

POSITION DESCRIPTION

Canterbury

District Health Board

Te Poari Hauora o Waitaha

March 2020

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Organisational Vision

The CDHB's vision is to improve the health and well being of the people living in Canterbury.

Organisational Values

- Care & respect for others.
- Integrity in all we do.
- Responsibility for outcomes.

POSITION TITLE:

Clinical Dietitian

REPORTS TO (Title):

Clinical Manager, Dietitians/ Director Allied Health

REPORTS ON A DAILY BASIS TO:

Clinical Manager Dietitians

PRINCIPAL OBJECTIVES

To provide effective and timely quality clinical dietetic services to meet customer and service needs at all sites of the Older Persons Health and Rehabilitation Service.

FUNCTIONAL RELATIONSHIPS:

(Who are the customer/consumers/patients)

INTERNALLY:

- | | |
|---|---|
| 1 | Customers, Patients, Family, Whanau, Carers. |
| 2 | Food Service management and staff. |
| 3 | Managers |
| 4 | Charge Nurse Managers, Clinical Managers |
| 5 | Medical Staff |
| 6 | Nursing Staff |
| 7 | Catering Assistants |
| 8 | Other Allied Health staff, Dietetic colleagues. |

EXTERNALLY:

- | | |
|---|---|
| 1 | Medical professionals, e.g. GPs, Dietitians, Community Services. |
| 2 | Patients, Family, Whanau, Carers, Rest Homes / Private Hospitals. |
| 3 | Other DHB Allied Health, Medical & Nursing staff |
| 4 | University of Otago |

SUPERVISORY RESPONSIBILITIES:

- | | |
|---|-------------------|
| 1 | Dietetic Students |
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KEY PERFORMANCE OBJECTIVES:

Task	To provide clinical dietetics to the Older Persons Health and Rehabilitation Service through clinical nutrition advice, setting goals, treatment, and education based on best practice/evidence based guidelines
Expected Result	<ul style="list-style-type: none"> • Comply with Nutrition Care Process Standards and Terminology: Nutrition & Dietetics • To assess and regularly monitor and review nutritional status of inpatients. • Document patient care interventions, ensuring they comply with the standards for writing in case notes/cortex. • Document diet prescription for Catering Assistants, and liaise with Food Service staff to ensure nutrition plans are being met. • Planning for patient discharge and follow up as required.
Task	To participate in inter-professional health care and quality improvement.
Expected Result	<ul style="list-style-type: none"> • Collaborates and participates with colleagues and members of the health care team to facilitate and co-ordinate care. • Recognises and values the roles and skills of all members of the health care team in the delivery of care. • Initiates referrals to other members of the health care team in a timely manner. • Consistently participates and where appropriate co-ordinates interdisciplinary team meetings and family conferences, representing the nutritional needs of patients, and enacting outcomes appropriately. • Participates in activities which monitor/audit delivery of quality patient care, e.g. accreditation processes, and current or retrospective audits. • Shares specialist knowledge and networks with IDT colleagues. • When required, assists in formulating and reviewing dietetic standards, procedures, guidelines and updating education resources. • Develops and/or participates in activities which monitor and audit dietetic practice and quality patient health outcomes.
Task	Support outcome orientated evidence based or best practise in Nutrition and Dietetic practice and comply with Dietitians Board requirements.
Expected Result	<ul style="list-style-type: none"> • Actively participates in professional and clinical education opportunities • Participates in the Dietitians Board Continuing Competency Programme. • Maintains record of professional development and continuing competency activities • Case note audits and peer review. • Participation in Divisional Dietitians meetings/Journals Club. • Participation in ward IDT meetings
Task	Assist with student Dietitian Training.
Expected Result	<ul style="list-style-type: none"> • Provide supervision of student Dietitians in their practical placements. • Provide input into evaluation reports as required. • Conduct tutorials/lectures in relevant areas as requested.
Task	To participate in the annual performance review process in conjunction with the Clinical Manager (or nominated appraiser).

Expected Result	<ul style="list-style-type: none"> • Prepares for and participates in her/his annual performance review. • Identifies and documents professional goals in conjunction with her/his line manager. • Presents Annual Practising certificate in a timely manner.
Task	To participate in the quality objectives for Older Persons Health and Rehabilitation Service.
Expected Result	<ul style="list-style-type: none"> • Support and create quality awareness. • Continuous improvement and development of service. • Maintenance of accurate records and statistics.

HEALTH & SAFETY:

- Observe all Canterbury DHB safe work procedures and instructions.
- Ensure your own safety and that of others.
- Report any hazards or potential hazard immediately.
- Use all protective equipment and wear protective clothing provided.
- Make unsafe work situations safe or, if they cannot, inform your supervisor or manager.
- Co-operate with the monitoring of workplace hazards and employees health.
- Ensure that all accidents or incidents are promptly reported to your manager.
- Report early any pain or discomfort.
- Take an active role in the Canterbury DHB's rehabilitation plan, to ensure an early and durable return to work.
- Seek advice from your manager if you are unsure of any work practice.

QUALITY:

Every staff member within CDHB is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

QUALIFICATIONS & EXPERIENCE:

Essential

- New Zealand Registered Dietitian
- Annual Practising Certificate
- Computer skills

Desirable

- Have a current knowledge of all areas of clinical practice.
- To maintain contact with professional organisation, Dietitians New Zealand
- Previous experience and an interest in working with older people.
- Current, clean Driver's Licence
- Demonstration of participation in research projects, audits or other quality initiatives.
- Experience supervising students and or colleagues.
- A working knowledge of the Calderdale framework.

PERSONAL ATTRIBUTES:

ESSENTIAL

- Excellent communication skills (written and verbal).
- Effective time management.
- Commitment to on-going professional development.
- Commitment to self development.
- Ability to work in a team (or interdisciplinary team) environment.
- Ability to “work together” in an honest and supportive manner.
- Ability to “work smarter” by being innovative and proactive.
- Accepts responsibility and accountability for actions.
- A commitment and enthusiasm for working with older people
- Ability to be flexible in an environment of change.
- A working understanding of the Treaty of Waitangi, and demonstrated commitment to bi-culturalism.
- A client focus for both internal and external clients.
- A strong customer service orientation.
- Demonstrated problem solving, negotiation and advocacy skills.
- Initiative and ability to work under pressure / to manage stress.

DESIRABLE

- Understanding and experience of working in an interdisciplinary team.
- A commitment to adopting and operating good employer policies and practices.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.

I, _____, confirm that I have read and received a copy of this Position Description, which accurately reflects the role for which I have been employed.

Signature _____

Date _____