

POSITION DESCRIPTION

Dietitian – Grade 2



Working at Northeast Health Wangaratta

At Northeast Health Wangaratta (NHW), we value our employees. We offer leadership, vision and an environment with a strong sense of teamwork, integrity, accountability, and respect. We are committed to providing staff with continuing education, research and professional development opportunities. This ensures that our people are part of a skilled and knowledgeable workforce, delivering exceptional high quality safe patient care. When you choose to work at NHW, you are committing to aligning everything you do with our values – **Fairness, Excellence, Respect, Kindness, Integrity and Courage.**

Position Details:

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| Position Title: | Dietitian – Grade 2 |
| Enterprise Agreement: | Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Interest Enterprise Agreement 2017-2021, or its successor |
| Position Classification: | AJ1 – AJ4 |
| Who does this position report to: | Manager Dietetics & Diabetes Education |
| Does this position manage or supervise others: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Workplace Location: | Green Street Campus |
| Primary purpose of the position: | <p>The primary role of the Dietitian – Grade 2 is to advocate for and provide high quality dietetic services, supervision and leadership in line with Northeast Health Wangaratta's (NHW) vision, operational and strategic goals.</p> <p>The Dietetics team provides a range of high quality services across NHW including assessment and intervention to adult and paediatric patients. Collaboration and partnership with other programs and organisations are also key expectations of the role.</p> <p>The role requires demonstrated personal attributes that fosters interdisciplinary collaboration between all departments at NHW and relevant external services towards establishing a Centre of Excellence and is responsible for promoting NHW as a quality regional health service provider.</p> |
| Position Description reviewed: | November 2021 |

Key Accountabilities:

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| 1. | Independently manage a complex clinical caseload, along with administrative responsibilities |
| 2. | Model Studer Hardwiring for Excellence principles |
| 3. | Act as a proactive member of and a positive advocate for the Dietetics team |
| 4. | Maintain a sound knowledge of, and adhere to, departmental and organisational policies, procedures and guidelines relevant to your clinical practice |
| 5. | Maintain a sound knowledge of the programs key performance indicators (KPI's) and/or targets and funding allocation that may impact clinical service delivery |
| 6. | Participate in the data collection required by the organisation, community, state and commonwealth agencies |
| 7. | Contribute to a work environment that fosters respect and positive morale and strong employee engagement |
| 8. | Work autonomously, and within a team, and be responsive to direction from direct reports |

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| 9. | Participate and contribute to the operational goals of the team as directed by the Manager Allied Health and Ambulatory Services and/or Dietetics Manager |
| 10. | Utilise information technology systems, ensuring patient information is accurate and accessible whilst also maintaining patient privacy |
| 11. | Follow appropriate risk assessments to ensure you are prepared to work in relevant community settings, regardless of the extremes of weather conditions |
| 12. | Promote a welcome environment that is culturally sensitive and positively engage in the community |
| 13. | Identify and escalate issues to Dietetics Manager |
| 14. | Maintain effective oral and written communication at all levels |
| 15. | Provide high quality, integrated client/family centered care, including assessment, intervention and management for referred clients, their families and significant others ensuring all services provided are outcome focused |
| 16. | Provide specialty or advanced clinical skills in a designated clinical program |
| 17. | Participate in relevant team and family meetings, act as a liaison person if required, and be actively involved in discharge planning to ensure a safe and well planned discharge |
| 18. | Plan and provide dietetics services in a timely manner, implementing a variety of service delivery models, including individual and group programs |
| 19. | Educate clients/carers with relevant techniques and/or equipment as required |
| 20. | Identify relevant referrals to other disciplines, services and organisations in a timely manner |
| 21. | Liaise and collaboratively work with other multidisciplinary team members and professionals to achieve client/family centered goals |
| 22. | Actively participate in case conferences as required |
| 23. | Write in a variety of mediums including: reports for funding, external and internal referrals. and client/carer education |
| 24. | Maintain accurate and timely patient records in accordance to hospital documentation policies and procedures |
| 25. | Supervise Grade 1 Dietitian and Allied Health Assistants in clinical service provision |
| 26. | Act to maintain and expand levels of current knowledge, theory and skill in order to provide high quality, accountable and transparent practice |
| 27. | Identify and document clear client centered goals and establish plans for achieving client goals |
| 28. | Identify need for; plan and chair family meetings as required |
| 29. | Work within own scope of practice and expertise, and refer on where appropriate |
| 30. | Lead, or participate in, departmental and program based quality activities that enhance dietetics and/or Allied Health services |
| 31. | Participate in the evaluation of Allied Health and Dietetics Services, and identify opportunities for improvement |
| 32. | Work collaboratively with the Dietetics Manager to ensure high quality dietetics services are provided across the organization |
| 33. | Represent and promote the Dietetics Service within NHW and external organisations |
| 34. | Develop linkages with professional peers and services within local, regional networks and education forums |
| 35. | Supervise University students, including Dietetics students and students from other disciplines |
| 36. | Foster engagement with the community and health partners to undertake targeted health promotion and early intervention activities |
| 37. | Other tasks as directed |

