



## **STAFF GRADE DIETITIAN (Permanent, Full time)**

### **Particulars of Office**

1. The appointment is permanent, full-time and pensionable.
2. **Salary**  
Remuneration is in accordance with the salary scale approved by the Department of Health and Children Current scale.
3. **Superannuation**  
The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme or the Single Public Service Pension Scheme will apply to the position. Superannuation contributions at the appropriate rate will be payable in accordance with the provisions of these schemes.
4. **Duties**  
The dietitian will perform such duties as are outlined in the attached Job Description.
5. **Hours of Work**  
The normal hours of work associated with the post are 37 hours per week usually discharged between the hours of 8.00am and 8.00pm on a Monday to Saturday basis. Your particular hours of duty will be advised to you by the Dietitian Manager.
6. **Probation**  
The successful candidate will be appointed initially for a probationary period of 6 months. During the probationary period, progress or otherwise will be monitored and at the end of the period, the service will be;
  - a) Certified as satisfactory and confirmed in writing;
  - b) In certain circumstances this period may be extended and in such case you will be advised in writing of this and the duration of the extension.
7. **Retirement**  
No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 65 years of age on the 1<sup>st</sup> day of the month in which the latest date for receiving

completed application forms for the office occur. Continued employment is conditional upon capacity and conduct of the employee.

**8. Annual leave**

Annual leave and public holidays are granted in accordance with the provision of the Organisation of Working Time Act, 1997. Your annual leave entitlement will be advised to you by the Human Resources Department in your contract of employment. Annual Leave may be based on a number of factors such as grade, years of service and whole time equivalency.

**9. Sick Leave**

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health and Children

**10. Termination of office**

The employment may be terminated at any time by one months notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

**11. Garda Vetting Checks**

Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable adults in the course of their duties. Garda vetting is done for the protection of these groups and the National Rehabilitation Hospital reserves the right to re-vett employees at any future point, as deemed appropriate by Hospital Management.

**12. Confidentiality**

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services 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 such a manner that unauthorised person can obtain access to them and must be kept in safe custody when no longer required.

**13. 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 the National Rehabilitation Hospital's 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 infection.

#### **14. 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.

#### **15. Disability Census**

As part of the NRH's commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the Director of Human Resources Ms. Olive Keenan, of any personal disabilities. This information is only requested in the event that appropriate arrangements must be put in place during the course of one's employment and will be stored in compliance with Data Protection Legislation.

#### **16 HR Department Privacy / GDPR Policy**

In order to carry out its administrative functions the Human Resource Department in the National Rehabilitation Hospital collects and processes personal data relating to individuals, which includes the job applicants and staff of the Hospital. The Human Resources Department takes the confidentiality of all personal data seriously and consequently takes all necessary steps to comply with data protection legislation including the GDPR. The Human Resource Department collects personal data only in order to meet specific lawful purposes, and will retain that data only for so long as necessary. We also ensure that all reasonable technical and organisational security measures are in place to safeguard personal data.

Ordinarily, the Human Resource Department will not pass personal data to any third party except where required by law, or under statutory obligations, or to fulfil a contract of employment or for other legitimate purposes as balanced against the rights and interests of the Data Subject. If you have any concerns about how your personal data is processed, you may contact our Data Protection Officer (dpo@nrh.ie). Please refer to the National Rehabilitation Hospital Human Resources Privacy Policy Document for more information. The Policy Document is available on request from the Human Resources Department.



**STAFF GRADE DIETITIAN  
(Permanent, Full time)**

**1. Qualifications**

The candidate must, on the latest date for receiving completed application forms for the office, possess:

- B.Sc. Degree in Human Nutrition & Dietetics  
*Or*  
Diploma in Nutrition & Dietetics from College of Technology, Kevin Street  
*Or*  
Qualification in Dietetics at least equivalent to the above

and

- Be registered with CORU

*Previous clinical experience is an advantage*

**2. Health**

Candidates or any person holding the office must be free from any medical condition which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Any irregularities reported as a result of this examination which render the incumbent unsuitable for the post must be remedied / addressed before appointment.

