



POSITION DESCRIPTION

Position Title:	Senior Dietitian
Department:	Nutrition and Dietetics
Location:	War Memorial Hospital
Uniting Purpose:	To inspire people, enliven communities & confront injustice
Uniting Values:	Imaginative, respectful, compassionate, bold

Classification:	Health Professional Level 3
Vaccination risk category:	A
Award:	MSIC and WMH Health Service Employees Agreement 2016
Employment status:	Temporary Full-time
Hours:	38 HPW

Position reports to:	Allied Health & Integrated Care Manager
Position Supervises:	Dietitian (Level 1/2)
Key relationships:	Executive Management, Nutrition and Dietetics staff, Hotel Services Manager, Rehabilitation, Outpatient and Community Multi-Disciplinary Teams, Uniting colleagues, relevant Government departments, Clients, their families and carers

POSITION PURPOSE

In conjunction with the Allied Health and Integrated Care Manager, lead, guide and manage the Nutrition and Dietetics Department and implement high levels of clinical expertise in order to provide high quality care to clients of War Memorial Hospital consistent with Uniting, NSW Health and South Eastern Sydney Local Health District (SESLHD) policies, procedures and standards.

The Senior Dietitian ensures leadership for departmental staff, ensures that clinical best practice is adhered to and is responsible for driving the rehabilitation model of care and the monitoring and management of the services KPIs.

War Memorial Hospital
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Waverley NSW 2024
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The Senior Dietitian will provide advice to the Allied Health and Integrated Care Manager and WMH Executive on clinical service delivery, development practice and redesign. They will also provide guidance to management in the development of Nutrition services in response to demand and client needs.

POSITION OBJECTIVES

Lead, guide and manage the Nutrition and Dietetics Department and implement high levels of clinical expertise in order to provide high quality clinical dietetics care to clients of War Memorial Hospital consistent with Uniting, NSW Health and South Eastern Sydney Local Health District (SESLHD) policies, procedures, business rules and standards.

KEY RESPONSIBILITIES

Financial management & awareness:

- Participation in financial resource management including budget preparation, monitoring and reporting financial results and development of basic business proposals to address service demand.

Operational processes:

Under the leadership of the Allied Health and Integrated Care Manager:

- Provide a high level of guidance, co-ordination and leadership to the Nutrition and Dietetics Department to ensure services are delivered within agreed timeframes, quality standards and budgetary constraints
- Provide high level clinical advice and consultancy regarding Nutrition and Dietetics to health care professionals and act as the resource clinician for the specialty area, in order to establish co-ordinated and continuity of care to clients
- Provide advice to managers on clinical service delivery development, practice and redesign to enable managers to develop services in response to demand and client needs.
- Maintain up to date knowledge and skills, and practice within the risk management, safety, and quality frameworks as applicable to Uniting and SESLHD, to ensure the health and safety of staff, clients and visitors
- Identify opportunities for improvement in clinical practice and develop and lead ongoing quality improvement activities and the development of policies, procedures, standards and practices in order to continuously improve the level of service provided to clients
- Monitor and manage departmental activity data collation and reporting as per activity based funding requirements
- Monitor, manage and order equipment and consumables required for the provision of Nutrition and Dietetics services.
- Document all aspects of client care, including education, progress notes and referrals in compliance with Uniting, and SESLHD documentation standards and procedures to ensure continuity of safe and effective patient care

Client management & engagement (internal & external stakeholders):

- Communicate effectively in a culturally sensitive manner with clients, families, and other health care professionals to plan and implement intervention strategies, to ensure client needs are identified and their requirements are addressed where possible
- Consult and liaise with health care professionals both internally and externally to establish co-ordinated and continuity of care to clients
- Maintain a high standard of conduct and work performance to promote our reputation with key internal and external stakeholders

- Contribute to effective client and stakeholder relationships utilising high level communication and negotiation skills

People management & teamwork:

- Recruit, mentor, and manage staff to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the department
- Provide clinical supervision and support of health professionals, students, technical and support staff within the Nutrition and Dietetics Department
- Plan, deliver and evaluate high quality education to clients, their families, and other health care professionals and provide support and guidance to students on clinical placement and work experience as required
- Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with clients/employees
- Maintain responsibility for personal and professional development by participating in evidence based practice activities, training/education, and performance reviews/appraisals in order to continuously improve the level of service provided to clients
- Maintain awareness of employee WHS rights and responsibilities.

