POSITION DESCRIPTION – Alfred Health

POSITION: Grade 2 Dietitian

AWARD/AGREEMENT: Medical Scientists, Pharmacists and Psychologists Award

CLASSIFICATION TITLE: AJ1-AJ4

DEPARTMENT/UNIT: Nutrition Department

CLINICAL PROGRAM: Allied Health

DIVISION: Nursing Services

ACCOUNTABLE TO: Clinical Operations Leader

ALFRED HEALTH

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham.

Further information about Alfred Health is available at www.alfredhealth.org.au

OUR PURPOSE

To improve the lives of our patients and their families, our communities and humanity.

OUR BELIEFS

Our staff are expected to demonstrate and uphold the beliefs of Alfred Health:

- Patients are the reason we are here – they are the focus of what we do
- How we do things is as important as what we do. Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental
- Excellence is the standard we work to everyday. Through research and education, we raise the bar for tomorrow
- We work together. We play vital roles in a team that achieves extraordinary results
- Our leadership shares ideas and demonstrates behaviours that inspire others to follow
DEPARTMENT
Nutrition Services are provided at The Alfred, Sandringham and Caulfield Hospital's. This position is based The Alfred Hospital. The joint Nutrition department is comprised of 38 EFT and approximately 48 people. The department is organised into seven clinical clusters.

The Nutrition Department has had a long and valued relationship within the Alfred, with the first dietitian being employed in 1930. The department has a proud history of clinical and academic excellence.

The Nutrition department has a strong relationship with Monash and Latrobe University Nutrition Departments and is integral to clinical teaching and training of undergraduate dietitians.

The Nutrition Department’s shared values include: Providing a quality service and striving for excellence which is underpinned by respect, teamwork, integrity and openness

POSITION SUMMARY
The Grade 2 dietitian is responsible for the ongoing provision and development of nutrition and dietetic services to their allocated clinical units. The Grade 2 dietitian is also responsible for the education of dietetic students and supports the professional development of Grade 1 staff working in their cluster.

Further, the Grade 2 dietitian will participate in quality and research activities, under the guidance of Cluster Leader to develop nutrition services through teamwork, collaboration and communication.

KEY CAPABILITIES AND VALUES:

Capabilities
- Developing clinical expertise in the nutrition assessment and treatment of patients with demonstrated advanced knowledge and skills in the provision of dietetic services
- Ability to thoroughly and effectively assess and manage a caseload of Alfred patients, throughout the continuum of care, including the co-ordination of other staff
- Ability to plan and manage caseload and to co-ordinate/delegate workloads as appropriate, within the cluster as delegated, with demonstrated time management skills
- Capacity to effectively manage issues both up and down the line of accountability
- Competence in teaching Grade 1 and new graduate dietitians, undergraduate students and other staff
- Ability to work effectively in a team
- Ability to objectively assess and improve the quality of service being provided, at the level of the clinical unit, as delegated and demonstrated ability to undertake quality initiatives
- Contribute to research relevant to dietetic practice, at a level of a novice researcher.
- Excellent intra and inter personal skills, including time management, verbal and written communication, conflict resolution and negotiation skills
- Proficient in use of Microsoft Office.
- Advanced knowledge of the provision of dietetic practice to patients
- Knowledge of the principle of continuity of care and of the links between acute admission, rehabilitation, community and primary services.
- Knowledge of community and hospital services available on discharge from acute care
- Knowledge of the codes of practice and codes of ethics of dietetics
- Knowledge of quality improvement processes

**Values**

- Initiative
- High Performer
- Customer Focused
- Professionalism
- Team Player
- Motivated, enthusiastic and flexible
- Broad Perspective

**QUALITY, SAFETY, RISK and IMPROVEMENT**

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives
- Follow organisational safety, quality & risk policies and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Alfred Health mandatory continuing professional development requirements.
  - Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.

**OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF:**

- Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
- In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Research activities will be undertaken commensurate with the role.
KEY RESPONSIBILITIES

Clinical

- Responsible for the provision and ongoing development of nutrition services to assigned units and other units as requested in consultation with senior clinician(s) and/or their cluster leader at the level of an advancing expert
- Provision of nutrition intervention including assessment, planning and monitoring of patients
- Delivery of nutrition education to patients and/or family as required
- Liaison with other health professionals and food service staff to ensure quality focused care
- Development and review of educational resources for designated units
- Attendance and participation in ward rounds and team management of patients, case conferences and clinical meetings for co-ordinated team management of patients
- Management of patients requiring the Home Enteral Nutrition Program
- Active participation and contribution to the nutrition care team to ensure operational effectiveness
- Documentation of assessment, treatment and discharge information in the patient medical history, consistent with departmental and Alfred Health policies.
- Liaison with caregivers and outside agencies regarding management on discharge or transfer
- Maintaining of all monthly clinical and non-clinical activity using the statistical software, in accordance with departmental policy

  **KPIs**
  - *Achieve competency in Core Skills and Competency skills, as per departmental policy, before undertaking such activity (Target 100%)*
  - *Meet recommended range (70%) of attributable clinical activity.*

Education

- Support the delivery of undergraduate education within the clinical cluster and as a part of the Alfred Clinical School.
- Provide clinical education to Year 3 and 4 Nutrition Students, as appropriate.
- Demonstrated ability to supervise students

  **KPIs**
  - *Undertake direct student supervision of clinical placements annually.*

Quality & Research

- Contribute to departmental, cluster and or unit quality/research initiatives
- Contribute to departmental research projects
- Active involvement in the departmental quality planning processes, particularly at the cluster level
- Utilise Riskman in the recording of incidents and near misses in accordance with Alfred Health policy
- Comply with Occupational Health and Safety, Infection Control and Risk Management frameworks for clinical areas of responsibility

  **KPIs**
  - *Participate in quality or research projects annually (Target 1)*
**Supervision**

- Act as an adviser and resource person to Grade 1 and new graduate dietitians
- Actively participate in formal supervision with their Cluster Leader
- Actively participate in an annual performance review in accordance with departmental policy.
- Provide junior dietitians, nutrition assistants and students, working in Nutrition department with appropriate supervision, training and instruction in accordance with Alfred Health policies.

**KPIs**

- Own Individual Supervision Plan in place with appropriate Cluster Leader (Target 100%)
- Annual Performance review and plan in place (Target 100%)

**Professional Development**

- Participate and contribute to both internal and external continuing education programs (eg. case presentations, in-services, special interest group meetings and professional development events).
- Demonstrate a commitment to improving professional performance through ongoing professional education.
- Assist in the provision of educational activities and opportunities within the cluster particularly for Grade 1 and new graduate dietitians

**KPIs**

- Attendance at internal & external courses, and conferences (Target 2)

**Team and Communication**

- Act as a role model for Grade 1 and new graduate dietitians by conducting themself in a professional manner which is consistent with the Alfred Health Code of Conduct, and the Dietitians Association of Australia Code of conduct in accordance with professional codes of ethics
- Promote effective communication within the team.
- Contribute to a portfolio of the department, consistent with experience and ability
- Participate and contribute in regular clinical cluster and departmental meetings

**KPIs**

- Participate in cluster meetings

**Other**

- Undertake other responsibilities as directed by the Manager of Nutrition Services
- Follow organisational safety, quality & risk policies and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public.

**KPIs**

- Completion of mandatory training annually or as required (Level 1: Safety, quality and patient centred care, emergency response, our responsibilities; Level 2: hand hygiene, manual handling, falls prevention, behaviours of concern, pressure injury prevention)
- Participate and completion of additional training deemed necessary for the specific role.
- Participate in weekend rostered duty, on-call cover
QUALIFICATIONS/EXPERIENCE REQUIRED

Essential

- Possesses qualifications providing eligibility for full membership of the Dietitians’ Association of Australia (DAA) and participates in the Accredited Practicing Dietitian (APD) Program
- Minimum of three years clinical experience

Desirable

- Current Drivers Licence

Position Description authorised by: Ibolya Nyulasi

Date: 19th February 2019