Dietitian, Senior (supplementary panel)
HSE Mid West, Acute Services
HSEMW291-26
Job Specification & Terms and Conditions

Job Title, Grade Code	Dietitian, Senior (supplementary panel) Diaitéiteach, Sinsearach **Dietitian, Senior** (Grade Code: 3395)
Remuneration	The salary scale for the post is (as at **01/06/2026)**: € 65,197 €66,587 €68,021 €69,442 €70,864 €72,358 €73,935 €75,506 €76,767 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.
Campaign Reference	HSEMW291-26
Closing Date	**Monday 16th November 2026 @ 5.00 p.m.**
Proposed Interview Date (s)	Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	University Hospital Limerick Ospidéal Ollscoile Luimnigh There are currently three specific purpose whole-time vacancies available in University Hospital Limerick. The post will be located in University Hospital Limerick. Successful Candidates may be required to work in any service area in the acute services HSE Mid West as the need requires. A panel may be formed as a result of this campaign, from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled for the HSE Mid West.
Informal Enquiries	We welcome enquiries about the role. **Name:** Ms. Sheila Bowers, In Charge III Dietitian Manager, HSE Mid West, Acute Services **Telephone:** 061 482566 **Email:** Sheila.bowers@hse.ie
Details of Service	**HSE Mid West** The newly established HSE Mid West Health Region will manage and deliver all public health and social care services for Limerick, Clare and North Tipperary serving a population of over 413,059 people. The redesign of services will allow new pathways to be developed between acute hospitals, community services, primary care, health & wellbeing and voluntary sectors to develop more integrated, patient-centred care. HSE Mid-West includes all hospital, community healthcare and public health services in the region. This includes: **HSE Mid West Acute Services consisting of:** • University Hospital Limerick • University Maternity Hospital Limerick

	• Ennis Hospital • Nenagh Hospital • Croom Hospital • St John's Hospital (voluntary) **Mid-West Community Healthcare** Deliver a broad range of community services, provided within and outside of the acute hospital system and includes Primary Care, Older Persons, Disabilities, Mental Health and Health & Wellbeing. Community services are delivered through a range of direct and indirect services delivered directly or through partnerships with HSE teams, Section 38/39 agencies and private providers under SLA agreements. **Public Health Mid-West** The Public Health team work to protect, support, enable and advise on the health and wellbeing of the population. They deliver services across four public health domains: • Health Protection • Health Improvement • Health Service Improvement Health Intelligence
Reporting Relationship	The successful candidate will report to the Dietitian Manager (or his/ her Deputy).
Purpose of the Post	To work and function as an efficient and effective member of the Clinical Nutrition and Dietetic team and the relevant multidisciplinary teams in the areas of assignment, with the aim of providing optimum nutrition and dietetic care to patients under the care of the dietitian.
Principal Duties and Responsibilities	• The post holder will support the principle that 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 Group's awareness of the primacy of the patient in relation to all hospital activities. • Performance management systems are part of the role and you will be required to participate in the Group's performance management programme. **Professional/ Clinical** The Senior Dietitian, will: • Actively participate in and promote the development and implementation of nutrition and dietetic services in liaison with the Dietitian Manager • Provide service users in their assigned areas with a clinical nutrition & dietetic service that is evidence based, meets recognised standards and is regularly evaluated. • Work in accordance with relevant HSE, CORU and professional practice clinical governance policies, guidelines, legislation and standards to ensure a high standard of service delivery, which respects the role of other health professionals. • Develop and plan for future requirements and service delivery in their area of assignment and be actively involved in continuously improving the quality of the service, using audit and quality improvement methods to facilitate integrated care • Maintain a high level of professional conduct, competence and standards and comply with Statutory Regulation of the profession in the Republic of Ireland. • Have a good understanding and working knowledge of the Health Information and Quality Authority (HIQA) standards as they apply to the role e.g. Safer Better Healthcare standards, Food, Nutrition and Hydration Policy for Adult Patients in Acute Hospitals, national standards for the prevention and control of healthcare associated infection, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.

