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**Temporary Senior Dietitian**

**Job Specification and Terms and Conditions**

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| **Job Title and Grade** | Temporary Senior Dietitian, Adult Nutrition Support, ICU and Home Parenteral Nutrition  (Grade Code 3395) |
| **Campaign Reference** | GAHP1892 |
| **Closing Date** | 12.00 noon on 22nd June 2018 |
| **Proposed Interview Date (s)** | Interviews to be held the week beginning 9th July 2018 |
| **Taking up Appointment** | 17th September 2018 for 6 months |
| **Organisational Area** | Saolta University Health Care Group |
| **Location of Post** | Initial assignment will be to the Nutrition & Dietetics Department, UHG.  A panel may be created from which specified purpose vacancies of full or part time duration may be filled |
| **Informal Enquiries** | Ms Grainne O’Byrne, Dietitian Manager, Nutrition & Dietetic Department, GUH  T: (091) 542343/ 524222 bleep 521 Email: [grainne.obyrne@hse.ie](mailto:grainne.obyrne@hse.ie) |
| **Details of Service** | Saolta University Health Care Group is one of seven new hospital groups announced by the then Minister for Health, Dr. James Reilly TD in May, 2013, as part of a re-organisation of public hospitals into more efficient and accountable hospital groups that will deliver improved outcomes for patient. The Saolta University Health Care Group comprises of 7 hospitals:   * Letterkenny University Hospital * Sligo University Hospital * Mayo University Hospital * Roscommon University Hospital * Portiuncula University Hospital * Merlin Park University Hospital Galway * University Hospital Galway   The Group has one overall Group Management Team, turnover of €863 million and operates with 1,986 beds and 8,884 WTE (10,124 headcount in March 2018) staff.  The objectives of the groups are to:   * Achieve the highest standard of quality and uniformity in care across the group * Deliver cost effective hospital care in a timely and sustainable manner * Encourage and support clinical and managerial leaders * Ensure high standards of governance, both clinical and corporate and recruit and retain high quality nurses, NCHDs, consultants, allied health professionals and administrators in all our hospitals.     There is an evolving Group governance structure with 5 Clinical Directorates which manage the clinical specialities across each site:   * Medicine * Perioperative * Laboratories * Radiology * Women and Children’s   Each Directorate has a set of key performance indicators to improve quality, drive performance, and ensure efficiency.    The Group provides a range of high quality services for the catchment areas it serves and GUH is a designated supra-regional cancer service provider meeting the needs of all the counties along Western seaboard and towards the midlands from Donegal to North Tipperary.    Saolta University Health Care Group aims to meet its service plan targets. Its priority is to implement the national clinical care programmes across the Group and establish a performance management culture with the development of Key Performance Indicators.  **Vision**  The formation of the hospitals groups, which will transition to independent hospital trusts, will change how hospitals relate to each other and integrate with the academic sector. Over time, the Group will deliver:   * Higher quality service * More consistent standards of care * More consistent access to care * Stronger leadership * Greater integration between the healthcare agenda and the teaching, training, research and innovation agenda   Our Academic Partner is the National University of Ireland, Galway and we are developing further international partnerships in the UK and the USA. |
| **Mission Statement** | Patients are at the heart of everything we do. Our mission is to provide high quality and equitable services for all by delivering care based on excellence in clinical practice, teaching, and research, grounded in kindness, compassion and respect, whilst developing our staff and becoming a model employer.  **OUR VISION STATEMENT**  Our Vision is to build on excellent foundations already laid, further developing and integrating our Group, fulfilling our role as an exemplar, and becoming the first Trust in Ireland.  **OUR GUIDING VALUES**  **Respect** - We aim to be an organisation where privacy, dignity, and individual needs are respected, where staff are valued, supported and involved in decision-making, and where diversity is celebrated, recognising that working in a respectful environment will enable us to achieve more.  **Compassion** - we will treat patients and family members with dignity, sensitivity and empathy.  **Kindness** - whilst we develop our organisation as a business, we will remember it is a service, and treat our patients and each other with kindness and humanity.  **Quality** – we seek continuous quality improvement in all we do, through creativity, innovation, education and research.  **Learning** - we will nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfil their potential.  **Integrity** - through our governance arrangements and our value system, we will ensure all of our services are transparent, trustworthy and reliable and delivered to the highest ethical standards, taking responsibility and accountability for our actions.  **Team working** – we will engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission.  **Communication** - we aim to communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.  *These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.* |
| **Reporting Relationship** | The successful candidate will report to the Dietitian Manager (or his/her Deputy). |
| **Purpose of the Post** | To function as an efficient and effective member of the dietetic team with the aim of ensuring optimum delivering of nutrition and dietetic care to clients. |
