



ROLE DESCRIPTION

Role Title:	AHP1 Dietitian		
Classification Code:	AHP1	Position Number	
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (LHN)		
Site/Directorate	Royal Adelaide Hospital, The Queen Elizabeth Hospital, Hampstead Rehabilitation Centre		
Division:	Allied Health		
Department/Section / Unit/ Ward:	Nutrition and Dietetics		
Role reports to:	Director, Nutrition and Dietetics, CALHN		
Role Created/ Reviewed Date:	Reviewed: September 2020		
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)		
Immunisation Risk Category:	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)		

ROLE CONTEXT

Primary Objective(s) of role:

- The AHP1 Dietitian is responsible to the Director, Nutrition and Dietetics, CALHN, for the provision of a nutrition and dietetic consultancy service to medical, nursing and allied health.
- The AHP1 Dietitian is responsible for nutritional assessment, care and education of both inpatients and outpatients in assigned areas of the hospital which results in a contribution to the recovery and well-being of the patients

Direct Reports:

The occupant reports to the Director, Nutrition and Dietetics, CALHN through the relevant Senior Dietitian and Manager.

Key Relationships/ Interactions:

Internal

- Relevant Senior Dietitian and/or members of the departmental leadership group.
- The Dietitian works collaboratively with Allied Health multi-disciplinary team and liaises with providers of CALHN and other community agencies

External

- DFPR staff members
- Allied Health Assistants

- Diet Monitors

Challenges associated with Role:

Major challenges currently associated with the role include:

- Dealing with a high demand on the service through prioritisation and ongoing review of efficiencies.
- Contributing to 7-day service

Delegations:

Delegated Level Nil

Staff supervised: **Nil** Direct **Nil** Indirect

Special Conditions:

- It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided the a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- *For appointment in a Prescribed Position under the Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- For *'Prescribed Positions'* under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for *'Approved Aged Care Provider Positions'* every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- This position will be appointed to a 7 day roster. Acceptance of staff rotation is a condition of employment.
- Some out of hours work may be required.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- *Independent Commissioner Against Corruption Act 2012 (SA)*.
- *Information Privacy Principles Instruction*.
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008* and the *SA Health (Health Care Act) Human Resources Manual*.
- Relevant Australian Standards.
- Duty to maintain confidentiality.
- Smoke Free Workplace.
- To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- Applying the principles of the *South Australian Government's Risk Management Policy* to work as appropriate.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is

maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Cultural Commitment:

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p>Ensuring the effectiveness and efficiency of a Dietetic and Nutrition service provision to patients, staff and community by:</p>	<ul style="list-style-type: none"> • Using knowledge and experience to providing appropriate and effective dietetic management with regard to assessing, planning, implementing and evaluating a nutritional care program that is integrated into total patient management. • Coordinating therapeutic diets, nutritional supplementation and/or enteral feeding by following procedures and protocols established by the Department. • Communicating with medical, nursing, allied health and catering staff, regarding patient care. • Participating in relevant liaising with other institutions, compiling discharge letters etc • Participating in ward rounds, meetings and conferences to integrate nutritional care into total patient care. • Being responsible for the nutrition/dietetic counselling on an individual or group basis of in-patients, outpatients and other relevant groups. • Maintaining up-to-date patient and departmental records, • Ensuring documentation is consistent with service policy and practice • Undertaking comprehensive discharge planning in conjunction with other team members • Maintaining and developing clinical and professional knowledge and skills
<p>Provide effective coordinated Inter-disciplinary care by:</p>	<ul style="list-style-type: none"> • Working collaboratively with other disciplines within the hospital • Participating actively in multidisciplinary service teams and projects
<p>Contribute to the learning experience of other staff members, students and other health workers by:</p>	<ul style="list-style-type: none"> • Preparing and delivering educational sessions to professional and dietetic support staff. • Providing support to dietetic students on clinical practice placements • Providing a role model, by demonstrating professional behaviour and clinical reasoning
<p>Maintain and develop clinical and professional skills by:</p>	<ul style="list-style-type: none"> • Following a program of continuing education and self-development by actively participating in staff development courses, in-service education programs, professional meetings etc. • Participating in personal performance evaluation and development by means of review procedures adopted by the Department. • Participating in quality improvement activities, research and performance enhancement • Contributing to the development of department procedures and polices

