

**Dietitian (Staff Grade)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Dietitian (Staff Grade)**  (Grade Code: 3389) |
| **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** | Please outline reporting relationships associated with the post:   * To whom will the job holder report? * Who will report to the job holder? |
| **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 (Staff Grade) will function as an efficient and effective member of the dietetic team with the aim of ensuring optimum delivery of a clinical nutrition and dietetic service to clients, and ensuring appropriate follow up as necessary. |
| **Principal Duties and Responsibilities** | *The Dietitian Staff Grade will:*  **Professional / Clinical**   * Ensure that 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> * Assist in the ongoing functioning and organisation of the dietetic service within scope of role and practice. * 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***] * Prioritise and manage a patient caseload according to the needs of the service. * Deliver on an effective self-managed workload, maximising the use of time and resources. * Identify nutritional problems through individual assessment of nutritional status and estimation of requirements. * Instigate the Malnutrition Universal Screening Tool (M.U.S.T.) and relevant other adapted screening tools or resources for patient groups as relevant. * Devise and implement appropriate nutritional care plans so that patients are assessed and advised appropriately. * Liaise with catering staff (where relevant) in the development of menus and specialised therapeutic diets in accordance with national and local policies. * Provide a dietetic service that is evidence based, encompassing specific objectives, strategies, audit and evaluation. * Contribute to the development and implementation of standards and quality improvement initiatives. * Participate effectively in multidisciplinary teams, team meetings and case conferences. * Participate in research and in developing databases for relevant patient groups. * Know the limits of own practice and when to seek advice / refer to another health professional.   **Education & Training**   * Strive to maintain standards of practice and levels of clinical knowledge by participating in continuous professional development initiatives. * Participate in professional groups and fora relevant to clinical nutrition and dietetics. * Provide evidence-based nutrition training to health care professionals / colleagues as appropriate. * Produce and evaluate nutrition education materials for patients and multidisciplinary teams. * Participate in clinical supervision, mentoring, clinical reflection and be open to reflective practice. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * Participate in the practice education of student Dietitians.   **Quality and Risk, Health and Safety Management**   * Work in accordance with relevant HSE policies, legislation and professional policies, guidelines and requirements to ensure safe practice and high standards 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. Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Report all adverse incidents and 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 service planning and development in their area of assignment and prepare and present information that will aid operational and strategic planning for future service development. * Maintain appropriate patient records, metrics and statistics in accordance with HSE and local guidelines. Prepare patient progress reports, performance indicators or statistics as required. * Maintain legal and professional standards with regard to patient and data confidentiality e.g. General Data Protection Regulation (GDPR) and Freedom of Information (FOI). * Represent the department at meetings, committees and/or conferences as required. * Make efficient use of developments in Information Technology. * Keep up to date with organisational developments within the Irish 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 / rotations** |
| **Skills, competencies and/or knowledge** | ***Candidates must demonstrate:***  **Professional Knowledge and Experience**  *For Example:*   * A high level of clinical knowledge to carry out the 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. * The knowledge, abilities and clinical skills required to provide safe, efficient and effective service in the area of practice. * Demonstrate a commitment to promoting evidence based practice and research. * Commitment to Continuous Professional Development, including a willingness to undertake specific training / gain competence in new areas of practice. Engages effectively in professional supervision. * 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:*   * Effective planning and organising skills including awareness of resource management and importance of value for money. * Effective time management skills including the ability to effectively prioritise multiple tasks. * Foresees potential problems or competing priorities and takes appropriate action to ensure service standards don’t suffer / deadlines are met. * Takes responsibility for the achievement of delivery targets.   **Team Player Skills**  *For Example:*   * The ability to work independently as well as part of multidisciplinary teams. * Effectively builds and maintains relationships. Understands and values individuals and their respective professional roles. * Actively communicates and consults with team members / relevant others as required. * React constructively to setbacks and is able to both give and receive feedback.   **Commitment to Providing a Quality Service**  *For Example:*   * Demonstrates a commitment to providing a quality service. * Demonstrates sound knowledge and evidence based practice when providing a service*.* * Takes immediate action and informs management when problems arise or standards slip. * Demonstrates an ability to be flexible and embrace change in order to enhance service delivery and improve service user care. * Demonstrates innovation, enthusiasm, and self-motivation in their approach to service delivery, health promotion and client care.   **Evaluating Information and Judging Situations**  *For Example:*   * The ability to assess a situation, determine the nature and severity of the problem and initiate a resolution within their professional and personal scope of practice. * The ability to formulate, articulate and demonstrate sound clinical reasoning. * The ability to gather information from enough sources and other people to make well-founded decisions. * The ability to establish integrity by ensuring that the professional, ethical and safety factors are fully considered in decisions. * The ability to recognise when it is appropriate to refer decisions to a higher level of authority or to include other colleagues in the decision.   **Communication and Interpersonal Skills**  *For Example:*   * Demonstrate effective communication skills including the ability to present information in a clear and concise manner. * Tailors the communication method and the message to match the needs of the audience. * Effective interpersonal skills; the ability to build and maintain effective working relationships. * Demonstrate awareness and an appreciation of the service user. * Ability to empathise with and treat patients, relatives and colleagues with dignity and respect. * Good negotiation skills and is assertive as required. |
| **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 (Staff Grade)**

**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)