

Job Description and Person Specification

Senior Dietitian - Cardiology

Permanent Vacancy

Reference: HR23E252

Closing Date for Applications: Wednesday, 31st May 2023

Virtual Interviews: Wednesday, 14th June 2023

HR Business Services,
St Vincent's University Hospital,
Elm Park,
Dublin 4.

Contact: +353 (1) 221 6062 or recruitment@svuh.ie

Overview: To provide a comprehensive nutrition and dietetic service to patients attending the cardiology service, including heart failure service, cardiac rehabilitation and general medical and infectious disease patients.

To function as an effective member of the dietetic team, with the aim of ensuring optimum delivery of nutrition and dietetic care to patients in St. Vincent's University Hospital. This post holder will provide clinical supervision to the entry-level Dietitian and participate/co-ordinate practice placements.

Job title / Grade: Senior Dietitian

Reports to: Dietitian Manager

Key Duties and Responsibilities

- Be responsible for the organisation, provision and evaluation of Nutrition and Dietetic services to the cardiology service, heart failure service, rehabilitation and general medicine and infectious diseases.
- Collaborate with the Cardiology team in the planning of patient care. This involves attending ward rounds, clinical meetings and team meetings as appropriate.
- Update the Cardiology team and other colleagues in relevant aspects of nutrition and dietetics, by initiating and participating in group sessions, lectures, tutorials, study days etc.
- Develop evidence-based educational resources for use in Cardiology/Heart Failure care. Work in close co-operation with the Catering Department, to ensure the nutritional needs of patients on therapeutic diets are catered for.
- Liaise with community dietetic service to ensure smooth transfer of appropriate patients to the range of dietetic services in the catchment area.
- Order nutritional support products as required by patients/wards.
- Participate in quality improvements in delivery of care through quality assurance projects, clinical audit or research.
- Provide dietetic cover, as required for other dietitian team members during periods of leave.

Management/Administration

- Evaluate and develop services to patients and to advise the Dietitian Manager of future planning requirements.
- Attend departmental meetings and participation in departmental developments or initiatives.

- Contribute to setting and monitoring performance standards.
- Maintain patient records and to collect statistics as required by the department and service.
- Clinically supervise entry-level dietitians and engage in non-managerial clinical supervision.
- Carry out any other duties deemed appropriate and requested by the Dietitian Manager.

Education

- Initiate and participate in the education/upskilling of dietetic colleagues, other health professionals and patient groups as required.
- Design, prepare, and evaluate educational resources used for both client and professional education.
- Facilitate/supervise the clinical placement and research projects of under and post-graduate dietitians.
- To maintain a portfolio of “continuous professional development” in the relevant areas of specialisation.
- Undertake student placement co-ordinating duties.

Within budgetary constraints, the department will support a commitment to continuous professional development.

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.

The Hospital Structure is currently under review and therefore, reporting relationships may change.

Informal Enquiries or Role Specific Enquiries:

Ms Liz Barnes, Dietitian Manager, Telephone 01 221 4724 or e-mail l.barnes@svuh.ie

Person Specification

| Factors | Essential | Desirable |
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| Qualifications | <p>Candidates for appointment must:</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;">AND</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;">AND</p> <p>(iii) Provide proof of Statutory Registration on the Dietitians Register maintained by the Dietitians Registration Board at CORU <u>before a contract of employment can be issued.</u></p> <p><u>Annual Registration:</u></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;">AND</p> <p>(ii) Practitioners must confirm annual registration with CORU by way of the annual Patient Safety Assurance Certificate (PSAC).</p> | <p>Post-graduate qualification in Nutrition or Dietetics</p> <p>Or</p> <p>Research experience</p> <p>Completion of the post-graduate cardiology dietetic modules/training programmes</p> |
| Experience (length and type) | <p>Candidates for appointment must:</p> <p>Have 3 years full time (or an aggregate of 3 years full time) post qualification dietetic experience.</p> | <p>Behaviour Change training to level 3.</p> <p>Experience of working with all forms of nutritional support and nutritional management of heart failure and cardiac rehabilitation</p> <p>Experience in motivating and helping patients to change diet and lifestyle behaviours.</p> <p>Experience in delivering rehabilitation programme and management of chronic diseases.</p> |
| Professional Knowledge | <p>(a) Knowledge of nutritional support issues</p> <p>(b) Excellent nutrition/dietetic education skills</p> | <p>Good critical faculties to evaluate new nutritional therapies.</p> |

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| | <p>(c) Ability to learn skills and develop professionally</p> <p>(d) Ability to use problem-solving process to best meet the needs of clients and the service</p> <p>(e) Counselling skills or Behaviour change skills to level 2 (minimum)</p> | <p>Uses nutritional focused physical examination (NFPE) as part of nutritional assessment and part of the nutrition care process model (NCPM) of documentation</p> |
| Core Competencies | <ul style="list-style-type: none"> • Demonstrates professional duty of care • Demonstrates an ability to build & sustain professional relationships • Practices as autonomous professional within code of practice • Demonstrates professional effectiveness • Demonstrates effective communication skills in all mediums • Demonstrates comprehensive qualitative and quantitative assessment, planning and intervention in care plans • Demonstrates initiative to improve service delivery • Critically evaluates the evidence based on how it may contribute to dietetic practice • Demonstrates effectiveness as an educator in their assigned area • Demonstrates leadership within department/hospital • Ability to cope with and actively manage stress • Ability to manage time and organise workload | <p>Ability to develop and ensure implementation of evidence-based policies and protocols for optimal nutritional and dietetic management of patients.</p> |
| Special Aptitudes | <p>Facilitating practice placements and supervision of staff grade dietitians</p> <p>Flexibility in working within multidisciplinary team</p> <p>Excellent presentation skills i.e. ability to present clearly and concisely through oral or written medium</p> <p>Ability to design, implement and present a research/audit protocol.</p> | <p>Computer skills i.e. Word, PowerPoint, Excel, Dietary analysis software</p> |
| Health | <p>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> | |

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| Character | Candidates for and any person holding the office must be of good character. | |
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Particulars of Office:

The appointment is: Full Time, Permanent and Pensionable.

