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**Dietitian, Senior**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Dietitian, Senior (Temporary – 12 months initial contract)**  *(Grade Code: 3395)* |
| **Campaign Reference** | SCH/024/2019 |
| **Proposed Interview Date** | To Be Confirmed |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **St Columcille’s Hospital Loughlinstown Co Dublin -** Weight Management / Diabetes Services |
| **Details of Service** | **Services provided are**  The Senior Dietitian will primarily assist in the delivery of a specialist and comprehensive dietetic service within the Tier 3/4 Weight Management/Bariatric and Diabetes Services in St. Columcille’s Hospital, Loughlinstown.  The department of Nutrition & Dietetics provides services to other areas including General Medical wards, Stroke Services, and Cardiac Rehabilitation.  The Department comprises of six dietetic posts in total and is enthusiastic and dynamic in the delivery of evidence-based dietetic care. The department is involved in student training for catering and B placements for both undergraduate DIT students and postgraduate UCD dietetic students. |
| **Reporting Relationship** | There will be a professional reporting relationship for clinical governance and supervision with the Dietetic Manager within the Department of Nutrition and Dietetics or another nominated person. |
| **Purpose of the Post** | The purpose of this post is to work with the Dietitian Manager in ensuring the co-ordination, development and delivery of a quality, patient centred nutrition and dietetic service that is in keeping with best practice. |
| **Principal Duties and Responsibilities** | **Professional/ Clinical** Key Duties and Responsibilities  * Delivery of specialist behavioural weight management interventions as part of a multidisciplinary Tier 3 WM Service – including evidence based behavioural and dietary plans, dietetic support for patients using weight loss medications and use of low calorie diets in an in-patient rehabilitation setting. * Dietary management pre- and post- bariatric surgery as part of Tier 4 Bariatric Service – including delivery of surgery assessment and screening / education groups, telephone support and delivery of dietetic component of post op MDT surgical clinics. * Education/management of Type 1 and complicated Type 2 diabetes patients as appropriate to level of specialist training, as per National care pathways * Liaise with the MDT in the planning of integrated patient care. This involves attending and presenting at weekly MDTs and clinical meetings as appropriate, within the Endocrine Services * Dietetic support to acute medical wards for patients under the care of Endocrinology services * Delivery of healthy cookery classes within the Tier 3 Weight Management Service * Implement Hospital Group Standards, take part in quality assurance initiatives, and contribute to the development, monitoring and review of standards of patient care * To participate in undergraduate dietetic training and research projects where appropriate * To identify and address dietetic and nutrition educational needs of all medical, nursing, catering and other health personnel * Share expertise with other staff members, within the MDT * To keep abreast of current advances in relevant aspects of nutrition & dietetics by undertaking CPD activities e.g. attending appropriate study days, journal club, conferences etc. * To work in close co-operation with the catering department to ensure the nutritional needs of patients on therapeutic diets are catered for * To maintain records regarding patient’s treatment and to collect statistics in line with hospital nutrition and dietetic service policy * To participate in staff health & wellbeing initiatives as appropriate   **Education & Training**  *The Dietitian, Senior will:*   * Attend mandatory training programmes. * Maintain professional knowledge on relevant scientific research and practice development. * Maintain standards of practice and levels of clinical knowledge by participating in continuous professional development initiatives and attendance at relevant courses as appropriate. * Engage in career and personal development planning in collaboration with the Dietitian Manager. * Provide induction and mentoring to professional colleagues. S/he will be open to reflective practice. * Act as a resource by participating in the education and training of dietetic colleagues, other health professionals and service user groups as required. * Manage, participate and play a key role in the practice education of student Dietitians. * Participate in the development and evaluation of nutrition education resource material.   **Health & Safety**  *The Dietitian, Senior will:*   * Comply with and contribute to the development of policies, procedures and safe professional practice and adhere to relevant legislation, regulations and standards. * 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 etcand comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * To 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 him/her from time to time and to contribute to the development of the post while in office.** |
| **Post Specific Requirements** | Candidates for appointment must:  (i) Be registered, or be eligible for registration, as a Dietitian by the Dietitians Registration Board at CORU.  And  (ii) Have 3 years full time (or an aggregate of 3 years full time) post qualification dietetic experience.  And  (iii) Candidates must have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office.  And  (iv) Provide proof of Statutory Registration on the Dietitians Register maintained by the Dietitians Registration Board at CORU before a contract of employment can be issued. |
| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirements of the role.  The post holder will also ideally have:   * Advanced communication skills with evidence of post-graduate CPD/qualifications in motivational interviewing/counselling skills * Demonstrate depth and breadth of experience in the specialist area of obesity/diabetes management * Demonstrate depth and breadth of experience in the assessment and management of bariatric patients including nutritional deficiencies and their management |
| **Skills, competencies and/or knowledge** | ***Candidates must demonstrate:***   * Excellent interpersonal counselling, communication and presentation skills. * Evidence of effective planning, organising and time management skills. * An ability to communicate in a manner suited to target groups as well as health professionals. * An awareness and appreciation of the service user. * Leadership and team management skills including the ability to work with multi disciplinary team members. * Evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect. * Motivation with an innovative approach to developing and managing the clinical functions of the post. * Sufficient clinical knowledge and evidence based practice to carry out duties and responsibilities of the role. * An ability to apply knowledge to best practice. * The ability to effectively evaluate information and make appropriate decisions. * An ability to plan and manage resources in an effective and resourceful manner. * Flexibility and openness to change. * A willingness to develop Information Technology skills relevant to the role. |
| **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. |
| **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 [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.  This job description 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 1WTE Temporary Senior Dietitian  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 these posts is (as at 01/09/2019):  €53.074 €54.206 €55,373 €56,530 €57,687 €58,904 60,187 €61,467 €62,493 |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  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 Job Offer 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. |
| **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 Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **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. |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)