

**ISLE OF MAN
DEPARTMENT OF HEALTH AND SOCIAL CARE**

JOB DESCRIPTION

Job Title:	Nutrition Nurse
Location:	Noble's Hospital
Accountable to:	Dietetic Services Manager
Professionally Responsible to:	Pam Makin, Manager ICU and Renal Services
Reports to:	Dietetic Services Manager
Pay Band:	6
Job Evaluation Reference No:	0758v4/JE/15
Organisation Chart: (attached)	
<p><u>JOB PURPOSE</u></p> <p>As a member of a multidisciplinary team the post holder will have responsibility for the nursing assessment of adult patient care needs and the development, implementation and evaluation of nutritional programmes of care within Nobles Hospital.</p> <p>You will provide clinical supervision to junior Registered Nurses (RN's) and Health Care Assistants</p> <p>You will be a nursing authority in the specialist area of enteral tube feeding.</p> <p>You will promote excellent nursing practise with regard to nutrition.</p>	
<p><u>KNOWLEDGE, TRAINING & EXPERIENCE REQUIRED TO DO THE JOB</u></p> <p>You will:</p> <ul style="list-style-type: none"> • Registered Nurse on NMC Register. • Hold a Diploma in relevant Health Care Studies with a commitment to level 6 learning. • 3 years accumulative post-registration experience. • Hold or be prepared to work towards a recognised nutrition qualification. 	

- Intermediate Life Support Provider for Adults.
- Maintain and improve professional knowledge, skills and competence to ensure the delivery of evidence based practice in line with the Nursing and Midwifery Council (NMC).
- Attend and participate in a personal review interview and identify own educational and training needs and incorporate them within the needs of the Directorate and the Organisation.
- Following appropriate training will be able to provide extended practices such as: Cannulation, Venepuncture, Immediate life support, checking and interpreting blood results, administration of intravenous medications, inserting fine bore nasogastric feeding tubes, inserting nasojejunal feeding tubes, inserting and replacing percutaneous enteral feeding tubes, repairing enteral feeding tubes.
- Attend, demonstrate and maintain competency in mandatory training subjects.
- Maintain a professional portfolio in accordance with Post Registration Education and Practice (PREP) requirements as defined by NMC (2002).
- Be familiar with and adhere to DHSC and Directorate policies and procedures relevant to your post.
- Demonstrate effective use of time of self and others.
- Have the ability to work using own initiative, as well as work within a team.

MAIN DUTIES & RESPONSIBILITIES

- You will be responsible for the assessment of patient care and training needs with regard to enteral feeding and will plan, implement and evaluate programmes of care accordingly.
- You will liaise with members of the multidisciplinary team to ensure patients receive the highest standard of care in relation to nutrition delivery, ensuring appropriate tube choice, tube care and troubleshooting.
- You will liaise with carers, healthcare providers, District Nurses and Dietitians to ensure safe hospital discharge and appropriate post discharge care in relation to nutrition delivery.
- You will provide training to patients/carers, hospital staff and community healthcare providers within your specialism.
- You will organise your workload to ensure that the interests of patients are paramount.
- Work flexibly within the job description and carry out other duties as agreed with your supervising Dietitians.
- You must not, by act or omission, endanger the safety of yourself or others and must report all untoward occurrences and incidents.
- You will be responsible for maintaining patient healthcare records to agreed standards in line with Professional and organisational guidelines.

- You will supervise junior staff / students who are providing care to patients.
- You will maintain your professional registration.
- You will adhere to the NMC Code of Conduct and associated guidelines.

- **CLINICAL**

- Plan and manage own workload in a flexible manner, ensuring that service provision meets the needs of patients.
- You will incorporate health education and health promotion within clinical practice through providing verbal and written information to patients / relatives / carers.
- You will maintain effective communication with patients / relatives / carers and other members of the multidisciplinary team to ensure that appropriate information is shared and patient needs are met.
- You will keep records in relation to patient-related activity maintaining confidentiality and within relevant legislation, guidelines, policies and procedures.
- To encourage early detection of malnutrition by promoting the use of M.U.S.T (Malnutrition Universal Screening Tool).
- To clinically assess patients who require insertion of an artificial feeding device for the purpose of nutritional support.
- To develop, and maintain, the skills necessary to replace Gastrostomy tubes, balloon and button gastrostomies.
- Refer patients who require insertion/change of PEG tubes to the relevant consultant.
- Refer patients who require community nursing care to District Nursing Services, ensuring that District Nursing are informed of all relevant changes to enteral feeding nursing arrangements.
- To monitor blood results, the effects of nutrition support and patient outcome.
- Administration of intravenous drugs via, cannula, peripherally inserted catheters, and central venous lines.
- Assess plan and implement programmes of evidenced based care for client group.
- Ensure interventions are undertaken in line with best practice guidance.
- Provide advice, information and support to staff caring for specific patient group.
- Provide specialist advice and support to client group.
- Monitor and review the effectiveness of interventions with the patient and colleagues, agreeing changes to meet needs and established goals.
- Act as a resource in the coordination and effective management of the admission and discharge process.
- Provide a visible clinical profile, having both an advisory and clinical input into patient care as directed by the Dietetic Services Manager.

