

## Example job description – Dietitian

This complementary guidance has been provided to support PCNs in the recruitment or engagement of dietitians. It is based on the role outline included in section B of the Network Contract DES, which can be found [here](#), and also incorporates wider responsibilities that dietitians may undertake which PCNs may wish to include in the JD as appropriate.

However, they are intended as helpful resources only: **they are not mandatory for use and PCNs should create their own versions of each resource to align to their individual needs.**

PCNs are able to design the job descriptions for the relevant roles over a broad range of responsibilities. However, PCNs must ensure that, in order to be acceptable for reimbursement through the Network Contract DES Additional Roles Reimbursement Scheme, they contain as a minimum the role requirements outlined in section B, which can be found [here](#).

### Job Title: Dietitian

**Responsible to:** To be determined by the PCN

**Accountable to:** To be determined by the PCN

**Hours of work:** To be determined by the PCN

**Salary:** To be determine by the PCN [*note: the role outline and reimbursement is based on indicative AfC Band 7*]

### Job Scope

The dietitian will be a highly skilled, senior practitioner, with expert knowledge in the management of patients' dietary issues and conditions. They will work as an integral part of the MDT within the PCN.

The dietitian will provide interventions for the patient from initial clinical assessment, diagnosis, treatment and evaluation of their care within set patient groups. They will demonstrate safe, clinical decision-making and expert care for patients within the general practice. They will work collaboratively with the general practice multi-disciplinary general practice team to meet the needs of patients, supporting the delivery of policy and procedures, providing dietetic leadership as required.

### Key duties and responsibilities

1. provide specialist nutrition and diet advice to patients, their carers, and healthcare professionals through treatment, education plans, and prescriptions
2. independently manage a caseload of complex patients with a broad range of conditions, using evidence-based interventions to assess, plan, implement and evaluate interventions
3. educate patients with diet-related disorders on how they can improve their health and prevent disease by adopting healthier eating and drinking habits

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4. provide dietary support to patients of all ages (from early-life to end-of-life care) in a variety of settings including nurseries, patient homes and care homes
5. develop, implement and evaluate a seamless nutrition support service across the PCN, working with community and secondary care where appropriate, and aimed at continuously improving standards of patient care and wider multi-disciplinary team working
6. work with clinicians, multi-disciplinary team colleagues, community and secondary care, and external organisations to ensure the smooth transition of patients discharged from elsewhere back into primary care, to continue their diet plan
7. make recommendations to PCN staff regarding changes to medications for the nutritional management of patients, based on interpretation of biochemical, physiological, and dietary requirements
8. ensure safe practice at all times through the recognition and appreciation of clinical governance
9. implement all aspects of effective clinical governance for own practice, including undertaking regular audit and evaluation, supervision, and training
10. where necessary, recommend and authorise changes to prescribed products, ensuring appropriate monitoring of nutritional status by other members of the multi-disciplinary team
11. use behaviour change techniques including active listening, motivational and negotiating skills to support clients /patients with difficult dietary and lifestyle changes as well as helping them to recognise and overcome any barriers to these changes
12. plan, organise, and undertake nutritional assessments and provide highly specialised advice and education within the care home and other clinical settings for patients with multiple conditions to determine the appropriate nutritional intervention or treatment
13. ensure the prescribing of dietetic- related products is clinically and cost effective
14. make judgements and decisions based on several components including consideration of clinical justification, prescribing decision, family and carer beliefs and financial / budgetary constraints where a range of options may be appropriate
15. provide relevant and timely specialist advice and guidance on own portfolio of projects relating to dietetic and nutritional issues
16. if appropriately trained, authorise prescriptions as a Supplementary Prescriber for patients to support achieving dietetic management goals
17. be involved in the development and implementation of relevant policies, formulary updates and clinical management plans
18. provide relevant and timely specialist advice and guidance on dietary modification, nutritional supplements, and their use

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### **Functional Responsibilities**

19. undertake detailed information analysis of both practice and patient level reports including biochemistry, medication, clinical condition and nutritional supplement records requiring high levels of concentration
20. update, maintain, organise, gather and analyse information to predict/meet future organisational and team needs by identifying best professional practice
21. monitor and tracking risks and issues allowing proactive resolution and escalation as appropriate
22. contribute to the information management of performance, taking a lead for nutritional supplements to support evaluation of clinical outcomes
23. accurately maintain records with patient identifiable and sensitive data including clinical observations, anthropometric and biochemistry results and financial data as required
24. undertake a range of administrative tasks such as ensuring stock levels are maintained and securely stored, and equipment is kept in good working order
25. ensure delivery of best practice in clinical practice, caseload management, education, research, and audit, to achieve corporate PCN and local population objectives

### **Supervision**

The postholder will have access to appropriate clinical supervision and an appropriate named individual in the PCN to provide general advice and support on a day to day basis.

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### Person Specification

Element	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• BSc in Dietetics under a training programme approved by the British Dietetic Association (BDA)</li> <li>• Health &amp; Care Professions Council (HCPC) registration</li> <li>• able to operate at an advanced level of clinical practice</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-reg MSc in Dietetics under a training programme approved by the British Dietetic Association (BDA)</li> <li>• completed or working towards a Supplementary Prescribing qualification</li> <li>• non-medical prescribing qualification</li> <li>• evidence of verification against the dietetic primary care roadmap</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• significant experience in applying the dietetic process to include dietetic assessment, interpretation, individual care planning, motivation, monitoring and evaluation of highly specialized dietetic treatment</li> <li>• working knowledge of Microsoft and GPIT systems, alongside prescribing data monitoring systems</li> <li>• experience of senior level decision making and delivery in a changing environment</li> </ul>	<ul style="list-style-type: none"> <li>• working towards advanced clinical practitioner status</li> <li>• previous supervisory experience</li> <li>• experience of working with a diverse range of stakeholders</li> <li>• cognitive behavioural and motivational interviewing approaches / skills</li> </ul>

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<b>Analytical skills</b>	<ul style="list-style-type: none"> <li>• able to understand and analyse complex issues and balance competing priorities in order to make difficult decisions</li> <li>• ability to analyse and interpret complex/ often incomplete information, preempt and evaluate issues, and recommend and appropriate course of action to address the issues</li> </ul>	<ul style="list-style-type: none"> <li>• experience of working within a primary care setting</li> <li>• evidence of working across organisational boundaries within health and social care</li> <li>• independent thinker with demonstrated good judgement, problem-solving and analytical skills</li> </ul>
<b>Communication skills</b>	<ul style="list-style-type: none"> <li>• excellent interpersonal and organisational skills</li> <li>• ability to evidence a sound understanding of the NHS principles and values</li> <li>• excellent interpersonal and communication skills, able to influence and persuade others articulating a balanced view and able to constructively question information</li> </ul>	<ul style="list-style-type: none"> <li>• evidence of inspiring and motivating teams with the ability to communicate passionately, effectively and persuasively across a diverse set of stakeholders</li> <li>• ability to negotiate effectively</li> <li>• build effective relationships with a range of stakeholders which are based on openness, honesty trust and confidence</li> </ul>
<b>Personal attributes &amp; abilities</b>	<ul style="list-style-type: none"> <li>• strong and inspirational leadership</li> <li>• ability to co-ordinate and prioritise workloads – able to multi-task as well as be self-disciplined and highly motivated</li> <li>• demonstrates a flexible approach in order to ensure patient care is delivered</li> </ul>	<ul style="list-style-type: none"> <li>• high degree of personal credibility, emotional intelligence, patience and flexibility</li> <li>• ability to cope with unpredictable situations</li> <li>• confident in facilitating and challenging others</li> </ul>