

**Dietitian, Clinical Specialist (Insert Specialism)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Dietitian, Clinical Specialist (Insert Specialism)**  (Grade Code: 3715) |
| **Remuneration** | The salary scale for the post is:  Insert the relevant salary scale for this position.  For example:  XX,XXX - XX,XXX - XX,XXX - XX,XXX - XX,XXX - - **XX,XXX LSI** (DD/MM/YY)  Salary Scales are updated periodically and the most up to date versions can be found here: <https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html> |
| **Campaign Reference** | To be completed by Recruiter. |
| **Closing Date** | To be completed by Recruiter. |
| **Proposed Interview Date (s)** | To be completed by Recruiter. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Insert location  There is currently xx permanent / specified purpose / part time / whole-time vacancy available in xxxxxxxxxx  A panel may be formed as a result of this campaign for xxxxxxxxxxx from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Please provide name & contact details for person who will deal with informal enquiries. |
| **Details of Service** | Provide details to the following types of questions:   * What service does the unit provide? * What client group is served by the unit? * What are the possible future developments for the service? * What is the team structure? * What area is covered by this service?   There is no limit to the text that can be inserted here. Please use this section to highlight the service and generate interest in the service and job being recruited for |
| **Reporting Relationship** | The post holder will report to the Dietitian Manager. |
| **Key Working Relationships** | Provide a brief overview of the types of people that the job holder will typically engage with in the fulfilment of the duties and responsibilities of their role. This overview should provide the applicant with a sense for the key working relationships associated with the role. |
| **Purpose of the Post** | *The Dietitian Clinical Specialist (Insert Specialism) will:*   * Provide a specialist nutrition and dietetic service for the client population. * Act as a resource and provide expert opinion, advice and guidance to dietetic colleagues and other healthcare professionals. * Participate in the development of the strategic direction of the Nutrition & Dietetic service in conjunction with the Dietitian Manager and relevant agencies and stakeholders. * In conjunction with the Dietitian Manager, develop local policies and care pathways within the specialist area. |