| **Principal Duties and Responsibilities** | * The person holding this post is required to support the principle that the care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree * Maintain throughout the Group’s awareness of the primacy of the patient in relation to all hospital activities. * Performance management systems are part of role and you will be required to participate in the Group’s performance management programme   The successful candidate will be responsible for:  **Professional /Clinical:**   * Under the guidance of the Dietetic Manager will assist in the ongoing functioning and organisation of the dietetic service. * Provision of dietetic intervention to service users in areas of responsibility as assigned by Dietetic Manager. * Development and future planning of their areas of an assignment. * Develop and implement policies, protocols, guidelines and care plans, as required for the benefit of best nutrition practice in providing for the dietetic needs of the patient therefore, abiding by the National Strategies and Policies in order to maintain best practice in their assigned area. * Prioritise and manage a patient caseload according to the needs of the department and service. * Recognise the need for effective self management of workload, available time and resources. * Promote a high standard of service, which respects the role of other health professionals and works in accordance with relevant codes of practice and clinical governance. * Work co-operatively within a professional environment to achieve an integrated approach to client care, tasks and projects in conjunction with multidisciplinary team. * Work in a manner that maintains patient/client confidentiality and that upholds the client’s trust. * Contribute to the development and implementation of database, information and audit systems and shared care arrangements. * Know the limits of their practice and when to seek advice or refer to another health professional. * Provide leadership to Staff Grade Dietitians through the process of professional supervision, mentoring and tutoring with a view to enabling the dietitian to identify areas for skill development. * Monitor and evaluate programmes and interventions. * Represent the clinical nutrition & dietetic service at meetings, committees and project work.   **Ongoing Professional Education:**   * To ensure that colleagues are kept up to date with developments in specialist areas * The Dietitian should attend relevant conferences and join appropriate societies/associations to enhance their knowledge * Attend mandatory training programmes * Manage, participate and play a key role in the practice education of student Dietitians * Engage in career and personal development planning in collaboration with the Dietitian Manager   **Health & Safety**   * 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 * Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety * Participate and co operate with the Hospital Quality, Risk and Safety initiatives as required * Participate and co operate with internal and external evaluations of hospital structures, services and processes as required, including but not limited to, the National Hygiene Audit, National Decontamination Audit, Health and Safety Audits and other audits specified by the HSE or other regulatory authorities * To initiate, support and implement quality improvement initiatives in their area which are in keeping with the hospitals quality, risk and safety requirements   **Administrative**   * Provide line management supervision to assigned Staff Grade Dietitians/appropriate others and co-ordinate service delivery * Contribute to policy development, performance monitoring, business planning and budgetary control as advised by the Dietitian Manager * Prepare progress reports/statistics as required and in line with agreed templates/business plans * Ensure the maintenance of appropriate records in accordance with organisational, departmental and professional requirements * Actively participate in the improvement and development of nutrition and dietetic services by liaising with the Dietitian Manager * Contribute to the development and oversee the implementation of information sharing protocols, audit systems, referral pathways, and share care arrangements * Maintain professional standards with regard to patient and data confidentiality * Keep up to date with organisational developments within the Irish Health Service * Carry out other duties appropriate to the post as required by the Dietitian Manager * To deputise for the Dietitian Manager if required   **KPI’s**   * The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital’s service plan targets. * The development of Action Plans to address KPI targets. * Driving and promoting a Performance Management culture. * In conjunction with line manager assist in the development of a Performance Management system for your profession. * The management and delivery of KPIs as a routine and core business objective.   **PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:**   * Employees must attend fire lectures periodically and must observe fire orders. * All accidents within the Department must be reported immediately. * Infection Control Policies must be adhered to. * In line with the Safety, Health and Welfare at Work Act, 2005 all staff must comply with all safety regulations and audits. * In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted. * Hospital uniform code must be adhered to. * Provide information that meets the need of Senior Management. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Risk Management, Infection Control, Hygiene Services and Health & Safety**   * The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment. * The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility. * The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:   + Continuous Quality Improvement Initiatives   + Document Control Information Management Systems   + Risk Management Strategy and Policies   + Hygiene Related Policies, Procedures and Standards   + Decontamination Code of Practice   + Infection Control Policies   + Safety Statement, Health & Safety Policies and Fire Procedure   + Data Protection and confidentiality Policies * The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Group’s Risk Management Incident/Near miss reporting Policies and Procedures. * The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment. * The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services. * It is the post holders’ specific responsibility for Quality & Risk Management, Hygiene Services and Health & Safety this will be clarified to you in the induction process and by your line manager. * The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others. * The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained. * The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment. * It is the post holder’s responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.   **The above Job Description 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.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must, at the latest date for receipt of completed applications:**  Be currently employed in Saolta University Health Care Group  **And**   1. **Statutory Registration, Professional Qualifications, Experience, etc**  |  |  | | --- | --- | | (i) | Be registered as a Dietitian by the Dietitians Registration Board at CORU. | |  | **Or** | | (ii) | Applicants who satisfy the conditions set out in Section 91 of the Health and Social Care Professionals Act 2005, (see \*Note 1 below), must submit proof of application for registration with the Dietitians Registration Board at CORU. The acceptable proof is correspondence from the Dietitians Registration Board at CORU confirming their application for registration as a Section 91 applicant. | |  | **And** | | (iii) | Have 3 years full time (or an aggregate of 3 years full time) post qualification dietetic experience. | |  | **And** | | (iv) | 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. |  1. **Annual Registration**  |  |  | | --- | --- | | (i) | Practitioners must maintain annual registration on the Dietitians Register maintained by the Dietitians Registration Board at CORU. | |  | **And** | | (ii) | Confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). |   **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  **Age**  Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.  *\*Note 1: Section 91 candidates are individuals who qualified before the 31st October 2014 and have been engaged in the practice of the profession in the Republic of Ireland for a minimum of 2 years fulltime (or an aggregate of 2 years fulltime), between 31st October 2009 and 30th October 2014. This criteria will expire on 30th September 2018.* |
| **Post Specific Requirements** | * Demonstrate depth & breadth of experience of acute clinical dietetics relevant to Nutrition Support in the ITU setting. * Demonstrate depth & breadth of experience of the management of patients on Home Parenteral Nutrition. |
| **Skills, competencies and/or knowledge** | The successful candidate must:   * Demonstrate high motivation with an innovative approach to developing and managing the clinical functions of the post * Demonstrates professionalism through promotion of a high standard service * Demonstrate sufficient clinical knowledge and evidence based practice to carry out duties and responsibilities of the role * Demonstrate awareness of and commitment to meeting organisational, regulatory and professional Codes of Practice * Demonstrate skills in interpersonal communication, including oral and written presentations with service users and professionals * Demonstrate~~s~~ knowledge and use of current technologies, computing skills and information management skills, for the collection, searching and reporting of information * Demonstrate~~s~~ commitment to providing a quality service * Demonstrate~~s~~ effective planning and organisational skills for the future development of their specialist clinical area to meet the changing needs of the service users * Demonstrate~~s~~ effective time management and clinical prioritisation skills * Demonstrates leadership skills through support, mentoring and coaching of other nutrition and dietetic colleagues * Demonstrate effective team working skills * Demonstrate the ability to effectively evaluate information, problem solve and make appropriate decisions * Demonstrate a commitment to continuing professional development of self and others * Demonstrate a willingness to develop IT skills relevant to the role * Demonstrate general knowledge of the healthcare service structures and framework in Ireland |
| **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.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. | |

**Temporary Senior Dietitian**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy is for a specified purpose commencing on the 17th September 2018 for 6 months. The post is whole time and pensionable.  A panel may be formed from which specified purpose vacancies of full or part time duration may be filled  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004. |
| **Remuneration** | The Salary scale for the post is € 51,645 – €52,747 – €53,881 – €55,007 – €56,133 – €57,317 – €58,566 – €59,812 – €60,810 |
| **Working Week** | The standard working week applying to the post is 37 hours.  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** | Membership of the HSE Employee Superannuation Scheme applies to this appointment.  Existing Members who transferred to the HSE on 1st 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 to which they were entitled at 31st December 2004.  Appointees to posts in the Mental Health Services which formerly attracted fast accrual of service should note that the terms of Section 65 of the Mental Treatment Act 1945 do not apply to New Entrant Public Servants as defined by Section 12 of the Public Service Superannuation (Miscellaneous Provisions) Act 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. |
| **Mandated Person Children First Act 2015** | As a mandated person under the Children First Act 2015 you will have a legal obligation   * To report child protection concerns at or above a defined threshold to TUSLA. * To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report   You will remain a mandated person 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. |
| **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. |
| **Infection Control** | All HSE employees must have a working knowledge of Health and Information 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. |
| **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)