



**Dietitian  
Job Specification, Terms and Conditions:**

<b>Job Title &amp; Grade Code</b>	Dietitian Grade Code: 3389
<b>Competition Reference</b>	SJL/07-2022/2
<b>Whole Time Equivalent</b>	0.5 WTE
<b>Closing Date</b>	12 Noon Friday 12 <sup>th</sup> August 2022
<b>Proposed Interview date(s)</b>	To be confirmed
<b>Taking up Appointment</b>	To be confirmed
<b>Duration of Post</b>	Permanent Part-time (0.5 WTE) 17.5hrs per week
<b>Location of Post</b>	Dietetics Department, St. John's Hospital, John's Square, Limerick, V94H272.
<b>Informal Enquiries</b>	<a href="mailto:hr@stjohnshospital.ie">hr@stjohnshospital.ie</a>
<b>Organisational Area</b>	St. John's Hospital Limerick, UL Hospitals Group, HSE Mid -West.
<b>Service mission, vision and values</b>	<p>St. John's is an acute General Public Voluntary Hospital, funded by the Health Service Executive.</p> <p><u>Mission statement</u> Faithful to our tradition, we provide the highest possible standard of care and treatment in a professional and compassionate manner to every person who avails of our services.</p> <p><u>Aims and Objectives</u></p> <ol style="list-style-type: none"> <li>1. To deliver high quality, safe and reliable healthcare in accordance with evidence based best practice in an effectively managed and maintained environment.</li> <li>2. To provide healthcare based on the assessed needs and preferences of our service users which ensures mutual respect, holistic care and continuous learning, and training.</li> <li>3. To monitor, evaluate and continually improve our services.</li> </ol>
<b>Reporting Arrangements</b>	The Dietitian's reporting relationship is to the Employer via his/her Senior Dietitian or designate in St. John's Hospital, Limerick.
<b>Purpose of the Post</b>	<p>To deliver a quality, patient focused service in the Dietetic Department, St. John's Hospital, Limerick, V94H272.</p> <p>The Dietitian will function as an efficient and effective member of the dietetic team with the aim of ensuring optimum delivery of a clinical nutrition and dietetic service to patients, and ensuring appropriate follow up as necessary.</p>
<b>Principle Duties and Responsibilities</b>	The Dietitian will:

### **Professional / Clinical**

- Ensure that professional standards are maintained in accordance with the requirements as set out by CORU <https://coru.ie/files-recognition/standards-of-proficiency-for-dietitians.pdf>
- Assist in the ongoing functioning and organisation of the dietetic service within scope of role and practice.
- Prioritise and manage a patient caseload according to the needs of the service.
- Deliver on an effective self-managed workload, maximising the use of time and resources.
- Identify nutritional problems through individual assessment of nutritional status and estimation of requirements.
- Instigate the Malnutrition Universal Screening Tool (M.U.S.T.) and relevant other adapted screening tools or resources for patient groups as relevant.
- Devise and implement appropriate nutritional care plans so that patients are assessed and advised appropriately.
- Liaise with catering staff (where relevant) in the development of menus and specialised therapeutic diets in accordance with national and local policies.
- Provide a dietetic service that is evidence based, encompassing specific objectives, strategies, audit and evaluation.
- Contribute to the development and implementation of standards and quality improvement initiatives.
- Participate effectively in multidisciplinary teams, team meetings and case conferences.
- Participate in research and in developing databases for relevant patient groups.
- Know the limits of own practice and when to seek advice / refer to another health professional.

### **Education & Training**

- Strive to maintain standards of practice and levels of clinical knowledge by participating in continuous professional development initiatives.
- Participate in professional groups and fora relevant to clinical nutrition and dietetics.
- Provide evidence-based nutrition training to health care professionals / colleagues as appropriate.
- Produce and evaluate nutrition education materials for patients and multidisciplinary teams.
- Participate in clinical supervision, mentoring, appraisal, clinical reflection and be open to reflective practice.
- Participate in the practice education of student Dietitians.

### **Quality and Risk, Health and Safety Management**

- Work in accordance with relevant St. John's Hospital policies, legislation and professional policies, guidelines and requirements to ensure safe practice and high standards of service delivery.
- Work in a safe manner with due care and attention to the safety of self and others.
- Be aware of risk management issues, identify risks and take appropriate action, report all adverse incidents and near misses.
- Adhere to St. John's Hospital policies in relation to the procurement, care and safety of any equipment supplied for the fulfilment of duty.
- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated St. John's Hospital protocols for implementing and maintaining these standards as appropriate to the role.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

### **Administrative**

- Contribute to service planning and development in their area of assignment and prepare and present information that will aid operational and strategic planning for future service development.
- Maintain appropriate patient records, metrics and statistics in accordance with St. John's Hospital and local guidelines. Prepare patient progress reports, performance indicators or statistics as required.
- Maintain legal and professional standards with regard to patient and data confidentiality e.g. General Data Protection Regulation (GDPR) and Freedom of Information (FOI).
- Represent the department at meetings, committees and/or conferences as required.
- Make efficient use of developments in Information Technology.
- Keep up to date with organisational developments within the Irish Health Service.

