

DIETITIAN STAFF GRADE

JOB DESCRIPTION

TITLE: Staff Grade Dietitian

REPORTS TO: Senior Dietitian

ROLE SUMMARY: To work as part of the dietetic team to deliver a modern, effective, evidence based patient centred dietetic service.

Duties:

Principal Duties and Responsibilities

- The person holding this post is required to support the principle that the care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree
- Maintain throughout the Hospital awareness of the primacy of the patient in relation to all hospital activities

Professional/Clinical

The Staff Grade Dietitian will:

- assist in the ongoing functioning and organisation of the dietetic service within the Hospital's Inpatient Wards and Outpatient Dietetic Clinics.
- provide patients in the assigned area with a clinical nutrition & dietetic service that is evidence based, meets recognised standards and is regularly evaluated.
- maintain a high level of professional conduct, competence and standards and comply with Statutory Regulation of the profession in the Republic of Ireland, CORU.
- have and maintain the requisite knowledge, skills, competencies and professional attributes for the safe and appropriate practice of the profession in Ireland.
- become familiar with and work in accordance with relevant Hospital Policies, legislation and professional policies, guidelines and requirements to ensure safe practice and high standards of service delivery
- identify nutritional problems through individual assessment of nutritional status and estimation of requirements, and devise and implement appropriate nutritional care plans so that patients are assessed and advised appropriately.
- prioritise and manage a patient caseload according to the needs of the department or service
- provide cover for the Senior Dietitian during periods of leave

- recognise the need for effective self management of workload, available time and resources
- know the limits of their practice and when to seek advice or refer to another health professional
- participate in planning, audit and evaluation, production of standards, continuing education, quality improvement initiatives, research and in developing databases for relevant patient groups
- liaise with catering staff in development of menus and specialised therapeutic diets in accordance with National or Hospital Policy
- liaise and contribute effectively with multidisciplinary care teams, staff colleagues.
- initiate and participate in health promotion activities if possible.
- actively participate in multidisciplinary team meetings, Journal club, case conferences, tutorials, multidisciplinary ward rounds and/or educational meetings as required

Education & Training

The Staff Grade Dietitian will:

- maintain standards of practice and levels of clinical knowledge by participating in continuous professional development initiatives and attend relevant courses as appropriate
- be a member of professional groups and participate in relevant forums pertaining to clinical nutrition and dietetics
- produce and evaluate nutrition education materials for patients and multidisciplinary teams
- engage in career and personal development
- actively participate with clinical supervisor, clinical reflection and be open to reflective practice.
- attend and present at journal club and clinical meetings within the department or hospital/area
- engage in the education of colleagues and other health professionals

Administration

The Staff Grade Dietitian will:

- assist the Senior Dietitian in the planning, organising, co-ordination and controlling of the activities of the clinical nutrition service in the hospital.
- comply with attendance procedure returns for the Human Resource Department as requested
- prepare patient progress reports, performance indicators or statistics as required
- maintain appropriate patient record details and statistics in accordance with hospital and departmental guidelines, HSE Metrix and Healthstats along with the Freedom of Information Act
- contribute to service planning and development in their area of assignment and have the ability to prepare and present relevant information that will aid operational and strategic planning for future service development

- represent the department at meetings, committees and/or conferences as required.
- maintain appropriate records in accordance with professional and organisational requirements
- make efficient use of developments in Information Technology
- maintain professional standards with regard to patient and data confidentiality
- keep up to date with organisational developments within the Irish Health Service.

Key Performance Indicators

The Staff Grade Dietitian will:

- In conjunction with line manager identify and develop Key Performance Indicators (KPIs) which are congruent with the Hospital's service plan targets.
- Develop Action Plans to address KPI targets.
- In conjunction with line manager assist in the development of a Performance Management system for your profession.

Generic Duties and Responsibilities:

The Staff Grade Dietitian will:

- 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 patient/staff queries in a courteous, effective and efficient manner.
- Maintain confidentiality of all matters pertaining to the Hospital, staff and patients

Hygiene:

The Staff Grade Dietitian will:

- be aware of and exercise best practice in relation to personal hygiene and cleaning duties.
- the post holder must foster and support a quality improvement culture throughout your area of responsibility in relation to hygiene services.
- the post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained

Health, Safety and Welfare at Work:

The Staff Grade Dietitian will:

- Employees must attend fire lectures periodically and must observe fire orders.

- All accidents within the Department must be reported immediately.
- Infection Control Policies must be adhered to.
- In line with the Safety, Health and Welfare at Work Act, 2005 all staff must comply with all safety regulations and audits.
- In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Building is not permitted.
- Hospital dress/uniform code must be adhered to.
- Provide information that meets the need of Senior Management.
- Be familiar and comply with lifting & handling techniques.
- Be familiar with the Hospital's Major Emergency Plan and Fire Plan.

Accountability

The Staff Grade Dietitian will:

- Report for duty on time and at the designated place of duty as prescribed by the Senior Dietitian.
- Take direction and guidance from Senior Dietitian in relation to all duties and human resources issues at all times.
- Facilitate and encourage good industrial relations at all times.
- Recognise the needs and importance of patient services.
- Be aware of accountability and responsibility in order to assist in the delivery of the highest standard of therapeutic clinical nutritionist services in a professional and compassionate manner to every person who avails of the hospitals' services.
- Required to bring to the attention of the immediate Supervisor any difficulties or problems encountered in the performance of their work.

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. Flexibility must be exercised in dealing with new situations and emergencies.

This job description indicates the main responsibilities and duties of the post and is subject to review and amendment to reflect the changing needs of the hospital service. The extent and speed of change in the delivery of health care is such that adaptability is essential. The incumbent will be required to establish, maintain, enhance and develop their professional knowledge, skills and aptitudes in order to respond to a developing service situation.

I have read the above job description. I confirm that I clearly understand and agree to adhere/comply with the job description.

SIGNED: _____
Employee

DATE: _____