

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Dietitian
<b>Position Number:</b>	Generic
<b>Classification:</b>	Allied Health Professional Level 1-2
<b>Award/Agreement:</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Group/Section:</b>	Hospitals South and Hospitals North/North West Nutrition and Dietetic Services
<b>Position Type:</b>	Permanent/Fixed-Term, Full Time/Part Time
<b>Location:</b>	South, North, North West
<b>Reports to:</b>	Manager - Nutrition and Dietetic Services
<b>Effective Date:</b>	June 2016
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Approved Bachelor of Science degree, or equivalent, from a University or other tertiary institution, majoring in appropriate subjects, and a graduate diploma or post graduate degree course in dietetics of one or two years; or an approved four year undergraduate degree majoring in nutrition and dietetics at a recognised Australian tertiary institution; or a pass in the Dietitians Association of Australia (DAA) examination in dietetics for overseas trained dietitians.</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>

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:

As an effective member of multidisciplinary teams, the Dietitian:

- Provides a professional clinical dietetic service to patients within the allocated clinical workload in accordance with organisational Policies, Best Practice Standards and the Dietitians Association of Australia (DAA) Code of Conduct.
- Contributes to the overall functioning of the Nutrition and Dietetic Service and other health teams, and engages positively in the ongoing development of existing and new services.

## Duties:

1. Provide professional high quality and evidence based clinical dietetic services (including assessment, diagnosis, intervention, monitoring and evaluation) to individuals, groups or communities within the allocated work areas.
2. Participate as an effective member of both the dietetics and multidisciplinary teams; including liaising with other departments and attending and contributing at ward meetings, discharge planning meetings and case conferences, when appropriate.
3. Contribute to the development of the service by initiating and participating in planning activities, quality improvement projects and review of service policies, procedures and resources.
4. Assist with provision of nutrition education via student supervision and in-services education to staff as appropriate.
5. Act as a nutrition resource person and seek opportunities to advocate for nutrition wherever appropriate and engage in health promotion for other staff and the wider community.
6. Maintain accurate statistics and clinical notes.
7. Contribute to the overall functioning of the nutrition and dietetic service with non-clinical duties. These may include holding a service portfolio as allocated, data collection, reporting, assisting with orientation of new staff, and actively engaging in staff, team and supervision meetings.
8. Maintain contemporary professional knowledge by planning and actively participating in continuing professional development activities and self-directed learning.
9. Engage in cooperative and team based research when appropriate both within the organisation and with external researchers.
10. 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 and related training.
11. 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:

The Dietitian:

- Is responsible for taking reasonable care in the performance of duties, consistent with Workplace Health and Safety requirements.
- Works in accordance with the Code of Professional Conduct and Statement of Ethical Practice of the Dietitians Association of Australia and within organisational Policies and Protocols.
- Is responsible for attending annual Performance Development Agreement sessions with the Manager.
- Is responsible for exercising professional judgement in solving problems and managing therapeutic diet interventions for the entire clinical service in their allocated areas.
- Operates without direct supervision but receives general professional guidance and support from senior dietetic staff.
- May initiate and lead service changes in their allocated areas.
- Is responsible for participating in service planning, quality improvement and research activities undertaken by the Nutrition and Dietetics Service.
- 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:

### Knowledge:

1. Demonstrated knowledge of and experience in current evidence-based nutrition and dietetic theory and practice across a range of areas.

### Skills:

2. Communication skills – Demonstrated high level verbal, non-verbal and written communication skills. Ability to communicate effectively, share information, negotiate outcomes and build and maintain positive relationships with a range of people including colleagues, clients, multi-disciplinary team members and others.
3. Organisational skills – Ability to problem solve and work in an efficient, organised, logical and reasoned way.
4. Conceptual and analytical skills – Demonstrated ability to exercise professional judgment in adapting dietetic theory to real life situations and complex cases and in conceiving how to achieve objectives within the work environment

### Personal qualities:

5. Initiative – Demonstrated ability to be self-motivated and largely self-directed. Ability to be proactive and to take opportunities that arise. Ability to recognise when to seek direction, consult with others and when to report back.
6. Focus on excellence – Demonstrated focus on quality care, customer service and excellence in practice. Ability to project a positive image of the service.
7. Resilience – demonstrated ability to face challenges and obstacles positively. Ability to cope effectively with disappointments and setbacks and remain calm and in control under pressure.
8. Lifelong learning – Demonstrated willingness to question and analyse and to extend yourself through 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 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](#).