

**Dietitian, Clinical Specialist**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Dietitian, Clinical Specialist**  *(Grade Code: 3715)* |
| **Campaign Reference** | SLIGO 0435 |
| **Closing Date** | 12 Noon on Wednesday 17th July 2024  **Only fully completed application forms submitted via Rezoomo by the closing date and time will be accepted. No exceptions will be made.**  **\*\*\*CV's not accepted for this campaign\*\*\*** |
| **Proposed Interview Date (s)** | Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **Sligo University Hospital**  This post will be based in Sligo University Hospital (SUH) and role will include the establishment of a dietetics service in our new offsite ward based close-by at St John’s HospitaL Campus.  There is currently 1 WTE permanent whole-time vacancy available in SUH.  A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled |
| **Informal Enquiries** | **Name**: Annette Lalor  **Title:** Dietitian Manager Sligo University Hospital  **Tel:** 071 9174581 / 087 2409928  E**mail:** [annette.lalor@hse.ie](mailto:annette.lalor@hse.ie) |
| **Details of Service**  **Mission Statement** | The Saolta University Health Care Group provides acute and specialist hospital services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.  The Group comprises 7 hospitals across 8 sites:  • Letterkenny University Hospital (LUH)  • Mayo University Hospital (MUH)  • Portiuncula University Hospital (PUH)  • Roscommon University Hospital (RUH)  • Sligo University Hospital (SUH) incorporating Our Ladies Hospital Manorhamilton (OLHM)  • Galway University Hospitals (GUH) incorporating University Hospital Galway (UHG) and Merlin Park University Hospital  The Group's Academic Partner is NUI Galway.  The Saolta Group’s region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs in excess of 10,000 employees, and has a budget in excess of €800 million.  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  Our vision is to be a leading academic Hospital Group providing excellent integrated patient-centred care delivered by skilled caring staff.  Saolta Guiding Principles  Care - Compassion - Trust - Learning  Our guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:  • Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population.  • Deliver integrated services across the Saolta Group Hospitals, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity.  • Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners.  • Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment.  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 GUIDING VALUES**  **Respect** - We are 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 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 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 engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission.  **Communication** - we 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 provide a lead role in the area of nutrition support in Sligo University Hospital including the provision of a clinical service  To work and function as an efficient and effective member of the Nutrition and Dietetic team and the relevant multidisciplinary teams in the areas of assignment, with the aim of providing optimum nutrition and dietetic care to clients under the care of the dietitian. |
| **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 * Performance management systems are part of this role and the clinical specialist dietitian will be required to participate in performance management programmes.   *The Dietitian, Clinical Specialist*  **Professional Practice**   * Identify and prioritise the requirements of the service within a constantly changing environment. * Ensure that professional standards are met through clinical audit, supervision and training * Operate within the scope of Dietetic practice as per CORU <https://coru.ie/files-recognition/standards-of-proficiency-for-dietitians.pdf> * Develop guidelines to support safe and effective practice in the designated specialist area. * Act as an advanced clinical advisor to colleagues and others in area of specialism * Be responsible for your clinical caseload * Ensure high standards of dietetic assessment, treatment and management and ensure that professional standards of practice are adhered to * Demonstrate advanced proficiency in the ability to screen and prioritise service users according to clinical need and using clinical reasoning skills * Undertake audit to establish service needs and monitor current service. * Keep abreast of research and practice developments in the specialist area. Lead and facilitate research projects relevant to the area. * Seek ways to benchmark and assure quality of the dietetic service. * Be aware of national policy, guidelines and consultations and in conjunction with the Dietitian Manager, develop local policies and care pathways within the specialist area. * Actively engage with relevant special interest groups and research-associated bodies, as appropriate. * Serve on local or national committees to promote nutrition and dietetic practice. * Ensure the privacy and dignity of the service user is respected at all times.   **Education and Development**   * Participate in mandatory training programmes. * Maintain standards of practice and levels of professional knowledge by participating in continuous professional development initiatives and attendance at courses as appropriate. * Engage in peer support with Dietetic colleagues. * Engage in professional clinical Dietetic supervision. * Be responsible, in partnership with the Dietitian Manager, for the practice education of student dietitians by providing clinical placements and through support for colleague practice educators.. * In conjunction with dietitian Manager ensure newly qualified dietitians have adequate induction and clinical supervision. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.   **Health and Safety**   * Promote a safe working environment in accordance with Health and Safety legislation. * Be aware of and implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards. * Actively participate in risk management issues. Adequately identify, assess, manage and monitor risk within their area of responsibility. * Document appropriately and report any adverse incidents, near misses, hazards and accidents in accordance with organisational guidelines. * 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, Food Nutrition and Hydration Policy – For Adults Patients in Acute Hospitals etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service   **Management**   * Responsible for the co-ordination and delivery of service in designated area(s). * Promote quality and changes in work practices, procedures, techniques or technology having regard to the development of best practice, advanced practice and emerging practices in Dietetics. * Foster and lead a culture and practice of; evaluating service outcomes; data collection; implementing quality improvement initiatives as appropriate. * Oversee the upkeep of accurate records in line with best clinical governance, organisational requirements and the Freedom of Information Act, GDPR, and render reports and other information / statistics as