### **Generic Duties and Responsibilities:**

#### **Service:**

- Perform duties efficiently, effectively and economically in line with best practice and/or as directed by Management in the provision of a quality service at all times.
- Maintain a flexible approach to performance of duties.

- Strictly adhere to operational policies and procedures specific to designated area of duty.
- Deal with customer/staff/patient queries in a courteous, effective and efficient manner.
- Maintain confidentiality of all matters pertaining to the Hospital, staff and patients

**Education and training:**

- To participate in mandatory training programmes.
- To participate in continuing professional development including in-service training as agreed with the Senior Dietitian or designated officer.
- To attend relevant study days and seminars.
- To participate in student training where appropriate.

**Hygiene:**

- To be aware of and exercise best practice in relation to personal hygiene and cleaning duties.
- Adhere to the prescribed dress code.

**Health, Safety and Welfare at Work:**

- Be familiar with the hospital's Health & Safety procedures.
- Identify hazards, assess risks and report same as per hospital policy to relevant personnel, and in accordance with individual responsibilities under all Health and Safety legislation and regulations.
- Adhere to Hospital infection control policy.
- Co-operate fully and participate with/in all health and safety training programmes.
- Be familiar and comply with lifting & handling techniques.
- Be familiar with the Hospital's Major Emergency Plan and Fire Plan.

**Risk**

- All staff are responsible for identifying, assessing and reporting all risks and for contributing to the management and review of all risks.

	<p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>• Report for duty on time and at the designated place of duty as prescribed by Hospital Management.</li> <li>• Take direction and guidance from the Deputy Chief Executive Manager/Senior Dietitian in relation to all duties and human resources issues.</li> <li>• Facilitate and encourage good industrial relations.</li> <li>• Recognise the needs and importance of patient services.</li> <li>• Be aware of accountability and responsibility in order to assist in the delivery of the highest standard of dietetic services in a professional and compassionate manner to every person who avails of the hospitals' services.</li> <li>• Required to bring to the attention of the immediate Supervisor any difficulties or problems encountered in the performance of their work.</li> </ul> <p><b>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. Flexibility must be exercised in dealing with new situations and emergencies.</b></p> <p>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.</p> <p><b><i>The appointee must perform his/her duties to the highest professional standards in accordance with the code of conduct issued by their professional body.</i></b></p>
<p><b>Eligibility Criteria Qualifications and/or experience</b></p>	<p><b>Candidates must possess, on the closing date of application:</b></p> <p><b>1. <u>Statutory Registration, Professional Qualifications, Experience, etc.</u></b></p> <p><b>(a)</b> Candidates for appointment must:</p> <p>(i) Be registered or be eligible for registration as a Dietitian by the Dietitians Registration Board at CORU (<a href="https://www.coru.ie/">https://www.coru.ie/</a>).</p> <p style="text-align: center;"><b>And</b></p> <p>(ii) 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.</p>

	<p style="text-align: center;"><b>And</b></p> <p>(iii) Provide proof of Statutory Registration on the Dietitians Register maintained by the Dietitians Registration Board at CORU <b><u>before a contract of employment can be issued.</u></b></p> <p><b><u>Desirable</u></b></p> <p style="padding-left: 40px;">Experience in diabetes</p> <p><b>(2) <u>Annual registration</u></b></p> <p>(i) On appointment practitioners must maintain annual registration on the Dietitians Register maintained by the Dietitians Registration Board at CORU.</p> <p style="text-align: center;"><b>And</b></p> <p>(ii) Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).</p> <p><b>(3) <u>Health</u></b></p> <p style="padding-left: 40px;">Candidates 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.</p> <p><b>(4) <u>Character</u></b></p> <p style="padding-left: 40px;">Candidates for and any person holding the office must be of good character.</p> <p><b><u>Garda Vetting</u></b></p> <p>In accordance with Hospital policy Garda Vetting will form part of the selection process. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the Hospital's requirements in this regard will be excluded from the competition</p>
<p><b>Professional Knowledge</b></p> <p><b>Essential Skills, competencies and/or knowledge</b></p>	<p><b><i>Candidates must demonstrate:</i></b></p> <p><b><u>Professional Knowledge and Experience</u></b></p> <ul style="list-style-type: none"> <li>• A high level of clinical knowledge to carry out the duties and responsibilities of the role.</li> </ul>

- Knowledge of the various theoretical models and approaches that apply in current practice.
- Knowledge of a range of appropriate interventions relevant to the client group and an ability to apply knowledge to best practice.
- The knowledge, abilities and clinical skills required to provide safe, efficient and effective service in the area of practice.
- Demonstrate a commitment to promoting evidence-based practice and research.
- Commitment to Continuous Professional Development, including a willingness to undertake specific training / gain competence in new areas of practice. Engages effectively in professional supervision.
- Demonstrate evidence of computer skills including use of Microsoft Word, Excel, email and PowerPoint systems, as relevant to the role.
- Maximises the use of ICT with a willingness to develop IT skills relevant to the role.

