



## **Job Description**

|                          |  |
|--------------------------|--|
| <b>Job Title:</b>        | <b>Senior Dietitian</b>  |
| <b>Reports to:</b>       | CEO on clinical and administrative matters.  |
| <b>Hours of Work:</b>    | 22 hours per week. Details of starting and finishing times, which may vary in accordance with hospital needs, will be notified to you. If a situation arises whereby you have to work in excess of these hours, you will be given time-in-lieu for this. |
| <b>Type of Contract:</b> |  |

---

### **Job Purpose**

To provide a comprehensive dietetic service as part of a multi-disciplinary team where the focus is on all aspects of patient/family care.

### **Role Summary:**

Be responsible for the organisation, provision and evaluation of Nutrition and Dietetic services to residents and clients within Leopardstown Hospital. The successful candidate will function as an efficient and effective member of the multi disciplinary team within Leopardstown Park Hospital, providing a service in a friendly, informal but highly professional manner.

### **Roles and Responsibilities:**

#### **Clinical Duties:**

- To liaise with other health care colleagues in the provision of patient care, thus contributing to the further development of a multidisciplinary approach to patient needs. This involves attending regular ward inter-disciplinary meetings, clinical meetings, and family meetings as appropriate.
- To implement the use of Malnutrition Universal Screening Tool (MUST) screening and prompt referral to the Dietitian where the score indicates. To provide training in MUST to nursing and healthcare staff within the hospital.
- To co-ordinate dietetic student timetables and facilitate student practice placement.
- To work in close co-operation with the catering department to ensure the nutritional needs of residents and clients on therapeutic diets are catered for.



- To liaise with Stores/ Pharmacy Manager to order nutritional support products used within the hospital.
- To contribute to the development, monitoring and review of departmental policies of client care.
- To develop, audit and review an integrated care pathway for the nutritional care of residents/ clients throughout the stages of care.
- To maintain records regarding residents'/clients' treatment and to collect statistics as required.
- To attend head of department health and social care meetings.
- To participate in staff health and wellbeing initiatives as appropriate.

### **Education**

- To educate/update healthcare professionals and resident/ client groups, in nutritional care of older person, by initiating and participating in group sessions, lectures, tutorials, study days as required.
- To source and prepare suitable evidence-based dietary information sheets, literature and educational material as required for practice.
- To maintain a portfolio of “continuous professional development” in the relevant areas of specialisation.

### **Administration and Management:**

- To evaluate and develop services for clients' and to advise the Chief Executive Officer/Medical Officer of future planning requirements.
- To maintain patient records and to collect statistics as required by the service/hospital.
- To facilitate/participate in multidisciplinary continuous quality improvement initiatives which will enhance the standard of care to clients.
- To participate in and contribute to initiatives to evaluate and develop services within the multidisciplinary team.
- Contribute to the hospital's management team and or committees as required.
- To carry out any other duties deemed appropriate and requested by the Medical Officer/ CEO.

**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. This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.**



| Factors                      | Essential  | Desirable |
|------------------------------|--|-----------|
| <p><b>Qualifications</b></p> | <p><b>1. <u>Statutory Registration, Professional Qualifications, Experience, etc.</u></b></p> <p><b>a) Candidates for appointment must:</b></p> <p>i) Be registered, or be eligible for registration, as a Dietitian by the Dietitians Registration Board at CORU.</p> <p style="text-align: center;"><b>Or</b></p> <p>ii) 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.</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 before a contract of employment can be issued.</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 Hospital by way of the annual Patient Safety Assurance Certificate (PSAC).</p> <p><b>And<br/>(C)</b></p> <ul style="list-style-type: none"> <li>▪ Qualifications to practice as a Senior Dietitian as laid down in the HSE Eligibility Criteria dated 03/07/2015,</li> </ul> |           |



|                                     | Grade Code 3395   |  |
|-------------------------------------|---|--|
| <b>Experience (length and type)</b> | <ul style="list-style-type: none"> <li>▪ Must have 3 years full time post-graduate relevant work experience.</li> <li>▪ Previous experience of the nutritional/ dietary management of care of older person.</li> <li>▪ Self managing full clinical dietetic caseload and previous lone working experience.</li> </ul> <ul style="list-style-type: none"> <li>• Managing oral and enteral nutritional support.<br/>Nutritional management of diabetes, dysphagia, renal disease and obesity.</li> </ul>  |  |
| <b>Professional Knowledge</b>       | <ul style="list-style-type: none"> <li>• Managing oral and enteral nutritional support. <ul style="list-style-type: none"> <li>▪ Nutritional management of diabetes, dysphagia, renal disease and obesity.</li> <li>▪ Excellent nutrition/dietetic education skills</li> <li>▪ Ability to learn skills and develop professionally</li> <li>▪ Counselling skills or Health Behaviour change skills to level 2</li> </ul> </li> </ul>   |  |
| <b>Core Competencies</b>            | <ul style="list-style-type: none"> <li>▪ Ability to deal with members of team assertively and with diplomacy to ensure nutritional care-plans are implemented.</li> <li>▪ Has a person-centred approach, which is respectful and assertive towards residents/ clients, staff, and others</li> <li>▪ Demonstrates professional duty of care</li> <li>▪ Demonstrates an ability to build &amp; sustain professional relationships</li> <li>▪ Practices as autonomous professional within code of practice</li> <li>▪ Demonstrates effective communication skills in all mediums</li> <li>▪ Demonstrates comprehensive qualitative and quantitative assessment, planning and intervention in care plans</li> </ul> | <ul style="list-style-type: none"> <li>▪ Ability to develop and ensure implementation of evidence-based policies and protocols for optimal nutritional and dietetic management of residents/ clients.</li> </ul> |



