

Statement of Duties

Position Title: Dietetic Assistant	Position Number: 516277	Effective Date: November 2019
Group: Hospitals South		
Section: Nutrition and Dietetic Service	Location: South	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Permanent	
	Position Type: Full-Time	
Level: 5	Classification: Health Services Officer	
Reports To: Senior Dietitian		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Assist the Dietitians in the efficient and optimal functioning of the Nutrition and Dietetic Service including, conducting malnutrition screening on patients.

Exercise initiative and independent judgment in undertaking a range of tasks under general supervision from Dietitians, including malnutrition screening of patients, helping the Dietitians in the treatment and nutritional monitoring of patients, supporting mealtime volunteers and other related tasks.

Duties:

1. Coordinate and implement the nutritional treatment of patients referred for nutritional screening and support under Dietitian supervision.
2. Monitor patient progress, communicate treatment outcomes to the Dietitian, clearly document in the patient's medical history and maintain the service's clinical database for evaluation purposes.
3. Liaise with Nursing, Food Service and Allied Health Professionals regarding individual menus, patient meals and prescribed supplements.
4. Provide administrative support to the service as required and directed by the Dietitians. Including maintaining accurate administrative records and statistics, consistent with hospital and departmental policies.
5. Coordinate volunteers participating in the Mealtime Assistance Program including delivering of training package and ongoing supervision.
6. Ensure a clean supply of toys are available for paediatric clinics.
7. Monitor patient post discharge as directed by Dietitian.
8. Manage clinical equipment such as feeding pumps, and coordinate loan of equipment to wards and outpatients. Ensure equipment complies with hospital safety standards.

9. Assist the Dietitians with quality improvement activities, research and special projects as required.
10. Respond to public enquiries and provide education packages to patients, carers and other health care workers as directed by Dietitian
11. Provide positive input into staff meetings and service planning sessions. Participate in ongoing training and development, mandatory training, statistics collection, quality improvement and assist with orientation of new staff.
12. Actively participate in and contribute to the organisation's Quality and Safety and Work, Health and Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, mandatory training, ensuring that quality and safety improvement processes are in place and acted upon.
13. 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 jobs at this classification level.

Scope of Work Performed:

- Reports to Manager / Dietitian Supervisor- Nutrition and Dietetics regarding overall work objectives and for complex situations.
- Reports to Ward Dietitians regarding individual patient care and ward systems.
- Works independently under general supervision and exercises discretion in choosing the most appropriate actions to achieve required outcomes.
- The Dietetic Assistant is responsible for:
 - nutritional screening and the delivery of nutritional care to patients at the Royal Hobart Hospital (RHH) in accordance with Dietitian instructions.
 - maintaining patient confidentiality and ensuring safety during treatment – including recognising changes in patients' conditions and reporting those observations to the Dietitian.
 - liaising with Food Services and provide advice regarding special meals and nourishing fluids for patients.
 - training and providing ongoing support to the Volunteer Mealtime Assistants and for monitoring the program.
 - training other staff to provide cover in the Dietetic Assistant position and for orientation of new staff and students to the department.
 - communicate at a high level and effectively with patients, families and carers, nurses and with allied health professionals in all wards and departments.
 - performing all tasks efficiently and effectively to ensure all nutritional recommendations are implemented.
 - working in accordance with appropriate occupational health and safety legislation and codes of practice.
 - complying at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

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 of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

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.

Desirable Requirements:

- Possession of a Certificate III or IV in Allied Health Therapy Assistance and or equivalent experience.

Selection Criteria:

1. Training or experience as a Therapy Assistant or in care of the aged and disabled, equivalent to Certificate III or IV in Allied Health Therapy Assistant with the ability to conduct nutritional screening, implementation and monitoring of nutritional care and to assist the Dietitians with individual patient care.
2. Understanding of the importance of nutrition care in an acute setting with general knowledge of the operations of a hospital Food Service.
3. Verbal and written communication skills with the ability to respectfully liaise with people in difficult situations
4. Commitment to a quality service and a focus on patient centred care with the ability to problem solve, complete tasks to deadlines, work accurately and effectively and meet challenges in a positive way.
5. Ability to use good judgement and sensitivity when supervising volunteers, including capacity to maintain a good working relation with team members.
6. Good organisational and computer skills, including proficiency in the use Microsoft word, Excel, tablets and mobile phones.

Working Environment:

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the State Service Act 2000. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The State Service Act 2000 and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the Public Interest Disclosure Act 2002. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the State Service Act 2000.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.