1. JOB IDENTIFICATION

Job Title: Band 6 Dietitian - Catering Specialist
Responsible to: Deputy Dietetic Manager and Catering Manager for NHS Borders
Department(s): Nutrition and Dietetic
Date this Job Description written / updated: September 2005. Updated Oct 2014
Job Holder Reference: PCS978
No of Job Holders: 1

2. JOB PURPOSE

- Lead in Nutrition and Dietetic department for responsibilities around food and catering issues.
- To act as a source of expertise for the catering department on the design and nutritional content of the patient menu to meet national nutritional standards and specifications.
- To increase the number of standards being met, as defined in the NHS Quality Improvement Scotland (NQIS) Clinical Standards, ‘Food, Fluid and Nutritional Care in Hospitals.
- To project manage ongoing review of the patient menu and menu administration system across NHS Borders.

3. ORGANISATIONAL POSITION

SEE ATTACHED CHART
### 4. SCOPE AND RANGE

- Directly responsible for the dietetic input of the Catering Department’s provision of meals to patients at the Borders General Hospital, 4 Community Hospitals and 7 Mental Health units.
- The catering department currently provides meals to approximately 450 patients on a daily basis.
- Providing specialist nutrition education and training to all of those involved in the provision and delivery of hospital meals.
- Member of the Catering Forum (operational group of the Food Nutrition & Health Policy) providing specialist knowledge and expertise to the group.
- Senior member of Department providing specialised Nutrition and Dietetics service to the Borders General Hospital including 14 wards, 1 day hospital, McMillan Centre, stroke unit, ITU, SCBU, Dialysis unit, 2 dementia units and outpatient clinics.
- Advisory role to other agencies e.g. Scottish Borders Council and Care Homes on catering and contract issues.
- On occasion, represent NHS Borders Catering Department and have input into the HFS Catering Advisory Group and sub groups thereof.

### 5. MAIN DUTIES/RESPONSIBILITIES

- As lead in the Nutrition and Dietetic department to use specialist /expert knowledge in menu planning and nutrition, to work in conjunction with the catering staff to develop a patient menu design that will provide appropriate choice for the wide range of patients served by the NHS Borders.
- To provide specialist expertise and knowledge in the Catering Forum to implement the NHS Quality Improvement Scotland Clinical Standards for “Food, Fluid and Nutritional Care in Hospitals”.
- To provide expert nutrition and catering consultancy to other agencies when required, e.g. Scottish Borders Council “Meals at Home” service, training on menu planning in Care Homes.
- To identify training requirements of catering, nursing, dietetic staff and student dietitians in relation to provision of patient menus. To then plan, deliver and evaluate the identified training.
- To have a lead role in the ‘A’ placements of student dietitians.
- Undertake the planning and implementation of pilot projects, audits, patient satisfaction surveys with the aim of improving the nutritional intake of patients.
- Responsible for ensuring that the menus are nutritionally adequate by carrying out a full nutritional analysis (by means of specialist software) of all meals and foods on the menu, and comparing these to patient requirements.
- Responsible for ensuring that all therapeutic diets can be accommodated within the patient menu and, where necessary, provide information on suitable alternatives e.g. for gluten free diets, dysphagia, children, bowel preparation, food allergies, ethnic minorities.

- Create and maintain a database of nutritionally analysed standard recipes that will be used in the four-week menu cycle.

- To streamline operational procedures regarding the processing of patients’ menus in the kitchen.

- To participate in the response from the catering and Nutrition and Dietetic departments for patient complaints and incident reports.

- To undertake clinical care of patients when required.

- To communicate effectively as part of a clinical multidisciplinary team.

- To practice autonomously and be professionally and legally accountable and responsible for all aspects of own work, including the management of patients.

- To work within the British Dietetic Association Code of Professional Conduct, Health Professions Council Professional Standards and NHS Policies in all aspects of own work.

- To ensure continuing competency to practice by participating in an approved ongoing programme of CPD, including membership of specialist groups e.g. BDA, “Food Counts”.

6. SYSTEMS AND EQUIPMENT

- To have a full understanding of the catering systems used within NHS Borders including meal production, delivery of meals and snacks to patients and service of meals including budgetary constraints.

- To be proficient in the effective use of PC software packages including Outlook express, Microsoft office, nutritional analysis, databases, intranet and specialist catering / nutrition software e.g. menu analysis.

- To be competent in the correct use of nutritional assessment tools including height measures, weighing scales, skin fold callipers (to measure body fat and muscle), Dynamometer (for measuring grip strength) thereby ensuring accurate monitoring of anthropometric measurements.

- Responsible for the confidentiality and safe keeping of dietetic records
7. DECISIONS AND JUDGEMENTS

- Has the freedom to practice autonomously, with minimal supervision, regarding organisation of own workload.
- Decision making includes:
  - Prioritising workload.
  - Management of own duties within the project.
  - Initiating and organising meetings with catering, nursing, medical, dietetic and any other staff to ensure that standards of food and fluid provision in hospitals are met.
  - Reviewing systems in place and altering these as necessary through personal judgement and / or in consultation with other staff.
- Responsibility for ensuring that patient menus are nutritionally adequate and meet the requirements for all patient groups and highlighting to the catering department when any deficiencies occur.
- Agrees formal objectives with the Dietetic Manager or Deputy Dietetic Manager in line with departmental objectives, to be reviewed through the appraisal programme with a 6 month review.