KEY PERFORMANCE INDICATORS

Financial management & awareness:

- Evidence of participation in budget preparation, monitoring and reporting financial results and development of basic business proposals to address service demand

Operational processes:

- Evidence of effective implementation and evaluation of the Nutrition and Dietetics service and associated processes which are sustainable within existing resources
- Clinical assessment, programs and intervention strategies are implemented and conducted to facilitate client participation. Service delays are identified and investigated
- All clinical events are documented in accordance with SESLHD, WMH & Uniting documentation standards
- Maintenance of therapy environment ensuring optimum physical conditions prevail and equipment maintained and kept in good order
- Evidence of education resources and other educational materials suitable for staff/clients.
- Monthly reports and statistics are submitted by designated deadlines
- Evidence of departmental activity data collation and reporting as per activity based funding requirements
- Evidence that complaint causes are used to remodel service delivery
- Evidence of Quality Improvement outcomes
- Other Key performance measures as agreed to demonstrate effective performance and operating efficiency in specific areas

Client management & engagement (internal & external stakeholders):

- Actively engage in effective therapeutic and professional relationships with clients, carers, colleagues and other agencies
- Evidence of consultation and effective communication/ interpersonal skills with clients to enable provision of a client centred service and a variety of activities and programs suited to individual and group needs
- Evidence of advocacy for clients and carers with other service providers
- Participation in clinical care meetings, case conference and multidisciplinary meetings as required.

- Family/Carer/Client satisfaction as measured by various strategies, including surveys
- Evidence that information from client and carer stories are utilised to enhance service provision

People management & teamwork:

- Evidence of engagement with therapy staff to critically reflect on and explore potential to improve practice
- Regular formal communication mechanisms in place for staff
- Clinical Supervision Framework in place in compliance with SESLHD guidelines
- Staff engagement outcomes as measured by annual survey
- Evidence of provision of general clinical advice and feedback to members of the multidisciplinary team, service managers and other stakeholders regarding service delivery and clinical service development
- Evidence of inter-discipline initiatives
- 100% with up to date professional development plans and performance reviews for self and direct reports and position descriptions are reviewed and updated annually

Work Health and Safety Requirements:

- Follow policies, procedures and instructions relating to work health and safety that are relevant to the work being undertaken to ensure high quality and safe services in the workplace.
- Take reasonable care for your own health, safety and wellbeing and take reasonable care to ensure that your acts or omissions do not adversely affect the health, safety and wellbeing of others.
- Comply with reasonable instructions that are provided for the safety of you and others at the workplace.
- As far as reasonably practicable ensure you eliminate risk to the health and safety of your workers by providing a safe work environment and appropriate safe equipment. Ensure you report and investigate any work related incidents within your area of control.
- Provide training, instruction and equipment necessary for others to undertake their role safely, and ensure workers understand their responsibilities under the WHS policy, procedures and instructions. Monitor the health and wellbeing of your workers to ensure they are not being adversely affected by conducting their work.
- Ensure safe work practices, procedures and controls are in place that are specific to the hazards in your area of control that either meet or exceed requirements set out in the work health and safety legislation and relevant codes of practice.

Quality and Safety Requirements:

Managers advise and inform the governing body, and operate the organisation within the strategic and policy parameters endorsed by the governing body. They are primarily responsible for ensuring that the systems that support the delivery of care are well designed and perform well. Managers will:

- Actively communicate the commitment of the health service organisation to the delivery of safe, high-quality care
- Create opportunities for the workforce to receive education in safety and quality theory and systems
- Model the safety and quality values of the health service organisation in all aspects of management
- Support clinicians who embrace clinical leadership roles

- Lead the development of business plans, strategic plans, and organisational policies and procedures relevant to safety and quality
- Integrate safety and quality into organisational plans, policies and procedures
- Set up effective relationships with relevant health services to support good clinical outcomes

PROFESSIONAL SKILLS AND KNOWLEDGE

Skills & Experience:

- Extensive post graduate clinical experience working as a Senior Dietitian and a high level of knowledge, expertise and skill in Nutrition and Dietetics practice relevant to the field of rehabilitation and aged care
- Demonstrated ability to provide high level clinical support and supervision to professional, technical and support staff
- Excellent negotiation, decision making and advocacy skills including the ability to interact constructively and collaboratively with a diverse range of stakeholders, throughout all organisational levels
- Ability to provide high level advice and education to enhance service delivery and to guide and support others in providing service excellence
- Ability to work as part of a multi-disciplinary team and to apply independent professional judgement when dealing with situations of a complex nature
- Ability to initiate, lead, complete and share quality improvement initiatives and service evaluation processes and lead ongoing quality improvement activities with other staff
- Current NSW driver's license Class C

Qualifications:

Relevant dietetics qualification and eligibility for registration/ membership with the Dietitians Association of Australia

Employee Name:		Managers Name:	
		Title	Allied Health & Integrated Care Manager
Date:		Date:	
Signature:		Signature:	