### **Planning and Managing Resources**

- Effective planning and organising skills including awareness of resource management and importance of value for money.
- Effective time management skills including the ability to effectively prioritise multiple tasks.
- Foresees potential problems or competing priorities and takes appropriate action to ensure service standards don't suffer / deadlines are met.
- Takes responsibility for the achievement of delivery targets.

### **Team Player Skills**

- The ability to work independently as well as part of multidisciplinary teams.
- Effectively builds and maintains relationships. Understands and values individuals and their respective professional roles.
- Actively communicates and consults with team members / relevant others as required.
- React constructively to setbacks and is able to both give and receive feedback.

### **Commitment to Providing a Quality Service**

- Demonstrates a commitment to providing a quality service.
- Demonstrates sound knowledge and evidence-based practice when providing a service.
- Takes immediate action and informs management when problems arise or standards slip.
- Demonstrates an ability to be flexible and embrace change in order to enhance service delivery and improve service user care.

	<ul style="list-style-type: none"> <li>• Demonstrates innovation, enthusiasm, and self-motivation in their approach to service delivery, health promotion and client care.</li> </ul> <p><b><u>Evaluating Information and Judging Situations</u></b></p> <ul style="list-style-type: none"> <li>• The ability to assess a situation, determine the nature and severity of the problem and initiate a resolution within their professional and personal scope of practice.</li> <li>• The ability to formulate, articulate and demonstrate sound clinical reasoning.</li> <li>• The ability to gather information from enough sources and other people to make well-founded decisions.</li> <li>• The ability to establish integrity by ensuring that the professional, ethical and safety factors are fully considered in decisions.</li> <li>• The ability to recognise when it is appropriate to refer decisions to a higher level of authority or to include other colleagues in the decision.</li> </ul> <p><b><u>Communication and Interpersonal Skills</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate effective communication skills including the ability to present information in a clear and concise manner.</li> <li>• Tailors the communication method and the message to match the needs of the audience.</li> <li>• Effective interpersonal skills; the ability to build and maintain effective working relationships.</li> <li>• Demonstrate awareness and an appreciation of the service user.</li> <li>• Ability to empathise with and treat patients, relatives and colleagues with dignity and respect.</li> <li>• Good negotiation skills and is assertive as required.</li> </ul>
<p><b>Other requirements specific to the post</b></p>	<ul style="list-style-type: none"> <li>• Flexible to changing needs</li> <li>• Be computer literate</li> </ul>
<p><b>Competition Specific Selection Process</b></p> <p><b>Short listing / Interview</b></p>	<p>Applications should be submitted by completing the hospital's standard job application form. Application forms and full particulars relating to the post are available on St. John's Hospital website, <a href="http://www.stjohnshospital.ie">www.stjohnshospital.ie</a> or this link here <a href="http://www.stjohnshospital.ie/management-and-administration/recruitment/">http://www.stjohnshospital.ie/management-and-administration/recruitment/</a> – or contact the HR department St. John's Hospital.</p> <p>Applications to Human Resources Department, St. John's Hospital. <a href="mailto:recruitment@stjohnshospital.ie">recruitment@stjohnshospital.ie</a></p> <p><b>Closing date; 12.00 noon Friday 12<sup>th</sup> August 2022</b></p>



	<p><b>Please send your application from an email address that you will review regularly as communication during the assessment/selection period will only be through that email address</b></p> <p><b>Ranking/Shortlisting / Interview</b></p> <p>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.</p> <p>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</p> <p>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.</p>
<p><b>Code of Practice</b></p>	<p>St. John's Hospital 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, feedback facilities for candidates 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.</p> <p>Codes of Practice are published by the CPSA and are available on <a href="http://www.hse.ie">www.hse.ie</a> in the document posted with each vacancy entitled "Code of Practice, Information For Candidates" or on <a href="http://www.cpsa-online.ie">www.cpsa-online.ie</a>.</p>
<p>The reform programme outlined for the health services may impact on this role and as structures change the job description may be reviewed.</p> <p>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.</p>	



