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
 | InterviewApplication FormCertificationCPD 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
 | InterviewApplication 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
 | InterviewApplication FormCertification |
| **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
 |  | InterviewApplication FormCertificationContinuing 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
 | InterviewApplication FormCertificationReferences |