

**Dietitian, Senior**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Dietitian, Senior**  (Grade Code: 3395) |
| **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 holderwill report to the Dietitian Manager. |
| **Purpose of the Post** | For example:  To develop and provide a nutrition and dietetic service to the client population according to identified and prioritised needs and for the support / delivery of health promotion initiatives. |
| **Principal Duties and Responsibilities** | *The Dietitian, Senior will:*  **Professional / Clinical**   * Ensure professional standards are maintained in accordance with the requirements as set out by the CORU <https://coru.ie/files-recognition/standards-of-proficiency-for-dietitians.pdf> * Work within own scope of professional competence in line with principles of best practice, professional conduct and clinical governance. * 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***] * Keep up to date with scientific research findings and current practices and identify and update relevant measures in response to these findings, as designated by Dietitian Manager or designated Clinical Specialist. * Plan and deliver the organisation, provision and evaluation of the Nutrition & Dietetic service to clients within their designated area. * Prioritise and manage a client caseload according to the needs of the service. * Develop, implement and monitor a plan of care, based on assessment of the service users’ nutritional needs. * Advise and liaise closely with the family / carers in the practical aspects of the agreed plan. * Liaise with catering staff regarding the provision of therapeutic diets as relevant. * Liaise with the multidisciplinary team and healthcare colleagues in other services / settings, as appropriate. * Participate in multidisciplinary meetings, case conferences and clinical meetings as required. * Initiate and / or participate in initiatives that enhance the standard of care to service users. * Provide line management supervision to assigned Staff Grade Dietitians / appropriate others. * Know the limits of own practice and when to seek advice / refer to another health professional.   **Education & Training**   * Maintain professional knowledge and competence in relation to scientific research and practice through continuous professional development initiatives, attendance at mandatory training programmes etc. * Provide expertise in the area of nutrition to colleagues. * Provide evidence-based nutrition training to healthcare professionals / colleagues as appropriate. * Participate in the development and evaluation of nutrition education resource material. * Participate within the professional and clinical supervision structure, be open to reflective practice. * Provide induction and mentoring to professional colleagues. * Manage, participate and play a key role in the practice education of student Dietitians.   **Quality and Risk, Health and Safety Management**   * Comply with and contribute to the development of policies, procedures and safe professional practice and adhere to relevant legislation, regulations and standards. * Participate in audit, research and other quality improvement projects that maintain and seek to improve the quality of service delivery. * Work in a safe manner with due care and attention to the safety of self and others. * Be aware of risk management issues, identify risks and take appropriate action. * Report any adverse incidents or near misses. * Adhere to HSE policies in relation to the procurement, care and safety of any equipment supplied for the fulfilment of duty. * 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.   **Administrative**   * Contribute to policy development, performance monitoring, business planning and budgetary control as advised by the Dietitian Manager or designated other person. * Ensure the ongoing review of existing resources and develop and evaluate new resources to support the needs of the target audience. * Contribute to the development, implementation and evaluation of standards and policies. * Support the delivery on of key performance indicators. * Ensure the maintenance of appropriate records in accordance with organisational, departmental and professional requirements. * Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, and share care arrangements. * Maintain professional standards with regard to patient and data confidentiality e.g. FOI & GDPR. * Prepare progress reports / statistics as required and in line with agreed templates / business plans. * Promote a culture that values equality, diversity and respect in the work place. * Keep up to date with organisational developments within the Irish Health Service. * Deputise for the Dietitian Manager if required.   **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.**  **For additional information on work contexts, departmental and/or role specific duties, please click** [**here**](#Additional_info)**.** |
| **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:*   * 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:*   * Demonstrates the ability to plan activities and co-ordinate resources to ensure value for money and maximum benefit for the organisation. * Demonstrates an ability to manage deadlines and effectively handle multiple tasks. * Is flexible and adaptable; prioritises the most important tasks on an ongoing basis. * Demonstrates strong motivation and an innovative approach to overcoming resource limitations and to developing and managing the clinical functions of the post.   **Managing and Developing (Self & Others)**  *For Example:*   * Demonstrates the ability to work independently as well as part of multidisciplinary teams. * Adapts leadership style to suit the demands of the situation and the people involved. * Demonstrates team management skills; delegates appropriately and reviews the work of the team to ensure its quality and accuracy. * Demonstrates a commitment to continuing professional development and facilitates staff development by providing support such as supervision, mentoring, coaching and development planning.   **Commitment to Providing a Quality Service**  *For Example:*   * Demonstrates a commitment to providing a quality service. * Has a knowledge and understanding of the concerns and needs of the service-user population. * Has the ability to empathise with and treat service users, relatives and colleagues with dignity and respect. * Demonstrates flexibility and openness to change.   **Evaluating Information and Judging Situations**  *For Example:*   * Formulates, articulates and demonstrates sound clinical reasoning, synthesises and analyses information available. * An ability to effectively evaluate information, problem solve and make effective decisions. * The ability to make decisions in a transparent manner by involving and empowering others where appropriate. * The ability to explain the rationale behind decisions confidently when faced with opposing or competing demands.   **Communication and Interpersonal Skills**  *For Example:*   * Effective communication skills (written and verbal). Tailors the communication method and the message to match the needs of the audience. * Effective interpersonal skills. Demonstrates sensitivity, diplomacy and tact when dealing with others. Is patient and tolerant when dealing with conflict or negative attitudes from others. * Maintains a professional relationship in all communications, treating others with dignity and respect. * 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.  The HSE is an equal opportunities employer. |
| **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 Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.  Codes of practice are published by the CPSA and are available on <https://www.hse.ie/eng/staff/jobs> in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on <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, Senior**

