

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Senior Dietitian
Position Number:	508226, 528212
Classification:	Allied Health Professional Level 3
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Hospitals South – Allied Health Services Nutrition and Dietetic Services
Position Type:	Permanent, Full Time/Part Time
Location:	South
Reports to:	Discipline Lead - Nutrition and Dietetics Service
Effective Date:	August 2017
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Tertiary qualification/program of study accredited by Dietitians Australia or overseas qualified dietitians will be required to complete Dietetic Skills Recognition (DSR) through Dietitians Australia</p> <p>Eligible for full membership with the Dietitians Australia</p> <p>Eligible to join the Accredited Practising Dietitian Program</p> <p>Current Working with Children Registration</p> <p><i>Or where regulatory requirements exist, NDIS Q&S Commission Provider Registration Requirements</i></p> <p>Full member of Dietitians Australia</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>

Desirable Requirements: Holds or is working to credentialing as an accredited practicing dietician

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

The Senior Dietitian:

- Provides clinical dietetic services to allocated areas at specialist and/or senior levels.
- Advocates for appropriate nutrition for clients and staff of the Agency.
- Assists the Discipline Lead - Nutrition and Dietetics Service in performing management and administrative tasks.

Duties:

1. Undertake the role of Senior Dietitian in designated specialty areas, which includes:
 - Provision of specialist advice, and participation in policy formulation and planning.
 - Development of procedures, management of resources, documentation, reporting and undertaking quality improvement and other projects.
 - Areas of specialty may include, but are not restricted to Paediatrics, Renal, Cystic Fibrosis, Food Service, Oncology, Aged Care and Rehabilitation, Endocrinology, Nutrition Support, Critical Care, Specialist Surgery and Specialist Medical Services.
2. Assist in the management of delegated areas of the Service which may include representing the Unit on working groups and committees, recruitment functions, and coordination of teaching services, research, professional development and quality improvement programs.
3. Provide clinical and professional guidance and support to Dietitians and other staff in the Service, and assist with their orientation, supervision, performance management and training as required.
4. Supervise students in clinical specialty area and participate in other teaching activities.
5. Participate in research including collaborative research with other disciplines and organisations.
6. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
7. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

- Receives broad direction and professional guidance from the Discipline Lead - Nutrition and Dietetics Service.
- Responsible for working to the code of conduct set out by the Dietitians Association of Australia and for continual professional development.
- Exercise specialist level professional judgment in the resolution of complex and critical professional problems.
- Provide clinical and professional supervision to Dietitians and other staff in the service.

- Assist the Discipline Lead in delegated management and administrative functions and may act for the Discipline Lead during periods of absence.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Significant postgraduate experience with demonstrated skill, insight and/or postgraduate qualifications relevant to the allocated specialist area.
2. Highly developed decision-making skills, including the ability to work without direct supervision to set own work priorities and deal with competing demands.
3. Proven ability to take initiative in developing the service, in undertaking research and quality improvement activities and in taking a leadership role when required.
4. Proven ability to interact appropriately and effectively with patients and health workers, to network independently, and to make a positive contribution to teams.
5. Highly developed written skills, including ability to document and report appropriately, and to prepare user-focused policies, standards, and guidelines.
6. Commitment to evidence-based practice and self-directed continuous professional development.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles | Tasmanian Department of Health](#).