

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Senior Dietitian
<b>Position Number:</b>	Generic
<b>Classification:</b>	Allied Health Professional Level 3
<b>Award/Agreement:</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Group/Section:</b>	Hospitals South and Hospitals North/North West
<b>Position Type:</b>	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
<b>Location:</b>	South, North, North West
<b>Reports to:</b>	Relevant Manager
<b>Effective Date:</b>	January 2020
<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 pass in the Dietitians Association of Australia (DAA) examination in dietetics for overseas trained Dietitians.</p> <p>Current Tasmanian Working with Children Registration (for positions that are advertised specifically as being a paediatric role e.g Paediatric Dietitian)</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>
<b>Position Features:</b>	Clinical governance arrangements for this position are supported by the Directors of Allied Health

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 the multidisciplinary team, the Senior Dietitian will:

- Provide a consumer-focused and high quality clinical dietetic service to referred clients within the allocated workload at a senior and/or specialist level in accordance with organisational Policies, evidence based practice guidelines, and the Dietitians Association of Australia (DAA) code of conduct.
- Contribute to the efficient and effective functioning of the Nutrition and Dietetic Service, including tasks delegated by the Manager of Nutrition and Dietetics such as the development and review of new and existing services.
- Contribute to the development and implementation of activities that promote positive outcomes associated with the strategic directions and health plans of the organisation.

## Duties:

1. Undertake the role of Senior Dietitian in designated clinical areas. This includes:
  - Providing clinical expertise at a senior level in nutrition and dietary assessment, diagnosis, intervention, monitoring and evaluation to individuals, groups and/or communities within the allocated work areas/s.
  - Planning and organising own workload, determining clinical priorities and solving complex clinical and logistical problems without direct supervision.
2. Participate as an effective member of the both the dietetics and multidisciplinary teams; including liaising with other disciplines and attending and actively contributing to department meetings, team meetings, ward meetings, discharge planning meetings and case conferences, as required.
3. Contribute to the planning, development and evaluation of departmental quality and safety programs and initiatives. This may include:
  - Planning, developing and evaluating policies, procedures and guidelines
  - Initiating, coordinating and reporting on quality improvement projects
  - Developing and reviewing risk management plans
  - Actively participating in strategic planning activities
4. Act as a nutrition expert and resource person for medical, nursing and other Allied Health staff, as well as engaging in the promotion of health and advocating for dietetics as appropriate.
5. Provide clinical and professional support and supervision to less experienced Dietitians, peers and students through orientation processes and ongoing supervision and support.
6. Maintain accurate and timely statistics, other data as requested, clinical notes and administrative records consistent with departmental and/or organisational policies. Completion of mandatory training activities
7. Maintain contemporary professional knowledge, including at least one area of specialty, by planning and actively participating in appropriate and regular continuing professional development activities, and self-directed learning.
8. Participate in research including collaborative research with other disciplines and organisations as appropriate.

9. Assist the Manager of the Nutrition and Dietetics in the day-to-day management of the service with non-clinical duties as delegated, this may include:
  - Representation of the dietetics department on working groups and committees;
  - Holding a service portfolio;
  - Data collection, reporting and evaluation;
  - Management of departmental physical and human resources;
  - Coordination of teaching services and professional development programs; and
  - Liaising with other internal and external service providers to promote a quality, needs-driven nutrition and dietetic service.
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 Senior Dietitian works with minimal supervision, with broad direction and professional guidance from the Manager - Nutrition and Dietetics Service, and is responsible for:

- Working within organisational and regional policies and procedures, including Equal Employment Opportunity (EEO) and Work, Health and Safety (WH&S) legislation and translating these into work priorities and practices.
- Practicing within the Dietitians Association of Australia (DAA) Code of Professional Conduct and Code of Ethics.
- Maintaining a contemporary knowledge of any allocated specialties and use this knowledge to develop policies and procedures for the area.
- Exercising considerable initiative and specialist level professional judgment in the resolution of complex and critical professional problems.
- Providing clinical and professional supervision to Level 1-2 Dietitians and other staff or students in the service.
- Assisting the Manager with any delegated management and administrative functions.
- Where applicable, exercising 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.
- Complying 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 post graduate clinical dietetic experience working in a wide range of clinical areas, and a sound knowledge of contemporary evidence based dietetic practice.
2. Exceptional communication and interpersonal skills, including highly developed networking, negotiation, conflict management and teamwork skills.
3. Proven ability to be able to use professional experience and initiative to solve complex and novel problems in an efficient and logical manner without supervision.
4. Excellent organisational and time management skills, with a proven ability to be able to determine own work priorities and manage competing demands without supervision.
5. Experience in a leadership role, including experience providing high quality peer support and/or professional supervision to students and/or other clinicians, and experience being responsible for activities associated with quality improvement and strategic planning.
6. Demonstrated ability to use initiative and flexibility to achieve results, including being proactive when opportunities arise, and being able to remain calm and in control when faced with challenges and setbacks.

## 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](#).