**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. |
| **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. |

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| **Dietitian, Senior**  **Contextual, Departmental and/or Role Specific Information** |
| *Here you will find role specific information related to working in different contexts / departments / areas.*  *This information has been sourced from previously advertised Job Specifications where additional information was provided to candidates to describe the specifics of a particular role in relation to duties & responsibilities and / or professional knowledge requirements.*  *This information is intended as a guide to possibilities and is not in any way prescriptive / exhaustive. You may wish to consider using the examples below* ***if*** *they are relevant to the role for which you are recruiting.* |

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| **Context / Department / Area** | **Additional Duties & Responsibilities relevant to the role** |
| **Diabetes** | * Coordinate and provide a clinical nutrition and dietetic service to acute and chronically ill clients with diabetes and their families/carers, and in specialities determined by the service need of the team and department. * Provide a high quality, patient centred efficient dietetic service to clients as part of a multidisciplinary team to the diabetes service (adults) with support and cover for paediatric, adolescent and gestational diabetes. It will include inpatients and outpatients along with the delivery of structured patient education. * To provide a dietetic service to specialist areas within diabetes e.g. insulin pump therapy, DAFNE type 1 DM education, Diabetes in Pregnancy |
| **Food Services** | * Be integral to the implementation of the recommendations of the HSE Food, Nutrition and Hydration Policy for Adult Patients, Staff and Visitors as well as any future HSE policies, guidelines and recommendations relating to the provision of nutrition. * Assist with the translation of policy and scientific guidelines into food based recommendations, understandable to all stakeholders. * Lead on how the nutrient (macro & micro) standard required for each diet, outlined in the Food Nutrition & Hydration Policy can be achieved through food and how compliance should be monitored. * Use nutritional analysis programs to analyse food intake, recipes and menus and interpret the results. * Provide recommendations on recipe modifications and code meals for therapeutic diets. * Contribute to the monitoring processes to evaluate food provision to ensure compliance with national standards. |
| **Maternity & Gynaecology** | * Provide a dietetic service for obstetric (maternity) and gynaecology (women’s health) services. This will incorporate fertility, pre-conception, antenatal education and post-natal care and will be done through interdisciplinary team working, one-to one consultations and group education. |
| **Paediatrics** | * Provide an inpatient and outpatient service to general Paediatric patients as well as supporting the Paediatric Diabetes Dietitian with education to Paediatric clients with Type 1 Diabetes. * Coordinate and provide a clinical nutrition and dietetic service to acute and chronically ill children and their families/carers, in specialities determined by the service need of the team and department. * Provide a high quality service to the paediatric unit, special baby care unit and be responsible for patient cohort on enteral feeds within the community / acute setting. |

**\*\*\*\*\*\*\*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)