Panel: A panel may be formed to fill upcoming permanent, temporary, whole time and part-time vacancies over the next 6 months.

Annual Salary: as at 01/03/2023, pro rata

€ 58,599 - 59,849 - 61,137 - 62,414 - 63,691 - 65,036 - 66,452 - 67,865 - 68,998

These particulars are subject to change in line with overall public pay policy.

Candidates should expect to be appointed on the minimum of the salary range and in accordance with the Department of Finance guidelines.

Probationary Period: The appointee shall hold office for a probationary period of six months – The Hospital's Probation and Induction policy will apply.

Pension Scheme: The candidate will be entered into one of the Hospital Superannuation Schemes.

Working Hours: The person appointed will work a basic 35 hour week. You will be required to work the agreed roster / on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8am – 8pm over seven days to meet the requirements for the extended day services in accordance with the terms of the Framework Agreement. (Reference HSE HR Circular 003/2009). Flexibility on hours of attendance in response to service needs will be a requirement.

Annual leave entitlement: 29 working days per annum. Annual leave accrued must be taken within the duration of the contract or calendar year and as agreed between the candidate and the Head of Department.

Additional Information

Confidentiality:

During the course of employment staff may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and unless acting on the instruction 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 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 Vincent's University 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.

Policies / Legislation:

All Hospital policies and procedures form an integral part 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 (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes 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 the fire lectures periodically
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital Building is not permitted.
- All staff are advised to avail of Hepatitis B Vaccination with Occupational health
- The use of personal mobile phones is prohibited.
- St. Vincent's University Hospital buildings and grounds are **smoke-free**.

Application Process: St. Vincent's University Hospital is an equal opportunities employer and is committed to promoting an environment free from discrimination in accordance with the Employment Equality Acts 1998 and 2004. The Hospital values diversity and recognises the benefits of having a workforce that reflects the community we serve. We are committed to equality of access to positions within the Hospital. All recruitment activity and documentation will encourage applications from all potential candidates without discrimination.

Applications must be made in writing (via email, fax or hard copy) enclosing an up-to-date Curriculum Vitae quoting the post and reference number to recruitment@svuh.ie or to HR Operations – CAGS, St. Vincent's University Hospital, Dublin 4. Applications must be received before midnight on the closing date of the competition. Late applications will not be accepted. All applications are treated in strict confidence.

Non-European Economic Area Applicants: While St. Vincent's University Hospital is an equal opportunities employer, in line with current Department of Jobs, Enterprise and Innovation Employment Permit requirements, applications from non European Economic Area (EEA) will only be considered in the event that an EEA citizen cannot be found to fill the vacancy. Please note that if you are a NON-EEA applicant and are unable to supply documents (listed on www.djei.ie), you are not entitled to participate in this recruitment competition. This is in accordance with the EU Community Preference Rule. Further information is available at www.djei.ie.

Former Public Service employees: Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including:

- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Collective Agreement: Redundancy Payments to Public Servants

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

Shortlisting: Shortlisting will be carried out on the basis of information supplied on your curriculum vitae. The criteria for shortlisting are based on the requirements of the post as outlined in the Person Specification. Failure to include information regarding these requirements on your CV may result in you not being called forward to the next state of the recruitment process.

All overseas qualifications must be validated. No candidate can work in the Hospital without validated qualifications. If professional registration is also a requirement, candidates must provide documentation of same.

Canvassing will automatically disqualify.

Please note that you will be contacted mainly by mobile phone and email. It is important that your mobile phone number, postal address and email address are correct. It is your responsibility to ensure that you have access to your mobile voice mails and emails. We recommend that you use an email address that you have regular access to.

Competency based interviews follow the shortlisting stage of the recruitment process. Credit is awarded by the interview panel to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the person specification. Candidates will normally be given at least one week's notice of interview. All interviews are held remotely unless it is specifically noted otherwise in the Job Description. No subsequent or alternative dates to dates given will be offered to candidates. All posts are located in St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description.

Disability: Please let us know if you need any special assistance at interview, e.g. if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

Candidates are notified of the result of their interview at the earliest possible date after the interview. The recommendation of the interview panel does not constitute a job offer. The process continues after the interview and includes clearance checks such as references, Garda clearance, occupational health clearance, validation of qualifications and experience. A job offer is made pending satisfactory clearances. SVUH reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances cannot be obtained or are deemed unsatisfactory.

For some recruitment competitions a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel may, (within the life of the panel), be considered for subsequent approved vacancies. Candidates are placed on a panel in order of merit. A panel is typically live for 6 months.

It is normal procedure that candidates be placed on the first point of the relevant salary scale in accordance with the Department of Finance guidelines.

Declaration: Please read your application carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

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.

Date: May 2023