8. COMMUNICATIONS AND RELATIONSHIPS

- Requires effective influencing and communication skills to build and maintain good relationships across a range of disciplines to progress implementation of the NQIS standards and Food Nutrition & Health Policy.
- To advise, consult and inform service users, relatives and carers, where appropriate, and encourage their participation in order to improve service delivery.
- Negotiating and facilitating changes with catering staff who are working within a busy, pressurised kitchen environment requires excellent negotiating skills and tact.
- Presentations to Catering Forum, nursing, catering and dietetic staff e.g on projects, audits and progress reports.
- To be a highly skilled communicator who translates complex scientific, food and health information into practical information that the patient, client group and professionals can understand and act upon.
- To be proficient in the use of a wide range of methods of communication including reports, letters, e-mail, telephone, meetings and informal discussions.
- To be able to communicate effectively with a variety of people on a regular basis, including:
  - Catering management staff of NHS Borders
  - Catering staff in the Borders General Hospital and outside units
  - Dietitians throughout NHS Borders
  - Dietitians in other areas involved in similar work
  - Clinical Nurse Managers
  - Medical and nursing staff
  - Patients, relatives and carers
  - Portering and domestic staff
  - Catering Forum Group
  - Food companies / Manufacturers for product information to ensure the correct and safe provision of foods to patients on therapeutic diets.
9. PHYSICAL DEMANDS OF THE JOB

- Keyboard working.
- Working in the hospital kitchen, requiring a full understanding of the health and safety issues related to this environment.
- Working in overcrowded offices with no permanent work station and having to “hot desk”
- Dealing with many conflicting priorities and issues at the same time.
- A frequent requirement to sit for long periods at PC.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Managing conflicting priorities, which involve liaison with many disciplines of staff and the public.
- Developing and co-ordinating large scale projects requiring expertise in the management of schedules and workload.
- Full understanding of the abilities and limitations of a large scale catering system and being able to facilitate changes within this system.

11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

**QUALIFICATIONS**

- 4 year honours degree or post graduate degree.
- Health Professions Council Registration.
- Evidence of Continuing Professional Development.

**KNOWLEDGE / EXPERIENCE**

- Minimum of 5 years post graduate experience, including previous experience at Senior I level.
- Knowledge of large scale catering systems and experience in menu planning and meals analysis.
- Evidence of multi disciplinary team working.

**SKILLS**

- Excellent communication, negotiation and motivational skills with individuals and groups.
- Ability to examine and change current practice.
- Proven skills in delivery of clinical care.
- Audit and Research.
- Competent IT skills in Outlook, data input, word processing and dietary analysis.
- Presentation skills.
- Car driver.

PERSONAL QUALITIES
- Flexible, positive attitude and self-motivated.
- Good time management.
- Ability to maintain judgement under pressure.
- Ability to work collaboratively with a wide range of disciplines.
TERMS AND CONDITIONS

Grade and salary: Band 6: £26,041 - £34,876 per annum pro rata

Hours of work: Permanent, 12.39 hours per week

Annual leave: 27 days per annum pro rata
Details of other types of leave entitlement (such as sick leave) are set out in the Agenda for Change handbooks.

Public Holidays: 8 days per annum pro rata on dates designated by NHS Borders
Details of other types of leave entitlement (such as sick leave) are set out in the Agenda for Change handbook.

Superannuation: The post-holder is entitled to join the NHS superannuation pension scheme.

If Unsuccessful:
If you have NOT heard from us within 4 WEEKS of the closing date, then we regret that your application has not been successful on this occasion. However, we appreciate your interest in working with NHS Borders and your time and effort in completing the application form. We would welcome your application for future posts.

Equal Opportunities:
In NHS Borders, we believe that all staff should be treated equally in employment. We will not discriminate against any member of staff, or job applicant, on grounds of

- age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.
- Trade Union membership.

Disclosure checks:
We carry out criminal record checks on new staff who fall within certain staff groups within NHS Borders, through Disclosure Scotland. We send out Disclosure Forms to all shortlisted candidates for these staff groups, and ask for these to be completed and returned at interview. If a successful-at-interview candidate forgets to bring their completed form to interview, then they will be required to return the form (and proofs of identity) within 7 days, otherwise the provisional job offer will be withdrawn. Unsuccessful candidates forms will be shredded.

The Rehabilitation of Offenders Act does not apply to this post.

Tobacco policy:
We have a Tobacco policy in place. When selecting staff, we do not discriminate against applicants who smoke, but staff must observe our policy on smoking.

Hepatitis B:
We offer Hepatitis B immunisation through our Occupational Health Service (OHS). If you think you may be at risk of contracting Hepatitis B through your job, you should ask for this immunisation at OHS.
If your work involves exposure-prone procedures, you must keep to the document “Protecting Health Care Workers and Patients from Hepatitis B”, and the NHSiS Management Executive Directive on this issue. You must be immune to Hepatitis B, and if you cannot prove that you are immune, OHS will investigate to find out whether you are Hepatitis B positive or not.

Health and Safety at Work:
You must look after the health and safety of yourself and anyone else who may be affected by what you do at work. You must also co-operate with us to make sure that we keep to legal and organisational safety regulations. You can get more information from the NHS Borders’ Health & Safety Adviser.

The closing date for completed application forms is: 5pm on Wednesday 10 December 2014