<p>Contribute to the development of a high quality dietetics department by:</p>	<ul style="list-style-type: none"> • Being responsible for evaluating the effectiveness of dietary intervention and nutritional support programs by participating in Service Improvement procedures adopted by the Department. • Preparing and delivering of informal talks and lectures to nursing and medical staff as directed by the Director, Nutrition & Dietetics, CALHN or delegate. • Contributing to the development, review and evaluation of dietary education material used for education of patients on the nutritional management of therapeutic diets and general or specific principles of Nutrition. • Participating in research programs as approved by the Manager. • Undertake data input and participating in reviewing and evaluation data produce by clinical information Sunrise EMR.
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Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Appropriate Degree or equivalent qualification which gives eligibility for full membership of the Dietitians Association of Australia (DAA)

Personal Abilities/Aptitudes/Skills:

- Demonstrated competency and knowledge in dietetic assessment and treatment techniques, with a good range of clinical skills
- Demonstrated commitment to improve personal and professional skills through self-directed learning and evaluation in line with CALHN objectives.
- Demonstrated ability to communicate both verbally and in written form and relate effectively with patients, health professionals and service staff.
- Demonstrated commitment and ability to work effectively in inter-disciplinary teams
- Demonstrated time management skills to effectively manage a caseload
- Adaptable to unexpected situations and fluctuating workloads
- Ability to reflect and evaluate own performance and to act on this.

Experience

- In general, no experience is required, but this depends on the position being filled and the number of experienced staff in the Department at the time.
- Demonstrated experience in the use of Microsoft Office including Word and Excel and database packages

Knowledge

- Knowledge of evidence-based practice

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Certified as an Accredited Practising Dietitian highly desirable.

Personal Abilities/Aptitudes/Skills:

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Experience

- Experience in basic computing skills, including email and word processing.

Knowledge

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Central Adelaide Local Health Network:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate

to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

Division/ Department:

The Allied Health Directorate provides management and governance for allied health services across Central Adelaide LHN. Allied health professionals are a key part of the clinical team delivering a range of clinical, diagnostic and support services in hospital, ambulatory and community health settings. Allied health is a collective term for a number of professional groups each with distinct identities, educational pathways, and professional registration or membership requirements.

The Allied Health Directorate consists of discipline based departments operating across Central Adelaide campuses, the Reform and Quality Unit as well as hosting a number of specialist functions such as the Aboriginal and Torres Strait Islander Liaison Unit, The Wellness Centre and Healthcare Chaplains.

The Allied Health Directorate also provides professional support for allied health staff and services governed by other parts of Central Adelaide and work closely with the Clinical Directorates across Central Adelaide.

The Allied Health Directorate administers approximately \$30M and employs around 600 staff.

Nutrition & Dietetics:

The Department of Nutrition & Dietetics at the Royal Adelaide Hospital (RAH), the Queen Elizabeth Hospital, Hampstead Rehabilitation Centre and Glenside Health Service provides a range of dietetic and nutrition support services for adults across the continuum of care. The department offers professional consultative inpatient and outpatient clinical services as well as nutritional advocacy, education to individual and groups, acts as a resource for community, rural and remote and generalist dietitians, and conducts quality improvement activities, and training to medical students, specialist nursing courses and dietetic students. It provides consultation regarding nutrition to professional groups both within and external to CALHN, including consultancy to clinical programs, medical and nursing staff, and food service.

Values

Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

Patient Centred:	Our patients are the reason we are here and we will provide the best service to our patients and customers
Team Work:	We value each other and work as a team to provide the best care for our patients
Respect:	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
Professionalism:	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name: _____ **Role Title:** _____

Signature: _____ **Date:** _____

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of CALHN as described within this document.

Name: _____ **Signature:** _____ **Date:** _____