	• Contribute to the development and implementation of planning, audit and evaluation, production of policies, guidelines and standards, quality improvement initiatives, shared care arrangements, research, continuing education, and in developing resources and databases for relevant service user groups • Liaise with catering staff in development of menus and specialised therapeutic diets in accordance with national or hospital policy • Prioritise and manage a clinical and non-clinical caseload according to the needs of the department or service, including provision of cover for colleagues during periods of leave • Manage, participate and play a role in the practise education of student dietitians • Recognise the need for effective self-management of workload, available time and resources. • Work co-operatively within a professional environment to achieve an integrated approach to client care, tasks and projects in conjunction with multidisciplinary teams and acute setting colleagues and as required with primary care service providers including Residential Services as per all relevant issues • Work in a manner that maintains patient/ client confidentiality and that upholds the client's trust. • Work within own scope of professional competence in line with principles of best practice, professional conduct and clinical governance and understanding the limits of their practice and when to seek advice or refer to another health professional and acting accordingly • Provide leadership to Staff Grade Dietitians through the process of professional supervision, mentoring and tutoring with a view to enabling the dietitian to identify areas for skill development. • Represent the clinical nutrition & dietetic service at meetings, committees and project work. • Promote a culture that values equality, diversity and respect in the workplace. • Initiate, support and participate in health promotion activities. • Actively participate in multidisciplinary team meetings, journal club, case conferences, tutorials, multidisciplinary ward rounds and/or educational meetings as required **Ongoing Professional Education & Training** The Senior Dietitian, will: • Maintain professional knowledge on relevant scientific research and practice development • Ensure that colleagues are kept up to date with developments in specialist areas • Attend relevant conferences and meetings and join appropriate societies/ associations to enhance their knowledge • Act as a resource by participating in the education and training of dietetic colleagues, other health professionals and service user groups as required • Manage, participate and play a key role in the practice education of Student Dietitians • Participate in mandatory training programmes • Engage in career and personal development planning and performance achievement review in collaboration with the Dietitian Manager **Administrative** The Senior Dietitian, will: • Provide line management supervision to assigned Staff Grade Dietitians/ appropriate others and co-ordinate service delivery • Contribute to policy and guideline development, performance monitoring, business planning and budgetary control as advised by the Dietitian Manager • Use audit and quality improvement methods to facilitate improved and integrated care.

- Prepare and maintain appropriate service user records, reports, performance indicators and statistics as required in accordance with local guidelines and national requirements, HSE Metrics and Healthstats, Freedom of Information Act and professional standards.
- Actively participate in the improvement and development of clinical nutrition and dietetic services in liaison with the Dietitian Manager
- Contribute to the development and oversee the implementation of information sharing protocols, audit systems, referral pathways and share care arrangements
- Maintain professional standards with regard to patient and data confidentiality
- Keep up to date with organisational developments within the Irish Health Service
- Make efficient and effective use of developments in Information Technology
- Deputise for the Dietitian Manager and represent the department at meetings, committees and/or conferences, as required.
- Carry out other duties appropriate to the post as required by the Dietitian Manager

KPI's

A Senior Dietitian, will be involved in:

- The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital's service plan targets.
- The development of Action Plans to address KPI targets.
- Driving and promoting a Performance Management culture.
- In conjunction with line manager assist in the development of a Performance Management system for your profession.
- The management and delivery of KPIs as a routine and core business objective.

PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:

- 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 Acts 2005 and 2010 all staff must comply with all safety regulations and audits.
- In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted.
- Hospital uniform code must be adhered to.
- Provide information that meets the need of Senior Management.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.
- You will be required to attend mandatory Children First training and cooperate fully with the Children First policies of the institution. You will receive full information on your responsibilities regarding Child protection on appointment.

Risk Management, Infection Control, Hygiene Services and Health & Safety

- The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment.
- The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility.
- The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:

- Continuous Quality Improvement Initiatives
- Document Control Information Management Systems

	• Risk Management Strategy and Policies • Hygiene Related Policies, Procedures and Standards • Decontamination Code of Practice • Infection Control Policies • Safety Statement, Health & Safety Policies and Fire Procedure • Data Protection and confidentiality Policies • The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Group's Risk Management Incident/Near miss reporting Policies and Procedures. • The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment. • The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services. • The post holders' responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager. • The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others. • 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. • The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment. • It is the post holder's responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice. **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.**
Eligibility Criteria **Qualifications and/ or experience**	**Candidates must at the latest date of application:** **<u>1. Statutory Registration, Professional Qualifications, Experience, etc</u>** (i) Be registered, or be eligible for registration, as a Dietitian by the Dietitians Registration Board at CORU. **And** (ii) Have 3 years' full time (or an aggregate of 3 years' full time) post qualification relevant dietetic experience. **And** (iii) 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. **And** (iv) 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>**