- Prepare accurate and concise reports both verbally and written.
- Communicate the needs of the client groups effectively within the MDT and the organisation.
- Deploy effective communication strategies to ensure that information and knowledge is imparted sensitively according to the needs of patients, staff and students in training.
- To advise on adequate stock of enteral feeding tubes, repair kits, syringes and other equipment required for all enterally fed patients both in the hospital and community setting.
- Continually review and evaluate own role and clinical practice informing the annual review process with the Dietetic Services Manager and Dietetic Team.

- **PROFESSIONAL**

You will at all times:

- Adhere to the Nursing and Midwifery Council Code of Conduct and associated guidelines.
- Work within each of agreed ward / directorate philosophy.
- Work within DHSC policies and procedures.
- Act as a professional role model to patients / relatives / carers / staff / general public.
- Act in such a manner as to promote and safeguard the interests and wellbeing of patients.
- Maintain professional registration in line with NMC requirements.
- Contribute to the supervisory and peer review processes.
- Participate in Individual Performance Review procedures, to enable continuous professional, personal and service development.
- Maintain full and accurate clinical records and be aware of the legal implications of these documents.
- Establish and maintain effective communication channels with all members of the multi professional team.
- Ensure that dress and conduct are of a standard that promotes patient and public confidence in the ability of the individual and the service as a whole. (As per hospital policy).
- Develop own knowledge and expertise within the speciality related to patient treatment, care pathways and health promotion.
- To act as a link for community services.

- **TRAINING, EDUCATION & RESEARCH**

You will:

- Contribute to the induction and on going continuous professional development of Registered Nurses and Health Care Assistants e.g. supervise clinical practice, observe and assess competency of practice.
- Maintain the education of link nurses, (including nursing home staff) and clinical areas that contribute to the patient pathway.
- Promote and teach all staff within the organisation on the use of M.U.S.T (Malnutrition Universal Screening Tool).
- Provide training for ward staff in establishing and maintaining nutritional support devices.
- Act as a role model and teach excellent infection control practice.
- Contribute to the delivery of specific and relevant teaching programmes for all disciplines and grades of staff, patient groups and carers within the organisation in relation to your area of speciality.
- Provide educational and training opportunities to pre registration nursing students to ensure placements satisfy the relevant elements of their learning agreement.
- Participate in the development of evidence based standards, policies and guidelines at a local level.
- Contribute to the writing of shared guidelines/protocols for care.
- Ensure all clinical practice is evidence based.
- Evaluate clinical practice by contributing to audits of service/role.
- Collect and collate data as required by the role in order to support internal and external professional and operational bodies.
- Facilitate replacement of enteral feeding ancillaries and assist patients and their carers to replace specified parts of feeding tubes.
- Provide an environment that encourages patient centred involvement where clients are facilitated to ask for help, advice and education.
- Identify, collect and participate in the evaluation of information to support multi-disciplinary decision making.
- Undertake clinical audit in line with National/ organisational audit tools.
- Under direction and supervision participate in clinical trials in accordance with the procedure of the trial.
- Pursue own education in line with national agendas, and personal need formulating personal objectives related to service need within personal development plan.
- Promote the shared objectives of the multidisciplinary team by working closely to ensure that best practice is achieved utilising Clinical Benchmarking to achieve this.

- **PLANNING & ORGANISATIONAL SKILLS**

You will:

- Be responsible for planning and organising your own diary and other work demands to meet service and patient priorities, seeking guidance where appropriate.
- Work with dietitians to produce practical advice and resources by interpreting, translating and critically evaluating evidence and making this relevant to the intended audience.
- Arrange to see patients in the most appropriate settings; this may include visits to individuals in their home environment and nursing homes.
- Contribute to the development of the service.
- Contribute with ward nursing and dietetic staff in the smooth transition of transfer and discharge planning of patients on enteral nutrition.

