

**Dietitian, Senior - Disabilities**

**HSE Mid-West Community Healthcare CHO3**

**Campaign Reference: MWCH 24.021**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Dietitian, Senior - Disabilities**  (Grade Code: 3395) |
| **Remuneration** | The salary scale for the post (as at 01/01/2024) is:  €60,816 €62,114 €63,450 €64,776 €66,101 €67,497 €68,966 €70,433 €71,609 **(Pro Rata)**  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** | MWCH 24.021 |
| **Closing Date** | **5th July 2024 @ midnight.** |
| **Proposed Interview Date (s)** | Proposed interviews dates will be indicated at a later date, please note you may be called forward for interview at short notice. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | HSE Mid-West Community Healthcare Limerick, Clare & North Tipperary.  There is currently **1.0 WTE** permanent whole-time vacancy available for the Mid-West Community Healthcare Limerick, Clare & North Tipperary  **The position is attached to Clare Children’s Disability Network Team but the post will be spread across the Mid-West**.  A panel may be formed as a result of this campaign 24.021 from which current and future permanent of full or part-time duration may be filled. |
| **Informal Enquiries** | Gráinne O’ Leary, Clare Children’s Disability Network Manager  Tel: 065-6863500 / 0870981440  E-mail: grainne.oleary@hse.ie |
| **Details of Service** | Mid-West Children’s Disability Network Teams  Attached to Clare Children’s Disability Network Team, Lifford Road, Ennis, Co. Clare V95KD26 |
| **Reporting Relationship** | Your professional reporting relationship for line management will be in accordance with the structure within the team and for CDNT’s falls under the CDNMs. |
| **Key Working Relationships** | Continuous/Open Communication and working in co-operation with the CDNMs and other Interdisciplinary team members in providing an integrated quality service, taking the lead role as required. |
| **Purpose of the Post** | * To work in conjunction with other Children’s Disability Network Teams (CDNTs) members and the Children’s Disability Network Managers (CDNMs) across the Mid-West in co-ordinating and developing the service to meet the needs of the population it serves in line with the objectives of the organisation and the Progressing Disability Services for Children and Young People programme (PDS). * To be responsible for the provision of a high quality paediatric (0-18 years) dietetics service in accordance with standards of professional practice. * To carry out clinical and educational duties as required. * To work with the CDNM in ensuring the co-ordination, development and delivery of a quality, family centred CDNT service. |
| **Principal Duties and Responsibilities** | **Professional / Clinical**  The Senior Dietitian will:   * Be a lead clinician in the Dietitian profession and carry a clinical caseload appropriate to the post. * Be a lead clinician in developing the dietetics service in Children’s Disability Services across the Mid-West * Be responsible for client assessment including development and implementation of individualised support plans that are client and family centred and in line with best practice. * Work across a variety of settings including CDNTs, children's homes and community settings. * The Dietitian will work within the Progressing Disability Services model of service within the principles of accessibility, accountability, biopsychosocial, clinical governance and evidence based practice, cultural competence, early detection, equality of access, evaluation of outcomes, staff are valued and respected, family centred practice, inclusion and interdisciplinary team working. * Be responsible for goal setting in partnership with client, family and other team members as appropriate. * Be responsible for standards of practice of self and staff appointed to clinical / designated area(s). * Be a clinical resource for other Dietitians. * Communicate and work in co-operation with the CDNMs and other team members in providing an integrated quality service, taking the lead role as required. * Communicate effectively with and provide instruction, guidance and support to, staff clients, family, carers etc. * Document client records in accordance with professional standards and departmental policies. * Provide a service in varied locations in line with local policy / guidelines and within appropriate time allocation (e.g. clinic, home visits, school, preschool, community). * Participate and be a lead clinician as appropriate in review meetings, case conferences etc. * Develop and promote professional standards of practice. * Work within own scope of professional competence in line with principles of best practice, professional conduct and clinical governance. * Seek advice of relevant personnel when appropriate / as required. * Operate within the scope of practice of the Irish Society of Chartered Dietitians.   **Education & Training**  The Senior Dietitian will:   * Participate in mandatory training programmes. * Take responsibility for, and keep up to date with dietetics practice by participating in continuing professional development such as reflective practice, in service, self-directed learning, research, clinical audit etc. * Be responsible for the induction and clinical supervision of staff in the designated area(s). * Co-ordinate and deliver clinical placements in partnership with universities and clinical educators. * Manage, participate and play a key role in the practice education of student therapists. Take part in teaching / training / supervision / evaluation of staff / students and attend practice educator courses as relevant to role and needs. * Engage in personal development planning and performance review for self and others as required.   **Quality, Safety & Risk**  The Senior Dietitian will:   * Be responsible for the co-ordination and delivery of a quality service in line with best practice. * Develop and monitor implementation of agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards. * Ensure the safety of self and others, and the maintenance of safe environments and equipment used in physiotherapy in accordance with legislation. * Assess and manage risk in their assigned area(s) of responsibility. * Take the appropriate timely action to manage any incidents or near misses within their assigned area(s). * Report any deficiency/danger in any aspect of the service to the CDNT or CDNM as appropriate. * Be responsible for the safe and competent use of all equipment, aids and appliances both by clients and staff under their supervision. * Develop and promote quality standards of work and co-operate with quality assurance programmes. * Oversee and monitor the standards of best practice within their physiotherapy team. * 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. