RECRUITMENT AND SELECTION STANDARDS

PERSON SPECIFICATION FORM

Post Title/Grade**:** Band 8a Clinical Lead Dietitian Date: May 2022

Department/Ward: Health & Social Care Partnership, Preventative and Primary Care Services

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|  | **ESSENTIAL** | **DESIRABLE** | **MEASURE** |
| **Registration** | * HCPC Registration as a Dietitian | * BDA membership | HCPC Website |
| **Qualificationsand**  **Training** | * Educated to degree level or equivalent diploma * Masters level post-registration training in clinical areas and/ or recognised management training. * Or working towards these. * Evidence of continuing professional development in clinical and professional fields; e.g. leadership, training, research * Clinical Supervisory Skills course | * Relevant BDA Group membership * Non medical prescribing, if relevant to role * Leadership skills training * Recruitment & Selection training * Dietetic specific training in * Cognitive behavioural skills * Good Conversations * 1st line management training | Interview  Application Form  Certification  CPD Portfolio |
| **Knowledge and Experience** | * Able to take account of relevant national and local drivers and the political environment, including health inequalities and demographics * Clinical leadership for specialist clinical areas covered, including own complex and diverse workload * Range and depth of knowledge and competencies in a number of specialist areas relevant to the Team * Able to support staff with their caseload, complaints, Practice Supervision, PDP, safeguarding issues and student training. * Student training experience, including contribution to planning & implementation of programmes * Recruitment, shortlisting, selection and appointment of staff * Knowledge and application of improvement methodologies and other tools. | * Allocation of Dietetic services for inpatients, outpatients, community and resources * Develop and implement protocols and clinical guidelines relevant to the Dietetic Service and/ or a team * In collaboration with the Head of service, identify opportunities for service development, workforce and implementation * Allocation of supervision for PDP/TURAS within a team * Evidence of leadership (strategic, professional, clinical or managerial) for the Head of Service or a team * Service Planning | Interview  Application Form |
|  | **ESSENTIAL** | **DESIRABLE** | **MEASURE** |
| **Skills** | * Can demonstrate a range of communication skills appropriate for working with patients & families, clinical staff, senior managers within NHS Fife and other partner organisations * Organisational skills e.g. plan and prioritise the Team’s clinical and other workload * Enabling others to work independently & prioritise their own caseload. * Ability to motivate the team to work collaboratively * Direct and indirect supervision and assessment of student Dietitians * Maintain accurate clinical records in compliance with the HCPC and BDA standards * Teaching skills e.g. training groups (other health professionals/ public) * Able to use IT packages appropriately e.g. Word, Excel, PowerPoint, Outlook to manage diary and emails effectively | * Service and staff leadership/ management * Knowledge of patient information systems e.g. TIARA, TRAK * Report writing e.g. responding to national draft documents. * Audit and reporting | Interview  Application Form  Certification |
| **Aptitude** | * Professionally accountable for all aspects of own and Team’s work * Highly motivated * Committed to ongoing professional development * Ability to work independently, use own initiative and ask for help appropriate to role * Being able to react and respond quickly and appropriately. * Self aware with an ability to reflect |  | Interview  Application Form  Certification  Continuing Professional Development (CPD)  References |

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|  | **ESSENTIAL** | **DESIRABLE** | **MEASURE** |
| **Other**  **e.g. Team Player, Be able to travel** | * Reliable * Team player, works well with others * Able to work flexibly e.g. days/ times * Ability to travel Integrated Preventative and Primary Care Services during the working day. * Adaptable * Demonstrate ethics, values and personal qualities / behaviours consistent with the vision, culture and values of NHS Fife. | * Basic food hygiene certificate if applicable | Interview  Application Form  Certification  References |