	2. Annual registration (i) On appointment practitioners must maintain annual registration on the Dietitians Register maintained by the Dietitians Registration Board at CORU. **And** (ii) Practitioners confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). **3. Health** 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. **4. Character** Candidates for and any person holding the office must be of good character.
Post Specific Requirements	A high level of clinical knowledge and evidence based practice to carry out the duties and responsibilities of the role
Other requirements specific to the post	Flexibility regarding working hours to meet the demands of the post
Additional eligibility requirements:	**Citizenship Requirements** Eligible candidates must be: (i) EEA, Swiss, or British citizens **OR** (ii) Non-European Economic Area citizens with permission to reside and work in the State Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status. To qualify, candidates must be eligible by the closing date of the campaign. Read more about Department of Enterprise, Trade & Employment Work Permits.
Skills, competencies and/or knowledge	**The successful candidate must demonstrate:** • High motivation with an innovative approach to developing and managing the clinical functions of the post, including flexibility and ability to embrace change in order to enhance service delivery and improve patient care. • Professionalism through promotion of a high standard evidence based service • Sufficient clinical and professional knowledge to carry out the duties and responsibilities of the role • Awareness of and commitment to meeting organisational, regulatory and professional codes of practice • Knowledge of relevant national clinical care programmes e.g. care of the older person, acute medicine, critical care • Knowledge of HIQA's review of nutrition and hydration in public hospitals and related guidance. • Knowledge of the HSE Food Nutrition and Hydration policies and guidance for adult patients in acute hospitals • A commitment to providing a quality service and awareness of quality standards

	• Awareness and appreciation of the service user and the ability to empathise with and treat others with dignity and respect • Effective communication and interpersonal skills including the ability to present oral or written information in a clear and concise manner, and collaborate with colleagues, families and caregivers. • Knowledge and use of current technologies, computing skills and information management skills, for the collection, searching and reporting of information, including use of Microsoft Word, Excel, email and PowerPoint systems and a willingness to develop IT skills relevant to the role. • Effective planning and organisational skills for the future development of their specialist clinical area to meet the changing needs of the service users • Effective time management and clinical prioritisation skills • Effective team working skills, including multidisciplinary team working • Effective leadership skills, including ability to support, mentor and coach others • Ability to effectively evaluate information, problem solve and make appropriate and effective decisions especially in relation to service user care • Ability to maintain confidentiality • A commitment to continuous professional development of self and others • An awareness and appreciation of quality, safety and risk management, maintaining accurate records and statistics and key performance indicators • General knowledge and understanding of the healthcare service structures and framework in Ireland
Campaign Specific Selection Process **Ranking/Shortlisting / Interview**	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. Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process. 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.
Diversity, Equality and Inclusion	The HSE is an equal opportunities employer. Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition. Read more about the HSE's commitment to Diversity, Equality and Inclusion
Code of Practice	The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).

	The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process. Read the CPSA Code of Practice.
The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed. This Job Specification 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.	

Dietitian, Senior

Terms and Conditions of Employment

Tenure	The current vacancies available are specific purpose and whole time. The post are pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at "expression of interest" stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.
Working Week	The standard weekly working hours of attendance for your grade are **35** hours per week. Your normal weekly working hours are **35** hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent. You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars.
Annual Leave	The annual leave associated with the post will be confirmed at Contracting stage.
Superannuation	This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004
Age	The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants. ***Public Servants not affected by this legislation:*** Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age. Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.
Probation	Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.
Protection of Children Guidance and Legislation	The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. All Mandated Persons under the Children First Act 2015, within the HSE, are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act, 1998.

	Mandated Persons such as line managers, doctors, nurses, physiotherapists, occupational therapists, speech and language therapists, social workers, social care workers, and emergency technicians have additional responsibilities. You should check if you are a Mandated Person and be familiar with the related roles and legal responsibilities. Visit HSE Children First for further information, guidance and resources.
Infection Control	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. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
Health & Safety	It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include: • Developing a SSSS for the department/service[1], as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. • Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. • Consulting and communicating with staff and safety representatives on OSH matters. • Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. • Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[2]. • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.

[1]A template SSSS and guidelines are available on writing your site or service safety statement.
[2] Structures and processes for effective incident management and review of incidents.