|   |  |  |
|---|--|--|
|   | <ul style="list-style-type: none"> <li>▪ Demonstrates initiative to improve service delivery</li> <li>▪ Demonstrates effectiveness as an educator in their assigned area</li> <li>▪ Ability to manage time and organise workload</li> </ul>  |  |
| <p><b>Providing a quality service</b></p> | <p>Demonstrates:</p> <ul style="list-style-type: none"> <li>• Ability to formulate, implement and revise nutrition care plan based on assessment and monitoring processes. <ul style="list-style-type: none"> <li>▪ Training and clinically supervising dietetic students.</li> <li>▪ Excellent presentation skills i.e. ability to present clearly and concisely through oral or written medium</li> <li>▪ Ability to design, implement and present a research/audit protocol. ability to plan, implement and evaluate nutritional screening program</li> </ul> </li> </ul> |  |

**Additional Information:**

**Confidentiality:**

During the course of employment staff may have access to, or hear information of a confidential nature. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

**Hygiene:**

During the course of employment staff members are required to ensure that the Hospitals’ hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering and implementing optimal hand hygiene and adhering to the hospitals’ hygiene processes. Hygiene is a fundamental component of Leopardstown Park Hospital quality system to ensure the safety and well being of its patients and staff and plays a role in the prevention and control of healthcare associated infections.

**Attire:**

At all times staff will be suitably dressed and will use appropriate personal protection equipment as required.

**Policies / Legislation:**

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 familiarise themselves with and comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care etc) and the hospitals' ethical code of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

**Please note the following:**

- The hospital board is not responsible for loss or theft of personal belongings.
- Fire orders must be observed and staff must attend fire training periodically.
- Staff must attend mandatory (appropriate) training periodically.
- All accidents within the department must be reported immediately and an incident report form submitted to the appropriate officer.
- In line with the Safety, Health & Welfare at Work Act (2005), smoking is permitted at the discretion of management in designated areas only.
- All staff are advised to avail of preventative inoculations (e.g. Hep B, Flu Vaccine etc)
- The use of personal mobile phones during work is prohibited.

**Health:**

A candidate for and holding the office must complete a medical examination and be free from any defect or disease which would render him/her unsuitable to hold the office and be in a state of good health as would indicate a reasonable prospect of ability to attend regular and efficient service. Each employee is required to undergo a medical examination with the hospitals occupational health consultants to determine that they are fit and able for the post.

Subsequent referrals may be made to occupational health consultants, if deemed warranted by hospital authorities.

**Location of Substantive Post:**

The location of the substantive post will be in Leopardstown Park Hospital, Foxrock, Dublin 18. Staff may be required to relocate to another healthcare facility within 40km of Leopardstown to facilitate training, up skilling or maximisation of utilisation of resources between agencies.

**Hours of Duty/Attendance:**

Employment will be on the basis of 22 hours per week and will be in accordance with the rosters determined by the hospital. Positive affirmation of attendance will be required by a mechanism determined by hospital authorities.

**Sick Leave:**

Payment of sick leave is at the discretion of management and will be in accordance with Department of Health (DoH)/ Health Service Executive (HSE) regulations. It is the responsibility of the employee to adhere to the protocols relating to notification of sick leave to their immediate line manager, return to work interviews etc. Please note there is no entitlement to paid sick leave during the probationary period.

**Annual Leave:**

Annual leave must be approved by management in advance. The hospital will endeavour to accommodate all annual leave requests having regard to the service needs of the hospital. The carry over of leave from one leave period to the next may be restricted and management approval is required. The annual leave attaching to this post is 29 days per annum (based on full time employment). Where employment is less than full time employment, annual leave will be calculated on a pro rata basis.

**Remuneration:**

Remuneration is in accordance with Department of Health/ Health Service Executive consolidated pay scales. These may scales may be amended from time to time. The current salary scale attaching to this post is €52,162 per annum rising to €61,418 a 9 point scale (based on full time employment). Where employment is less than full time employment, remuneration will be calculated on a pro rata basis.

**Superannuation:**

Provision is made for pensions, and where applicable is in accordance with either the Local Government Superannuation Scheme or the Single Public Service Pension Scheme.

**Performance Review:**

A system of regular performance review will be operated during employment with the hospital. Personal goals will be aligned to departmental goals and hospital strategy. Training and personal development needs will be considered annually.

**Emergencies:**

Employees will make themselves available in the event of an adverse incident occurring which may negatively impact on patient care. The hospital will use personal contact details of an employee to notify them of any such incident.

**Probation:**

A nine month probation period will apply to all employees. This period may be extended at the discretion of management. The person employed shall cease to be



employed at the end of the probationary period, unless the hospital certifies that the probationary period had been satisfactorily discharged. The hospital may at any time during the probationary period, terminate the employment without reason.

**Notice:**

The minimum period of notice will be set out in the contract of employment

**This job description will be subject to review in light of changing circumstances and may include any other duties and responsibilities as may be determined from time to time.**

**I agree that this job description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.**

**To be signed by the post holder.**

Employee Name: \_\_\_\_\_ Line Manager Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Line Manager's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_