|  |
| --- |
| **Job Specification; Sample Content****Dietitian, Manager (3328)** |
| **The following template provides sample content for the above role.** **Please refer to the latest National Job Specification Template on the HSE Job Specification Repository to create your full and final version.** |
| **Purpose of the Post**  | ***For Example:*** The Dietitian Manager will lead and manage the provision of Dietetic Services, providing professional and clinical leadership, management and support to facilitate the Dietetics team in providing a quality service in response to the needs of the service user population. |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Dietitian Manager will:***Professional / Clinical*** Provide strategic, clinical and professional leadership in the delivery of a high quality dietetics service.
* Be responsible for the overall management and performance of dietetics activity, ensuring services are delivered in line with national policy directives and priorities.
* 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>
* Staff will 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***]
* Support the implementation of the recommendations of the ‘National Food and Nutrition Policy.’
* Retain a clinical remit as required.
* Ensure the implementation of best practice dietetics needs assessments and that an appropriate range of service user interventions are in place to meet the needs of the client population.
* Promote a clinical service with a focus on incorporating therapeutic delivery and care planning.
* Work as a member of multidisciplinary teams; initiate and / or participate in departmental and multidisciplinary initiatives to enhance the standard of care to clients.
* Establish standards and best practice guidelines to provide a quality driven service through the development and implementation of, for example, care pathways, policies, procedures, and guidelines, in conjunction with acute hospital and community Dietitians, as part of the Nutrition and Dietetic Service integration process and risk management measures.
* Build and communicate an understanding of the role and contribution of dietetics within multidisciplinary teams, to ensure a clear pathway for service users.
* Develop good working relationships with other Heads of Service, professionals, specialist services, community and voluntary organisations to provide integrated quality care to service users.
* Demonstrate a research focus to enhance service development and delivery.
* Represent dietetics on the Management Team and other fora as required.

**Education and Training*** Oversee the implementation of appropriate induction and probationary systems.
* Maintain standards of practice and levels of professional knowledge by participating in continuous professional development initiatives.
* Promote staff continuous professional development by making recommendations with regard to the ongoing education, research, training and in-service needs of dietetic staff members.
* Act as a resource by participating in the education and training of dietetic colleagues, other health professionals and client groups as required.
* Co-ordinate the development of nutritional and dietetic resources and teaching materials.
* Facilitate supervision and CPD for staff.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* Be responsible, in partnership with local General Management, for the practice education of Dietetic students through provision of placements and through support for Dietitians who are practice educators within their departments.

**Quality and Risk, Health and Safety Management*** Be responsible for all aspects of staff and client safety within their area of responsibility.
* Be responsible for clinical audit and risk management within the service, including adequately identifying, assessing, managing and monitoring risk within their area of responsibility.
* Participate with any internal or external evaluation of the service.
* Conduct periodic risk assessment and safety evaluations of facilities and work practices.
* 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.

**Management*** Play a significant role in aligning the Dietetics service with the organisation’s strategies, initiatives and health promotion projects.
* Be responsible for the strategic and operational management, delivery and evaluation of dietetic services.
* Contribute to the development of Service Plans based on identification of needs and priorities, national and local HSE area objectives and activities, budgets and timeframes.
* Collaborate with relevant personnel to produce Operational Plans for dietetic services.
* Work to facilitate the implementation of integrated and streamlined dietetics services within the area.
* Manage the effective and efficient delivery of a people centred service within allocated budgets and resources. Ensure that expenditure is controlled within budget and identify potential for efficiencies through improved practices and innovations.
* Prepare annual financial planning of the service including the negotiation of resources and assessment of priorities in pay and non-pay expenditure.
* Monitor and review the operational functioning of the dietetic services in the assigned area, with a view to maximising quality. Assist in change management of nutrition and dietetic services as required.
* Record, analyse and evaluate indicators such as activity levels, service trends, work practices etc. and submit findings to inform service planning and development.
* Collate and submit data for National Metrics and Performance Indicators.
* Manage a Dietetic team in a transparent and equitable manner including the provision of staff guidance and supervision and participating in recruitment initiatives as required.
* Oversee implementation of appropriate performance management system (e.g. clinical audit/quality assurance programmes) for the delivery of a high quality dietetics service.
* Ensure the dietetics service complies with relevant HR and other policies, procedures and guidelines.
* Ensure compliance with a high standard of documentation, including service user files in accordance with local guidelines, Freedom of Information (FOI) Act and GDPR.
* Act as spokesperson for the organisation as required.
* Demonstrate pro-active commitment to all communications with internal and external stakeholders.
* Keep updated on current and impending legislation and the perceived impact on practice.

**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.**  |
| **Skills, competencies and/or knowledge** | ***For Example:*** *The candidate must demonstrate:***Professional Knowledge and Experience***For example:** A high level of clinical knowledge and evidence based practice to carry out duties and responsibilities of the role.
* Knowledge of the various theoretical models and approaches that apply in current practice.
* Knowledge of a range of appropriate interventions relevant to the client group and an ability to apply knowledge to best practice.
* Demonstrates a commitment to promoting evidence based practice and research.
* The knowledge, abilities and clinical skills required to provide safe, efficient and effective service in the area of practice.
* Knowledge of the role of health promotion and the importance of preventative health care.
* Demonstrate 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:** Demonstrate the ability to lead on planning, organising and delivering services in an efficient, effective and resourceful manner, within a model of client centred care and with a focus on value for money.
* Ability to manage deadlines and effectively handle multiple tasks.
* Co-ordinates work with other professions to ensure an optimum service is provided for clients.
* Demonstrates a high level of initiative and adaptability in response to workforce demands.

**Managing and Developing (Self and Others)***For example:** Provides clear direction on a regular basis and adopts an approachable management style, promotes collaborate working relationships.
* Deals positively and constructively with obstacles and conflict within teams.
* Demonstrates a commitment to the development of self and others.
* Fosters a learning culture amongst staff and colleagues to drive continuous improvement in services to patients.

**Commitment to Providing a Quality Service***For example:** Demonstrates the ability to lead on the delivery, design, implementation of a high quality, person centred service.
* Embraces and promotes change - demonstrates an ability to plan strategically to drive change / make improvements to service delivery.
* Continuously challenges the standards of quality and efficiency and strives to find ways to improve standards of care.
* Displays strong awareness and appreciation of the service users and the ability to empathise with and treat others with dignity and respect.

**Evaluating Information and Judging Situations***For example:** Demonstrate ability to collate, analyse, interpret, and report on service activity, and assigned/agreed KPI’s.
* Demonstrate the ability to effectively analyse and critically evaluate complex information and make appropriate decisions.
* Demonstrate effective problem-solving strategies, including the ability to identify and manage risk, be flexible and innovative, and manage challenging scenarios.
* Explains the rationale behind decisions confidently when faced with opposing or competing demands. Is objective but also aware of sensitivities in their approach.

**Communications and Interpersonal Skills***For example:** Display effective communication skills (verbal & written), including the ability to present complex information by tailoring the communication method and the message to match the needs of the audience; demonstrates active listening skills.
* Demonstrates effective interpersonal skills including the ability to collaborate in partnership with others.
* Demonstrates sensitivity, diplomacy and tact when dealing with others; is patient and tolerant when dealing with conflict situations.
* Demonstrates strong influencing and negotiation skills; remains firm but flexible when putting forward a point of view.
 |