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| Key Relationships: | |
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| Internal | External |
| 1. Manager Allied Health and Ambulatory Services | 1. Hume Region Health Services |
| 2. Manager Dietetics & Diabetes Education | 2. Department of Health & Human Services |
| 3. Food Services Team | 3. Clinical Networks and Local Referrals |
| 4. All NHW Workforce | 4. Patients, Clients and Visitors |
| Essential Key Selection Criteria: | |
| 1. | Eligibility for membership with Dietitians Association of Australia; Accredited Practising Dietitian (APD) or willing to participate |
| 2. | Minimum 3 years clinical dietetic experience |
| 3. | Ability and willingness to work effectively and proactively within the dietetics team as well as the broader multidisciplinary team and participate as a positive role model |
| 4. | An understanding of the differences and similarities of dietetic practice across acute, sub-acute, and community programs |
| 5. | High level clinical reasoning and problem solving skills, and the ability to maintain patient care against competing priorities |
| 6. | Demonstrated specialty or advanced clinical skills in a designated clinical program |
| 7. | Demonstrated understanding of and commitment to client and family centred care |
| 8. | Excellent organisational skills with a demonstrated ability to manage demanding caseloads |
| 9. | Excellent interpersonal, written and verbal communication skills, including computer literacy |
| 10. | Demonstrated commitment to professional development and reflective practice |
| 11. | Demonstrated ability to initiate and maintain effective professional relationships and/or partnerships |
| Desirable Key Selection Criteria: | |
| 12. | Demonstrated leadership / supervisory experience |
| 13. | Clinical dietetics experience in all of the following areas: Acute, Sub-acute or Community service including the management of paediatric clients and/or clients with eating disorders |
| 14. | Experience managing Home Enteral Nutrition program |
| 15. | Experience in quality improvement and/or service development activities |
| In addition to the above, all staff must have an remain current for continued employment, the following: | |
| 1. | Covid-19 Vaccination |
| 2. | Current Class C Driver's Licence |
| 3. | A current National Police Check (renewed every 3 years) |
| 4. | A current Employer Working with Children Check (renewed every 5 years) |
| Immunisation: | |
| It is a condition of appointment that all employees comply with our immunisation requirements during employment. This position is classified as Category A. Covid-19 Vaccination and yearly Flu Vaccination are required. | |
| Diversity: | |
| We encourage you to bring your 'whole self to work'. NHW is a safe and inclusive workplace. We value the visible and invisible qualities that make you who you are. We expect our workforce to align with our diversity expectations and | |

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programs. Working at NHW means you are on board with our journey, you will show respect, understanding and kindness to other regardless of ethnicity, sexuality, identity or any other protected attribute. We particularly acknowledge the traditional custodians of our land and pay our respects to elders past, present and emerging.

Mandatory Training:

It is a condition of appointment that all employees complete Mandatory Training and Clinical Competencies as required upon commencement, annually and in accordance with timelines specified in relevant health service policies and procedures.

Performance & Accountability:

A review of performance shall be undertaken within six months following commencement and annually thereafter. There is an expectation that staff will assume responsibility for completion of any learning requirements advised by the organisation.

Quality and Risk Management:

In order to help ensure continued employee, patient safety and quality of care:

- Understanding individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines at NHW
- Comply with requirements of the National Safety and Quality Health Service Standards, Aged Care Quality Standards and other relevant standards, regulations and legislative requirements.
- Contribute to organisational quality and safety initiatives and participate in the development and review of policies and procedures as appropriate
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
- Maintain a safe working environment at all times
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and our workforce

Staff are required to abide by the Code of Conduct for NHW.

Occupational Health & Safety and Wellbeing:

The safety, health and wellbeing of employees is a priority for NHW and I recognise the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals. I commit to:

- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation
- Reporting through the incident management system any near misses or incidents as they occur
- Not place others at risk by any act or omission
- Not wilfully or recklessly interfere with safety equipment
- Partaking in the promotion of the health and wellbeing of employees
- Contributing to an inclusive and health promoting environment
- Promoting our values and vision

An organisational culture that promotes positive mental health and wellbeing through supportive leadership, employee participation and shared decision making.

Policies & Procedures:

Whilst the policies and procedures do not form part of your employment contract it is expected that you will comply with NHW's policies, procedures and reasonable instructions at all times during the course of your employment.

Confidentiality:

Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of NHW. Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve

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the confidential nature of this information. Failure to comply with this agreement may result in disciplinary action and may include termination of employment.

Declaration:

As the incumbent of this position, I acknowledge that I have read this Position Description, understand its contents and agree to work in accordance with the contents therein. I understand that other duties may be directed from time to time.

I understand and accept that I must comply with the policies and procedures applicable to NHW. I also agree to strictly observe the NHW Code of Conduct and policy on confidentiality of commercial and patient information or such sensitive information that I may come across in the course of my employment.