- **COMMUNICATION**

You will on a daily basis:

- Provide and receive sensitive and confidential information via telephone, written, electronic and verbal format from all healthcare professionals regarding patient care.
- Communicate nutrition care plans to patients and their carers.
- Assist in the follow up of patients by telephone review.
- Be expected to utilise effective verbal and non-verbal communication and interpersonal skills with patients / carers / relatives / visitors and healthcare professionals with internal departments and external agencies e.g. regarding patient discharge.
- Be expected to utilise effective verbal and non-verbal communication and interpersonal skills with patients / carers / relatives / visitors who may be distressed / angry / confrontational.
- Maintain effective two-way communication with patients / relatives / carers and other members of the multidisciplinary team to ensure that appropriate information is shared and patient needs are met.
- Liaise with other healthcare professionals such as Dietitians, Specialist Nurses, GP's, Speech and Language Therapists and Community Nurses.
- Provide expert advise on nutrition to other agencies.

- **MANAGERIAL / LEADERSHIP**

You will:

- Contribute towards preceptorship / mentorship of new staff and students in line with professional/organisational guidelines.
- Report regularly to a dietetic supervisor.

- Role model standards of care and behaviour through clinical practice.
- Ensure visibility within clinical areas.
- Participate in the development of MDT/team objectives for the service/speciality.
- Act as a role model of standards of behaviour and professionalism, through commitment to the integration of policies and procedures within role and workplace.
- Bring relevant national information, policies and guidelines that may impact on service to the attention of the MDT and Dietetic Services Manager.
- Demonstrate the ability to coordinate, monitor and assess own workload.
- Make appropriate use of resources.
- Address deficits in service, by identifying changes to service, in order to ensure that these deficits are resolved.
- Participate in the implementation and delivery of the standards set within the organisation.
- Develop effective prioritisation, problem solving and delegation skills to manage time.

- **CLINICAL GOVERNANCE**

You will:

- Assist in the maintenance and monitoring of an acceptable environment for patients, reporting and taking appropriate action on hazards and faulty equipment.
- Attend multidisciplinary team meetings and appropriate forums in order to gain and disseminate appropriate information to others in the speciality.
- Comply with and participate in the DHSC framework of Clinical Governance within your own ward/department, seeking advice or guidance where necessary.
- Be aware of and comply with policies, procedures and guidelines. This will include the identification of risk (clinical, health and safety and security).
- Record and report all incidents/complaints involving staff, patients or visitors and assist in any investigation as required in accordance with the DHSC Complaints Procedure.
- Comply with the need for patient confidentiality, including requirements of the Data Protection Act.
- Undertake and action as necessary risk assessment in accordance with Statutory guidance and hospital policy and procedures such as COSHH, moving and handling, Malnutrition Universal Screening Tool (MUST).
- Create, implement and review hospital wide clinical policies and procedures for nutrition support nursing procedures, in conjunction with the Clinical Governance Directorate.
- Participate in the development of clinical governance systems and structures ensuring service is represented as appropriate.

- Maintain appropriate knowledge about and involvement in, agreed strategies and programmes to continuously improve the standards of clinical care through:
 - Patient and user involvement.
 - Risk and complaint management.
 - Clinical effectiveness and audit programmes.
 - Continuous professional development.

- **SYSTEMS & EQUIPMENT**

You will:

- Liaise with other hospital departments e.g. theatres and A &E in order to advise on maintaining appropriate stock levels of nutritional devices.
- Offer advice and guidance to dietetic staff, community nursing staff and health care providers on appropriate stock levels of nutritional devices in the patients home environment.
- Be expected to co-operate with management to maintain safe systems and safe workplaces.
- Maintain patient records.
- Have a working knowledge of IT systems, e.g. MEDWAY, BigHand, Basic Word Processing, PowerPoint.
- Have an in depth knowledge of all nutritional devices and equipment used in specialism.
- Ensure equipment or instruments used have been properly checked, left clean and ready for use in accordance with the Infection Control Manual / hospital policies.
- Report and take action on faulty equipment.

