and ward staff raising nutritional awareness in clinical areas and highlighting the dietetic assistant role.

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 and study days and peer review.



To assist training and information for health professionals on the wards.

To give talks and train health professionals including nurses, auxiliary nurses, housekeepers, students and catering staff within the Trust.

To support other members of the dietetic assistant team and provide cover in their absence.

#### RESEARCH AND DEVELOPMENT

To support audit, data collection and management in conjunction with the clinical team

#### EFFORT -

##### Physical Effort

- To undertake light physical effort, including carry objects, this is required to undertake the role.

##### Mental Effort

- To be able to carry out intense concentration during patients consultations, dietary analysis with unpredictable work that can have frequent interruptions.

##### Emotional Effort

- To use counselling and motivational skills when assisting patients in treatment plans.
- To work in an often stressful environment with patients who may be very unwell, chronically ill, terminally ill or undergoing long periods of rehabilitation. To support patients and their carers.

#### TRUST VISION & VALUES

##### *DO NOT AMEND THIS SECTION*

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: November 2022



## PERSON SPECIFICATION

<b>JOB TITLE:</b>	
<b>TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<p>Educated to GCSE level or equivalent in Maths / English / Science</p> <p>Educated to N.V.Q. level 3 or equivalent eg: completion of a BDA validated on the job dietetic assistant training programme or equivalent comparable experience</p>	<ul style="list-style-type: none"> <li></li> </ul>
<b>EXPERIENCE &amp; KNOWLEDGE</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<p>Significant experience of working in an acute healthcare setting</p> <p>either</p> <ul style="list-style-type: none"> <li>- as a dietetic assistant</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- significant experience of working in a clinical environment and with Neurosurgery or similar patients</li> </ul> <p>Significant experience of working with the general public</p> <p>Experience of working as part of a team</p>	<p>Experience of using a full range of NHS computer programmes</p> <p>Background knowledge of nutrition and its importance in patient treatment</p> <p>Basic knowledge of nutrition and the importance of dietary treatment</p> <p>Basic understanding of the impact of diagnosis and potentially lifelong treatment for patients with Long term conditions patients</p> <p>Awareness of local needs of specific patient group e.g. ethnic groups, learning difficulties, young people</p> <p>Knowledge of computer programmes e.g. email, spreadsheets, data bases, patient information programmes and appointment systems</p>
<b>SKILLS &amp; ABILITY</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<p>Good written and verbal communication skills – able to deal with complex sensitive issues on a one to one basis, with people who may have communication difficulties, in a group setting or via interpreters</p> <p>Good interpersonal skills showing care and sensitivity to the needs of patients, carers, staff and colleagues</p> <p>Ability to reassure, motivate and persuade patients to change</p> <p>Good time management skills with the ability to prioritise own workload and meet deadlines</p>	<p>Ability to teach individuals or small groups</p> <p>Highly developed physical skills required for operating of equipment where accuracy is essential - e.g. feeding pumps, skin fold callipers, weighing scales, height measures</p> <ul style="list-style-type: none"> <li>• Good cooking skills with the ability to adapt standard recipes for specific dietary needs</li> </ul>





<p>Good organisational skills</p> <p>Ability to work as part of a team</p> <p>Ability to use own initiative and deal with non-routine issues in relation to patient care</p>	
<b>OTHER SPECIFIC REQUIREMENT</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<p>Demonstrates interest and enthusiasm for nutrition</p> <p>Enthusiasm and motivation to work at UHB</p> <p>Commitment to CPD</p> <p>Motivated to develop the service</p> <p>Ability to work weekends as part of a 7 day working pattern (when appropriate service delivery allows and commences)</p>	<p>Active member of relevant professional groups</p> <p>Demonstrates the Trust values - Kind, Challenge, Bold</p>