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| **Principal Duties and Responsibilities** | *The Dietitian, Clinical Specialist (Insert Specialism) will:* **Professional**  * Identify and prioritise the requirements of the service within a constantly changing environment. * Ensure professional standards are maintained in accordance with the requirements as set out by CORU <https://coru.ie/files-recognition/standards-of-proficiency-for-dietitians.pdf> * Have a working knowledge of the Mental Health Commission Judgement Support Framework as they apply to the role for example, Regulation 5 Food and Nutrition and Regulation 6 Food Safety and of the Mental Health Act 2001. [***Delete or include bullet as appropriate***] * Work in accordance with the principles and values of recovery as described in the National Framework for Recovery for Irish Mental Health Services 2018-2020. [***Delete or include bullet as appropriate***] * Ensure a high standard of dietetic assessment and management and ensure that professional standards of practice are adhered to. Set and monitor performance standards. * Keep abreast of research and practice developments in the specialist area. Develop innovative models of dietetic care and service delivery. * Develop, manage and evaluate the service provided in the designated specialist area. * Undertake research and develop and maintain high standards of clinical practice within the designated specialist area. * Provide expert opinion, advice and guidance to dietetic colleagues, medical team members and other health professionals. * Undertake audit to establish service needs and monitor current service. * Seek ways to benchmark and assure quality of the dietetic service. * Be aware of national policy, guidelines and consultations and in conjunction with the Dietitian Manager, develop local policies and care pathways within the specialist area. * Actively engage with relevant special interest groups and research-associated bodies, as appropriate. * Serve on local or national committees to promote nutrition and dietetic practice. * Ensure the privacy and dignity of the service user is respected at all times.  **Education and Development**  * Contribute to a structured process for the education of colleagues, undergraduates and other disciplines in the specialist area. * Oversee mandatory training within the Dietetic Department. * Engage with professional disciplines & academic institutions in developing and evaluating educational programmes in dietetics. Contribute, where appropriate, to the implementation and delivery of these programmes. Contribute to the critical assessment of participants undertaking such modules, as deemed appropriate by the institution / discipline. * Actively participate in a structured continuous professional development (CPD) process and promote the professional and personal development of staff. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * Ensure a clinical supervision programme is available to staff. * Disseminate advanced clinical practice guidelines. Produce current, clear, evidence-based resources for patients and carers and / or health professionals, suitable for use locally and / or nationally. * Act as a resource, both regionally and nationally in nutritional needs.   **Health & Safety**   * Liaise with line manager and with other departments to ensure safe and effective service delivery consistent with health service management strategies. * Promote a safe working environment in accordance with Health and Safety legislation. * Implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards. * Be aware of risk management issues. Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Document appropriately and report any adverse incidents, near misses, hazards and accidents in accordance with organisational guidelines.   **Management**   * Collaborate with relevant stakeholders in relation to the strategic direction of the service. * Negotiate strategic plans for service delivery in conjunction with line manager. * Take responsibility for achieving service delivery targets by monitoring, recording and reporting activity levels. * Manage day-to-day operations of the service with regard to scheduling and assignment of staff, ensuring seamless delivery of care and equity of workloads between team members. * Facilitate change where necessary in order to maintain services at an optimal level. * Be involved in the collection, processing and analysis of data, for research purposes and for use as a national resource. * Ensure compliance with a high standard of documentation, including service user files in accordance with local guidelines, Freedom of Information (FOI) and General Data Protection Regulation (GDPR). * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | ***Please insert Qualifications for the post. These are available on HSE website at -*** [***http://hse.ie/eng/staff/Jobs/Eligibility\_Criteria/***](about:blank)  **Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | **This section may be used to specify that candidates must demonstrate particular experience deemed necessary for safe and effective performance in the role**  **e.g.**   * **depth and breadth of experience in providing a service to marginalised communities** * **depth and breadth of experience of working in a High Dependency Unit in an Acute setting** * **depth and breadth of experience of delivering concurrent, multiple projects.**   **Post specific requirements mostly relate to a specific role and might include education / experience required for a specific post in a specific location / may include specialisms e.g. ICU course or experience. We don’t include ‘Nice to have’ / ‘Desirable’ criteria – either a criterion is essential to the role or it isn't. Avoid including ‘numerical data’ here e.g. must have x no. of months / years’ experience in XXX. Instead it is more helpful to detail what it is you want the applicants to know / be able to do.** |
| **Other requirements specific to the post** | **Please outline if there are specific practical requirements that are specific to the post**  **e.g.**   * **have access to appropriate transport to fulfil the requirements of the role.** * **participate in an on-call rota.** |
| **Skills, competencies and/or knowledge** | **Professional Knowledge and Experience**  *For Example:*   * Demonstrates an advanced level of clinical knowledge, clinical reasoning skills and evidence based practice appropriate to carrying out the duties and responsibilities of the role in line with relevant legislation and standards. * Demonstrates an ability to apply specialist knowledge to best practice. * Demonstrates evidence of having applied / used appropriate assessments and treatments and a knowledge of the implications of outcomes for service users, particularly those with complex needs in the specialist area. * Participates in research and continuously generate new knowledge and skills * Demonstrates evidence of computer skills including use of Microsoft Word, Excel, email and PowerPoint systems, as relevant to the role. * Maximises the use of ICT with a willingness to develop IT skills relevant to the role.   **Planning and Managing Resources**  *For Example:*   * Balances clinical work with other research and educational responsibilities. * Provides flexible interventions to meet the varied needs of individual service users. * Demonstrates the ability to plan and manage the delivery of an optimum service in an effective and resourceful manner, within a model of person-centred care. * Demonstrates a high level of initiative, flexibility and adaptability in response to workforce demands. * Promotes the delivery of a holistic, user-focused approach, which encompasses a multi-professional and inter-professional perspective.   **Managing and Developing (Self & Others)**  *For Example:*   * Demonstrates advanced leadership and team skills including the ability to lead by example. * Demonstrates a commitment to managing and developing self and others in a busy working environment. * Deals positively and constructively with obstacles and conflict within teams. * Demonstrates commitment to continuing professional development (CPD) and facilitates staff development by providing support such as; supervising, mentoring, coaching and formal development planning. Develops and/or implements systems to support a CPD culture within the service.   **Commitment to Providing a Quality Service**  *For Example:*   * Demonstrates commitment to providing quality results. * Leads on the design, delivery and implementation of a high quality, person centred service. * Demonstrates and promotes collaborate working relationships as well as having the ability to work independently and exercise a high degree of professional autonomy. * Displays awareness and appreciation of service users and the ability to empathise with and treat others with dignity and respect.   **Evaluating Information and Judging Situations**  *For Example:*   * Exercises a high degree of professional autonomy in the analysis of highly complex facts or situations that contribute to the implementation of a treatment or management strategy for the service user. * Uses a broad range of resources to identify key issues that may impact on dietetic practice. * Critically evaluates and draws sound conclusions from evidence available pertaining to clients and the potential impact of new or altered therapies. * Evaluates effectiveness and outcome of any new or altered therapies implemented and revises practice based on results.   **Communication and Interpersonal Skills**  *For example:*   * Displays effective communication skills (written & verbal) e.g. presents written information in a clear, concise and well-structured manner / communicates complex information by tailoring the communication method and the message to match the needs of the audience. * Demonstrates sound interpersonal skills including the ability to collaborate effectively with a wide range of people, colleagues, families, carers etc. * Demonstrates sensitivity, diplomacy and tact when dealing with others and is patient and tolerant when dealing with conflict or negative attitudes from others. * Demonstrates strong negotiation skills, remains firm but flexible when putting forward a point of view. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

**Dietitian, Clinical Specialist (Insert Specialism)**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is **permanent/temporary** and **whole time/part-time.**  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is: **PLEASE INSERT (Pro Rata - part-time)**  **PLEASE INSERT the most recent salary scales for the role and grade code.**  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  **Please include the following paragraph for posts that traditionally worked 9-5, Monday to Friday. Do not include for nursing and other posts that are required to work shifts over a 7-day week.**  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

**\*\*\*\*\*\*\*Helpful Reminders\*\*\*\*\*\*\***

**1) Please remember to delete any prompts and / or tables (in dark blue) in the sections above**

**2) Ensure all fonts are now in black**

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

   2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)