Examples of equipment and machinery used:

Generic

- Enteral feeding pumps both hospital and community.
- Blood pressure machine (automatic and manual).
- Blood glucose monitor.
- Various types of weighing scales.
- Defibrillators.

- **DECISIONS & JUDGEMENTS**

You will:

- Assess, plan, prioritise, implement and evaluate nursing interventions to meet patient needs both independently and taking into account input from other members of the multidisciplinary team.
- Assess and evaluate patient condition to establish any change, report and act accordingly.
- Analyse patient condition prior to and following enteral feeding tube placement and use this to inform subsequent planning of programmes of care, taking action as required.

Confidentiality

In the course of your duties you may have access to confidential material about patients, members of staff or other business of the Department. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and /or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as gross misconduct which could result in disciplinary action being taken against you. In the case of information held on computer systems, you may be held personally liable if you in any way knowingly contravene the appropriate terms of the Data Protection Act 2002.

Health & Safety/Security

It is the duty of all employees to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

JOB DESCRIPTION AGREEMENT

I have read and agree with the content of this job description, and accept that the role will be reviewed annually as part of the development review process.

Job Holder's name (please print)

Date:

Job Holder's signature:

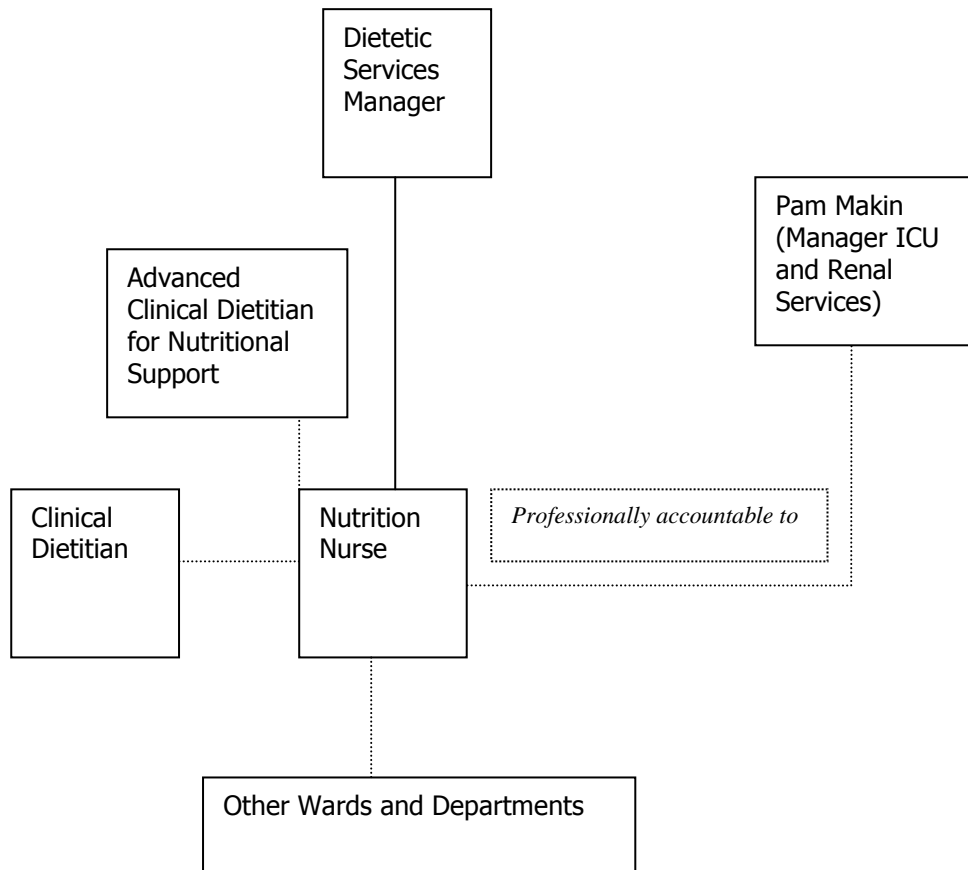
Line Manager's name (please print)

Date:

Line Manager's signature:

Isle of Man Department of Health and Social Care

Organisation Chart



JOB DESCRIPTION APPENDIX 1

PHYSICAL, MENTAL & EMOTIONAL DEMANDS OF THE JOB AND WORKING CONDITIONS

This section should describe the nature, level, frequency and duration with which you will be expected to deal with physical, mental and emotional effort and the nature, level, frequency and duration of demands arising from inevitably adverse environmental conditions.