JOB DEMANDS CHECKLIST

Job Title: Senior Dietitian Service/Unit: War Memorial Hospital
 Department: Nutrition and Dietetics Manager / Supervisor: AH&IC Manager
 Assessor: Genevieve Maiden Date of Assessment: September 2024
 Date of Assessment review: September 2025

Definitions:

* Denotes a critical requirement of the job

Frequency

I	Infrequent – intermittent activity exists for a short time on a very infrequent basis	C	Constant – activity exists for more than 2/3 of the time when performing the job
O	Occasional - activity exists up to 1/3 of the time when performing the job	R	Repetitive – activity involves repetitive movements
F	Frequent – activity exists between 1/3 and 2/3 of the time when performing the job	N/A	Not applicable – activity is not required to perform the job

CRITICAL *	PHYSICAL DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Sitting Remaining in a seated position to perform tasks		X				
	Standing Remaining standing without moving about to perform tasks		X				
	Walking Floor type: even/uneven/slippery, indoors/outdoors, slopes		X				
	Running Floor type: even/uneven/slippery, indoors/outdoors, slopes	X					
	Bend/ Lean Forward from Waist Forward bending from the waist to perform tasks	X					
	Trunk Twisting Turning from the waist while sitting or standing to perform tasks	X					
	Kneeling Remaining in a kneeling posture to perform tasks	X					
	Squatting/ Crouching Adopting a squatting or crouching posture to perform tasks	X					
	Crawling Moving by crawling on knees & hands to perform tasks	X					
	Leg/ Foot Movement Use of leg and or foot to operate machinery	X					
	Climbing (stairs/ladders) Ascend/ descend stairs, ladders, steps, scaffolding	X					
	Lifting/ Carrying	Light lifting & carrying – 0 – 9kg	X				
		Moderate lifting & carrying – 10 – 15kg	X				
		Heavy lifting & carrying – 16kg and above					X
	Reaching Arms fully extended forward or raised above shoulder	X					
	Pushing/ Pulling/ Restraining Using force to hold/restrain or move objects toward or away from body	X					
	Head/ Neck Postures Holding head in a position other than neutral (facing forward)	X					
	Hand & Arm Movements Repetitive movements of hands & arms	X					
	Grasping/ Fine Manipulation Gripping, holding, clasping with fingers or hands		X				
	Work at Heights Using ladders, footstools, scaffolding, or other objects to perform work						X
	Driving Operating any motor powered vehicle	X					

CRITICAL *	SENSORY DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Sight Use of sight is an integral part of work performance e.g. viewing of X-rays, computer screen			X			
	Hearing Use of hearing is an integral part of work performance e.g. telephone enquiries			X			

	Smell Use of smell is an integral part of work performance e.g. working with chemicals								X
	Taste Use of taste is an integral part of work performance e.g. food preparation								X
	Touch Use of touch is an integral part of work performance	X							

CRITICAL *	PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment) Assisting ↓	FREQUENCY					
		I	O	F	C	R	N/A
	Distressed people e.g. emergency or grief situations	X					
	Aggressive & uncooperative people e.g. drug/alcohol, dementia, mental illness	X					
	Unpredictable people e.g. dementia, mental illness and head injuries	X					
	Restraining Involvement in physical containment of patients/clients						X
	Exposure to distressing situations e.g. child abuse, viewing dead/mutilated bodies	X					

CRITICAL *	ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Dust Exposure to atmospheric dust						X
	Gases Working with explosive or flammable gases requiring precautionary measures						X
	Fumes Exposure to noxious or toxic fumes						X
	Liquids Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE						X
	Hazardous substances e.g. dry chemicals, glues						X
	Noise Environmental/background noise necessitates people to raise their voice to be heard	X					
	Inadequate lighting Risk of trips, falls or eyestrain	X					
	Sunlight Risk of sunburn exists from spending more than 10 minutes per work day in sunlight						X
	Extreme temperatures Environmental temperatures are < 15°C or > 35°C						X
	Confined spaces Areas where only one egress (escape route) exists						X
	Slippery or uneven surfaces Greasy or wet floor surfaces, ramps, uneven ground	X					
	Inadequate housekeeping Obstructions to walkways and work areas cause trips & falls	X					
	Working at heights Ladders/stepladders/ scaffolding are required to perform tasks						X
	Biological hazards e.g. exposure to body fluids, bacteria, infectious diseases	X					

Additional Position Requirements/Demands Summary: From the checklist, outline the main requirements or demands of the job. This information will then be transferred to the Position Description. Anything that is frequent and above or identified as critical to the job should be included in the position description.

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Signature of Manager: Date:/...../20.....

I am able to fulfil the above requirements without modification.

I am unable to fulfil the above job requirements and need the following modifications:

Signature of Employee: Date:/...../20.....