Health Promotion – The Hospital is committed to promoting healthy lifestyles for both patients and staff. Staff are expected to participate in initiatives to support better health and well- being in line with the Hospital objectives.

**3. Character**

Candidates for and any person holding the office must be of good character.



**STAFF GRADE DIETITIAN  
(Permanent, Full time)**

**JOB DESCRIPTION**

**Title:** Dietitian

**Purpose of the Position:** To provide a comprehensive Nutrition and Dietetic Service to patients of the National Rehabilitation Hospital

**Accountable to:** Dietitian Manager

**Liaison / Communication:**

The proper performance of these duties will require a high degree of liaison with:

- The Dietitian Manager
- The supervising Senior Dietitian
- Patients and their relatives
- Other Allied Health Professionals
- Nursing Staff
- Catering Staff
- Medical consultants and their teams
- Outside agencies as appropriate

**Overview of the Role**

The role of the Dietitian is to promote and support health by means of sound nutritional advice and/or nutritional intervention within the National Rehabilitation Hospital.

He/she assesses the nutritional status of each patient referred, estimates their individual nutritional requirements, devises an individualized care plan and monitors and reviews the care plan as appropriate. He/she will liaise with staff involved in the implementation of the nutrition care plan to ensure a safe and nutritious supply of food/nutrition support. Where appropriate, he/she will educate relatives or carers on the relevant aspects of the patient's nutritional support or therapeutic diet.

The Dietitian will assist in the nutritional education of other hospital staff as appropriate.

He/she will participate in CPD.

## **ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES**

### **General Accountability**

- Provide a comprehensive nutrition and dietetic service to patients of the National Rehabilitation Hospital
- Promote and maintain throughout the hospital an awareness of sound nutrition and an appreciation of the importance of nutrition in the rehabilitation process
- Support the Dietitian Manager through the implementation and maintenance of best nutrition and dietetic practice

### **Specific Accountability**

- Liaising with other staff to develop and co-ordinate total patient care in programmes designated by the Dietitian Manager
- Management of own caseload.
- Assisting in providing in-service training to all staff
- Acting as a consultant in nutritional matters to all other staff
- Keeping up to date with advances in Clinical Nutrition & Dietetics
- Identifying unmet patient needs within areas of responsibility and communicating these to the Dietitian Manager and Programme Manager(s)

### **Outline of Duties and Responsibilities**

- Provide a comprehensive Nutrition and Dietetic service to patients undergoing rehabilitation including those with spinal cord injury, acquired brain injury, stroke and amputation. Area(s) of clinical responsibility will be assigned by the Dietitian Manager.
- Assess, monitor and review nutritional status of patients referred
- Assess, monitor and review individual nutritional requirements of patients referred
- Devise an individualized care plan for each patient including setting of individual nutrition goals
- Provide appropriate nutritional counselling/support for each patient
- Provide written advice to patients and/or their carers appropriate to their needs and level of understanding
- Educate relatives/carers on relevant aspects of the patient's nutritional support or care plan
- Liaise with medical/nursing/therapy personnel in planning and implementing nutritional care
- Liaise with catering staff with regard to the provision of therapeutic diets
- Monitor patient's progress and revise nutrition care plan appropriately
- Actively participate in the Interdisciplinary Rehabilitation Team, including attendance at interdisciplinary/family conferences where required
- Liaise with other hospital and community care health professionals to ensure continuity of nutritional care on discharge from the NRH.
- Keep up to date with advances in Clinical Nutrition research, with ongoing review of medical and nutritional literature relevant to the assigned area of work

- Maintain professional standards in light of changing practices both within and outside the profession.
- Maintain records of treatment care in the patient's case notes in line with departmental and hospital policies.
- Maintain statistical records of clinical activity.
- Participate in the Nutrition and Dietetic education of hospital staff including medical, nursing, paramedical, catering and others, by giving lectures and informal talks as requested.
- Provide group education sessions to patients as appropriate.

***The extent of speed and change in the delivery of health care is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.***

***This Job description does not contain an exhaustive list of duties, and the post holder may be required to undertake additional responsibilities. It will be reviewed from time to time in order to adapt and develop the role, according to service needs and Hospital policies.***

***I agree that this position 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: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_

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

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