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Administrative**  The Senior Dietitian will:   * Contribute to the service planning process. * Assist the CDNM and relevant others in service development encompassing policy development and implementation. * Review and evaluate the physiotherapy service regularly, identifying changing needs and opportunities to improve services. * Collect and evaluate data about the service area as identified in service plans and demonstrate the achievement of the objectives of the service. * Oversee the upkeep of accurate records in line with best practice. * Collate and maintain accurate statistics and render reports as required. * Represent the department / team at meetings and conferences as appropriate. * Inform the CDNM of staff issues (needs, interests, views) as appropriate. * Promote a culture that values diversity and respect in the workplace. * Participate in the control and ordering of physiotherapy stock and equipment in conjunction with the CDNM. * Be accountable for the budget, where relevant. * Keep up to date with organisational developments within the Irish Health Service. * Engage in IT developments as they apply to clients and service administration. * Perform such other duties appropriate to the role as may be assigned by the CDMN or another nominated manager.   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, Experience, etc.** 2. **Candidates for Appointment must:** 3. Be registered, or be eligible for registration as a Dietitian by the Dietitians Registration Board at CORU   **And**   1. Have 3 years full time (or an aggregate of 3 years full time) post qualification dietetic experience   **And**   1. 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**   1. Provide proof of Statutory Registration on the Dietitians Register maintained   by the Dietitians Register Board at CORU before a contract of employment  can be issued   1. **Annual Registration** 2. On appointment practitioners must maintain annual registration on the Dietitians Register maintained by the Dietitians Registration Board at CORU   **And**   1. Practitioner must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC) 2. **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** | * Demonstrate experience in Paediatrics as relevant to the role. * Demonstrate some evidence of post-graduate training/education in Paediatrics as relevant to the role. |
| **Other requirements specific to the post** | * Access to appropriate transport as a significant portion of the appointees work will be carried out across sites. This means that the appointee’s place of work may be in other CDNT’s to perform duties related to the role. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**  *For example:*   * 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 assessment tools and treatments and a knowledge of the implications of outcomes to service users, particularly those with complex needs in the specialist area * Demonstrate a willingness to engage and develop IT skills relevant to the role   **Planning and Managing Resources**  *For example:*   * Balances clinical work with other research and educational responsibilities * Demonstrates effective time management * Provides flexible interventions to meet the varied needs of individual service users * Optimises the use of available resources to achieve effective outcomes * 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)**  *For example:*   * Demonstrates advanced leadership and team skills including the ability to lead by example * Demonstrates a commitment to manage and develop 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**  *For example:*   * Demonstrates a commitment to and the ability to lead on the delivery, design and implementation of a high quality, person centred service * Designs and develops new, innovative and non-traditional service delivery models which aim to promote a comprehensive and integrated quality service within evolving healthcare structures, overcoming any resource limitations * 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**  *For example:*   * 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. * Demonstrates the ability to effectively analyse and critically evaluate complex information and make appropriate decisions. * Explains the rationale behind decisions confidently when faced with opposing or competing demands. Is objective but also aware of sensitivities in their approach. * Regularly quantifies and evaluates activities against service plans and takes timely action to correct potential difficulties and/or to respond to changing needs. Recognises how service constraints impact on service delivery. * Demonstrate evidence based practice through the process of clinical reasoning and decision making, allowing knowledge to be applied to complex/different situations.   **Communications and Interpersonal Skills**  *For example:*   * 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. |
| **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. | |



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**Terms and Conditions**

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| **Tenure** | The current vacancy available is permanent and whole time.  The post is pensionable.  The tenure of this post 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 (as at 01/01/2024) is:  €60,816 €62,114 €63,450 €64,776 €66,101 €67,497 €68,966 €70,433 €71,609 **(Pro Rata)**  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 |
| **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. |
| **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. |
| **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/). |
| **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. |
| **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, 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)