Physical Effort

- Physical skills and dexterity for clinical procedures such as: Canulation, preparation of intravenous medications, venepuncture and blood sampling, insertion of fine bore feeding tubes, and replacement of enteral gastrostomy tubes.
- Walks / stands for long periods of time on every shift.
- Kneels / crouches / bends / stretches to perform specific tasks, such as dressings, insertion of fine bore feeding tubes, and replacement of enteral gastrostomy tubes.
- Movement of equipment such as weighing scales, infusion and enteral feeding devices.

Mental Effort

- Concentration required when undertaking: insertion of fine bore feeding tubes, and replacement of enteral gastrostomy tubes.
- Assessment and discharge of patients such as:
 - Obtaining patient history (Daily)
 - Recording MUST score and weighing patients (several times daily)
 - Compiling nursing records (several times daily)
- Prioritise and manage patient caseload / care (daily).
- Will be expected when experienced to carry out several tasks at one time switching tasks throughout the shift.
- Subject to regular interruptions and demands from patients / carers / relatives / staff.
- Concentration required when observing patient behaviour which may be unpredictable.

Emotional Effort

- Support and care of patients / relatives following unwelcome diagnosis / prognosis.
- Communicating with and supporting distressed / anxious / worried patients / carers / relatives / staff.
- Regular contact with the same client group over an extended period of time.

Working Conditions

- Exposure to:
 - body fluids / excreta daily
 - hazardous substances such as cleaning fluids daily
 - unpleasant odours daily
 - infectious illness / conditions regularly
 - sharps, e.g. needles, syringes daily
 - hostility / verbal / physical aggression occasionally

- Disposal of clinical waste daily.

- Frequent use of a visual display unit, e.g. to access patient blood results, patient information.

- When on community visits, driving of a vehicle. Daily.

AGREEMENT OF ABOVE DESCRIPTION

I have read and agree with the above description.

Job Holder's Name (please print)

Date:

Job Holder's Signature:

Line Manager's Name (please print)

Date:

Line Manager's Signature:

ISLE OF MAN DEPARTMENT OF HEALTH AND SOCIAL CARE

NUTRITION AND DIETETIC DEPARTMENT

NUTRITION NURSE

PERSON SPECIFICATION

CRITERIA FOR SELECTION (Justifiable as necessary for safe and effective performance)	ESSENTIAL REQUIREMENTS (A clear definition for the necessary criteria)	DESIRABLE REQUIREMENTS (Where available, elements that contribute to improved/immediate performance in the job)	METHOD OF ASSESSMENT (Application, CV, Portfolio, Certificates, References, Interview)	LINK TO KNOWLEDGE & SKILLS FRAMEWORK
QUALIFICATIONS	Registered Nurse on NMC Register Diploma in relevant Health Care studies 3 years post registration experience	Member of BAPEN Leadership course Specialist qualification in nutrition Possesses a recognised teaching and assessing qualification	NMC Check Application Interview Certificates	
KNOWLEDGE & EXPERIENCE	Understanding of professional accountability Experience caring for patients receiving enteral and parenteral nutrition. Evidence of continuing professional education Current professional profile Awareness of the current issues in	Advanced skills in the speciality Management Clinical Experience in planning, developing, and delivering a service IT Skills	Application Interview References Portfolio	

	nursing			
SKILLS & ABILITIES	<p>Ability to demonstrate excellent verbal and written communication skills</p> <p>Supportive team member</p> <p>Ability to assist with the implementation of change</p> <p>Ability to plan and manage own time</p>	Innovative practitioner	Interview References Portfolio	
PERSONAL ATTRIBUTES	<p>Professional role model Motivated</p> <p>Ability to work independently and use initiative</p> <p>Good time management skills and the ability to achieve deadlines</p> <p>Flexible to meet the needs of the role</p>	Demonstrates understanding of good practice in Customer Care	Interview References	
OTHER RELEVANT REQUIREMENTS	<p>Good attendance record</p> <p>A keen interest in the speciality</p> <p>A commitment towards quality in nursing</p> <p>Evidence of involvement in quality issues</p> <p>Full driving licence</p>	<p>Able to cope with potentially stressful situations</p> <p>Trained and competent IV giver including parenteral nutrition.</p> <p>Trained and competent to place and care for enteral devices (e.g. Nasogastric, PEG)</p>	Interview References Portfolio	