

POSITION DESCRIPTION

Health New Zealand
Te Whatu Ora

February 2022

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

Health New Zealand Canterbury, Te Whatu Ora Waitaha is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Organisational Vision

Our 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/Allied Health Director,
Burwood Hospital

REPORTS ON A DAILY BASIS TO:

Clinical Manager Dietitians Burwood Hospital

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 | Foodservice 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 | Training institutions |

SUPERVISORY RESPONSIBILITIES:

- | | |
|---|-------------------|
| 1 | Dietetic students |
|---|-------------------|

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 Foodservice staff to ensure nutrition plans are being met• Planning for patient discharge and follow up as required
Task	To participate in inter-professional healthcare and quality improvement
Expected Result	<ul style="list-style-type: none">• Collaborate and participate with colleagues and members of the health care team to facilitate and co-ordinate care• Recognise and value the roles and skills of all members of the healthcare team in the delivery of care• Initiate referrals to other members of the healthcare team in a timely manner• Consistently participates in, and where appropriate co-ordinates interdisciplinary team meetings and family conferences, representing the nutritional needs of patients and enacting outcomes appropriately• Participate in activities which monitor/audit delivery of quality patient care, e.g. current or retrospective audits and accreditation processes• Share specialist knowledge and network with IDT colleagues• Assist in formulating and reviewing dietetic standards, procedures, guidelines and updating education resources• Develop and/or participate in activities which monitor and audit dietetic practice and quality patient health outcomes
Task	Assist with student and new graduate Dietitian Training
Expected Result	<ul style="list-style-type: none">• Provide supervision of student Dietitians in their practical placements and supervision of new graduate Dietitians if required• Provide input into evaluation reports as required• Conduct tutorials/lectures in relevant areas as requested
Task	Support outcome orientated evidence based or best practise guidelines in Nutrition & Dietetic practice and comply with Dietitians Board requirements
Expected Result	<ul style="list-style-type: none">• Actively participates in professional and clinical education opportunities• Participate in and comply with Dietitians Board Continuing Competency Programme.• Maintains a record of professional development and continuing competency activities.• Undertakes case notes audits and peer review• Participation in Divisional dietitian meetings• Participation in ward IDT meetings
Task	To participate in the annual performance review process in conjunction with the Clinical Manager

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 the 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 • Initiates and participates in continuous improvement and development of service • Maintenance of accurate records and statistics • Use data to identify service delivery

HEALTH & SAFETY:

- Observe all Health New Zealand Canterbury 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 employee's health
- Ensure that all accidents or incidents are promptly reported to your manager
- Report early any pain or discomfort
- Take an active role in Health New Zealand Canterbury'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 Health New Zealand Canterbury 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
- Good standard of computer skills

Desirable:

- Have a current knowledge of all areas of clinical practice
- Member of professional body organisation – Dietitians New Zealand
- Previous experience and interest in working with older people and/or in the rehabilitation setting
- Current clean Driver's Licence
- Demonstration of participation in research projects, audits or other quality initiatives
- Experience supervising student dietitians and other dietetic colleagues

PERSONAL ATTRIBUTES:

ESSENTIAL

- Excellent written and verbal communication skills
- Effective time management skills
- Commitment to on-going professional development
- Commitment to self-development
- Ability to work co-operatively within a 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 biculturalism.
- Demonstrates problem solving, negotiation and advocacy skills
- A client focus for both internal and external clients
- A strong customer service orientation
- Initiative and ability to work under pressure/ to manage stress

Desirable:

- 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.

Staff members may be requested to rotate through different work areas, or to work from different sites within the Canterbury District Health Board.

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

Signature _____

Date _____