Name:

Signature:

Date:

POSITION DESCRIPTION – Jobs Demands Checklist

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The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

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| Position: | Dietitian – Grade 2 |
| Department / Unit: | Allied Health & Ambulatory Care |
| Workplace Location: | Green Street Campus |

Frequency Definitions:

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| I Infrequent - intermittent activity exists for a short time on a very infrequent basis | C Constant - activity exists for more than 2/3 or the time when performing the job |
| O Occasional - activity exists up to 1/3 of the time when performing the job | R Repetitive - activity involved repetitive movements |
| F Frequent - activity exists between 1/3 and 2/3 of the time when performing the job | N Not Applicable - activity is not required to perform the job |

| Demands | Description | Frequency | | | | | |
|---------------------------------|---|-----------|---|---|---|---|---|
| | | I | O | F | C | R | N |
| Physical Demands: | | | | | | | |
| Sitting | Remaining in a seated position to perform tasks | | | | X | | |
| Standing | Remaining standing without moving about to perform tasks | | X | | | | |
| Walking | Floor type: even / uneven / slippery, indoors / outdoors, slopes | | X | | | | |
| Running | Floor type: even / uneven / slippery, indoors / outdoors, slopes | | | | | | X |
| Bend / Lean Forward from Waist | Forward bending from the waist to perform tasks | X | | | | | |
| Trunk Twisting | Turning from the waist while sitting or standing to perform tasks | X | | | | | |
| Kneeling | Remaining in a kneeling posture to perform tasks | X | | | | | |
| Squatting / Crouching | Adopting a squatting or crouching posture to perform tasks | X | | | | | |
| Leg / Foot Movement | Use of leg and / or foot to operate machinery | | | | | | X |
| Climbing (stairs / ladders) | Ascend / descend stairs, ladders and steps | X | | | | | |
| Lifting / Carrying | Light lifting and carrying (0 - 9 kg) | X | | | | | |
| | Moderate lifting and carrying (10 – 15 kg) | X | | | | | |
| | Heavy lifting and carrying (16 kg and above) | | | | | | X |
| Reaching | Arms fully extended forward or raised above shoulder | X | | | | | |
| Pushing / Pulling / Restraining | Using force to hold / restrain or move objects toward or away from the body | X | | | | | |
| Head / Neck Postures | Holding head in a position other than neutral (facing forward) | X | | | | | |
| Hand & Arm Movements | Repetitive movements of hands and arms | X | | | | | |
| Grasping / Fine Manipulation | Gripping, holding, clasping with fingers or hands | X | | | | | |
| Work At Heights | Using ladders, footstools, scaffolding, or other objects to perform work | X | | | | | |

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| Driving | Operating any motor powered vehicle | X | | | | | | |
| Sensory Demands: | | | | | | | | |
| Sight | Use of sight is an integral part of work performance, eg: Viewing of X-Rays, computer screens, etc | | | | | | X | |
| Hearing | Use of hearing is an integral part of work performance, eg: Telephone enquiries | | | | X | | | |
| Smell | Use of smell is an integral part of work performance, eg: Working with chemicals | X | | | | | | |
| Taste | Use of taste is an integral part of work performance, eg: Food preparation | X | | | | | | |
| Touch | Use of touch is an integral part of work performance | X | | | | | | |
| Psychosocial Demands: | | | | | | | | |
| Distressed People | Eg: Emergency or grief situations. | X | | | | | | |
| Aggressive & Uncooperative People | Eg: Drug / alcohol, dementia, mental illness. | X | | | | | | |
| Unpredictable People | Eg: Dementia, mental illness, head injuries. | X | | | | | | |
| Environmental Demands: | | | | | | | | |
| Dust | Exposure to atmospheric dust. | X | | | | | | |
| Gases | Working with explosive or flammable gases requiring precautionary measures. | | | | | | | X |
| Fumes | Exposure to noxious or toxic fumes. | | | | | | | X |
| Liquids | Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE. | | | | | | | X |
| Hazardous Substances | Eg: Dry chemicals, glues. | | | | | | | X |
| Noise | Environmental / background noise necessitates people raise their voice to be heard. | X | | | | | | |
| Inadequate Lighting | Risk of trips, falls or eyestrain. | X | | | | | | |
| Sunlight | Risk or sunburn exists from spending more than 10 minutes per day in sunlight. | X | | | | | | |
| Slippery or Uneven Surfaces | Greasy or wet floor surfaces, ramps, uneven ground. | X | | | | | | |
| Inadequate Housekeeping | Obstructions to walkways and work areas cause trips and falls. | X | | | | | | |
| Biological Hazards | Eg: Exposure to body fluids, bacteria, infectious diseases. | X | | | | | | |
| The area below is for any special comments or notes on significant physical or other demands required to perform this job: | | | | | | | | |
| Nil | | | | | | | | |