## Dietitian

<b>Tenure</b>	<p>The appointment is Part-time (0.5 WTE/ 17.5 hours per week), permanent and pensionable. A panel will be formed from which all future permanent posts in this grade will be drawn during the life of the panel.</p>
<b>Remuneration</b>	<p>The salary scale for this post is in accordance with HSE approved salary scales as at 1<sup>st</sup> October 2021 PSPP as follows:</p> <p><b>€37,522; €39,714; €41,518; €42,830; €43,940; €45,091; €46,227; €47,394; €48,554; €49,713; €50,939; €52,236; €53,532; €54,569 LSI;</b></p> <p>The above salary scale is in respect of a full-time post and will be calculated on a pro rata basis if applicable to Part-time posts.</p> <p>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.</p>
<b>Working Week</b>	<p>The standard working week applying to the post is whole-time. Wholetime hours are 17.5 hours per week. Flexibility in consideration of service needs is required.</p> <p>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 16<sup>th</sup> 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).</p>
<b>Annual Leave</b>	<p>29 working days per annum, (based on a 35-hour week).</p> <p>Pro-rata annual leave entitlement applies to part-time posts.</p> <p>The annual leave associated with the post is in accordance with approved St. John’s Hospital annual leave policy.</p>
<b>Superannuation</b>	<p>All pensionable staff become members of the pension scheme.</p>
<b>Age</b>	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p>

	<p><b><u>* Public Servants not affected by this legislation:</u></b></p> <p>Public servants recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.</p> <p>Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.</p>
<b>Probation</b>	<p>Employment will be probationary for the first six months, during which time the Department Head will carry out periodic probation assessment reviews. The appointee will cease to hold office at the end of or during the probationary period unless during such period the Hospital has certified that their service is satisfactory.</p>
<b>Terms of Employment</b>	<p>All persons employed will be required to sign a contract of employment, which will set out the terms and conditions of the employment.</p> <p>A job description will form part of the contract documentation</p>
<b>Proficiency in the English Language</b>	<p>A level of proficiency in the English language is a requirement of all roles within St. John's Hospital.</p> <p>Proficiency in spoken English is assessed during the interview process</p>
<b>Uniform</b>	<p>The appointee will be required to comply with and actively promote the existing dress code regulations.</p> <p>The appointee will also be required to wear an identity badge in line with existing conditions</p>
<b>Sick Leave</b>	<p>There is a discretionary sick pay scheme, details of which are available from the Human Resources Department. Sick pay is contingent on full cooperation and compliance with the Hospital's absence management procedures.</p>
<b>Confidentiality</b>	<p>In the course of employment, the person appointed may have access to, or hear information concerning the medical or personal affairs of patients and/or staff, or other health service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required</p>
<b>General Data Protection Regulation (GDPR)</b>	<p>The post holder is obliged to adhere to General Data Protection Regulations 2018. All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Hospital's Confidentiality Policy. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with FOI and</p>

	GDPR 2018 Hospital policies and procedures at all times. Details of the Hospital's policies are available on the intranet.
<b>Hospital Policies and Procedures</b>	<p>All Hospital policies and procedures form an integral part of an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures and the Hospital's ethical codes of practice.</p> <p>Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.</p>
<b>Infection Prevention and Control</b>	<p>During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St John's Hospital's quality system to ensure the safety and wellbeing of its patients and staff and plays a role in the prevention and control of healthcare associated infection.</p> <p>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</p>
<b>Mandatory Training and Health and Safety at Work Act</b>	<p>The post holder is obliged to fulfil mandatory training requirements in line with this post.</p> <p>All staff must comply with all Hospital Health &amp; Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (2005), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors</p>
<b>Children First Act</b>	You are required to comply with the Children First Act 2015. It is a requirement of this post that you complete the HSE Land training in relation to Children First and any other training the Hospital deems appropriate in this regard
<b>Ethics in Public Office 1995 and 2001</b>	Positions remunerated at or above the minimum point of the Grade VIII salary scale (€68,310 as at 01.01.2020) are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001
<b>Professional Registration</b>	<p>If you are employed in an area of work which requires membership of a professional body in order to practise, it is a condition precedent of your employment to maintain membership of such professional body. It is also your responsibility to comply with the relevant body's code of practice.</p> <p>You are required to advise the Hospital if your professional body in any way limits or changes the terms of your registration. Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment</p>

<b>Termination of Employment</b>	<p>Two months' notice in writing, on either side, except in circumstances where the Hospital authority is of the opinion that the holder of the office has failed to perform satisfactorily the duties of his/her office or has misconducted himself/herself in relation to such office or is otherwise unfit to hold office.</p> <p>The mandatory retirement age for new entrant staff in employment in the public service after 1<sup>st</sup> January 2013 is 70 years.</p> <p>All other appointees in accordance with HR Circular 029/2018 who have not already reached their retirement age before 26<sup>th</sup> December 2018 will have the choice to work beyond the age of 65 to age 70 if they so choose.</p>
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