

Statement of Duties

Position Title: Dietitian	Position Number: Generic	Effective Date: June 2016
Group and Unit: Tasmanian Health Service (THS)		
Section: Nutrition and Dietetic Service	Location: North, South, North West	
Award: Allied Health Professionals Public Sector Unions Wages Agreement	Position Status: Permanent/Fixed-Term	
	Position Type: Full Time/Part Time	
Level: 1-2	Classification: Allied Health Professional	
Reports To: Manager Nutrition Department		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

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 the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
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.

Scope of Work Performed:

- Responsible for taking reasonable care in the performance of duties, consistent with Workplace Health and Safety requirements.
- Work 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.
- Responsible for attending annual Performance Development Agreement sessions with the Manager.
- Responsible for exercising professional judgement in solving problems and managing therapeutic diet interventions for the entire clinical service in their allocated areas.
- The Dietitian operates without direct supervision but receives general professional guidance and support from senior dietetic staff.
- The Dietitian may initiate and lead service changes in their allocated areas.
- Responsible for participating in service planning, quality improvement and research activities undertaken by the Nutrition and Dietetics Service.
- Comply 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.

- 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.
- 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 (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.