required. * Develop and implement strategic service and business plans, quality initiatives, audits etc. based on up to date evidence-based practice and report on outcomes. * Work within the multidisciplinary team and liaise with staff to ensure effective communication. * Communicate with other clinical specialists nationally and internationally to further develop clinical excellence and research. * Serve on and provide specialist advice to committees / working groups that may be set up relevant to the area of clinical speciality. * Represent the department / team at meetings and conferences as appropriate. * Promote good team working, and a culture that values diversity. * Engage in IT developments as they apply to service user and service administration. * Keep up to date with developments within the organisation and the wider 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** | 1. **Statutory Registration, Professional Qualifications, Experience, etc**  |  |  |  | | --- | --- | --- | | **(a)** | **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 5 years full time (or equivalent) years post qualification dietetic experience of which 4years full time (or equivalent) must be consecutive in the required area of specialism. | |  |  | **And** | |  | **(iii)** | Be able to demonstrate a proven record of clinical excellence in specialism. | |  |  | **And** | |  | **(iv)** | **Professional Development and Practice**  Candidates must demonstrate evidence of continuing professional development relevant to the required area of specialism, in form of post-graduate qualifications or relevant courses.    **And**  Candidates must demonstrate achievement in the areas of clinical audit, quality improvement initiatives, practice development, teaching and research.  **And**  **(V)** Candidates must have the requisite knowledge and ability (including a high standard of suitability, Management, Leadership and professional ability) for the proper discharge of the duties of the office.  **And**  **(Vi)** 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.** |  |  |  | | --- | --- | |  |  |  1. **Annual registration**  |  |  | | --- | --- | | (i) | Practitioners must maintain annual registration on the Dietitians Register maintained by the Dietitians Registration Board at CORU. | |  | **And** | | (ii) | Practitioners confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). |  1. **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.   1. **Character**   Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | * Demonstrates depth and breadth of experience in the area of Dietitian Clinical Specialist as relevant to the role. |
| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role. |
| **Skills, competencies and/or knowledge** | *The candidate must demonstrate*  **Professional Knowledge and Experience**   * Demonstrates an advanced level of clinical knowledge, clinical reasoning skills and evidence based practice appropriate to carrying out the duties and responsibilities of the role in line with relevant legislation and standards. * Demonstrates an ability to apply specialist knowledge to best practice. * Demonstrates evidence of having applied / used appropriate assessments and treatments and a knowledge of the implications of outcomes for service users, particularly those with complex needs in the specialist area. * Participates in research and continuously generate new knowledge and skills * Demonstrates 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**   * Balances clinical work with other research and educational responsibilities. * Provides flexible interventions to meet the varied needs of individual service users. * Demonstrates the ability to plan and manage the delivery of an optimum service in an effective and resourceful manner, within a model of person-centred care. * Demonstrates a high level of initiative, flexibility and adaptability in response to workforce demands. * Promotes the delivery of a holistic, user-focused approach, which encompasses a multi-professional and inter-professional perspective.   **Managing and Developing (Self and Others)**   * Demonstrates advanced leadership and team skills including the ability to lead by example. * Demonstrates a commitment to managing and developing self and others in a busy working environment. * Deals positively and constructively with obstacles and conflict within teams. * Demonstrates commitment to continuing professional development (CPD) and facilitates staff development by providing support such as; supervising, mentoring, coaching and formal development planning. Develops and/or implements systems to support a CPD culture within the service.   **Commitment to Providing a Quality Service**   * Demonstrates commitment to providing quality results. * Leads on the design, delivery and implementation of a high quality, person centred service. * Demonstrates and promotes collaborate working relationships as well as having the ability to work independently and exercise a high degree of professional autonomy. * Displays awareness and appreciation of service users and the ability to empathise with and treat others with dignity and respect.   **Evaluating Information and Judging Situations**   * Exercises a high degree of professional autonomy in the analysis of highly complex facts or situations that contribute to the implementation of a treatment or management strategy for the service user. * Uses a broad range of resources to identify key issues that may impact on dietetic practice. * Critically evaluates and draws sound conclusions from evidence available pertaining to clients and the potential impact of new or altered therapies. * Evaluates effectiveness and outcome of any new or altered therapies implemented and revises practice based on results.   **Communication and Interpersonal Skills**   * Displays effective communication skills (written & verbal) e.g. presents written information in a clear, concise and well-structured manner / communicates complex information by tailoring the communication method and the message to match the needs of the audience. * Demonstrates sound interpersonal skills including the ability to collaborate effectively with a wide range of people, colleagues, families, carers etc. * Demonstrates sensitivity, diplomacy and tact when dealing with others and is patient and tolerant when dealing with conflict or negative attitudes from others. * Demonstrates 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. |
| **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 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, Clinical Specialist**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancies available are permanent and whole-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: (as at 01/01/2024)  €62,274 - €68,571 - €69,906 - €71,233 - €72,557 - €73,953 - €75,423 - €76,889 - €78,066  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.  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 for Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection for 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** | 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. |

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)