

POSITION DESCRIPTION **TEMPLATE**



POSITION TITLE	NSLHD – Level 4 Team Leader- Food Services Dietitian
STAFFLINK POSITION NO.	64279
COST CENTRE	258288
CLASSIFICATION	Dietitian level 4
AWARD	Health Professional Award
REGISTRATION/LICENCE REQUIREMENTS	N/A
VACCINATION CATEGORY	Category A
PRE-EMPLOYMENT SCREENING CHECKS	Working With Children and National Criminal Record Check
RESPONSIBLE TO	Head of Department, Nutrition Services North Shore Ryde Health Service
RESPONSIBLE FOR	Nil
PRIMARY PURPOSE OF THE ROLE	The position of Level 4 Team Leader- Food Services Dietitian is a key member of the Nutrition Services Clinical Leadership and management team. This position provides leadership to ensure the provision of a high standard of clinical nutrition and food service expertise at Royal North Shore Hospital. This includes the planning, monitoring and evaluation of services, clinical supervision and support of staff, development and implementation of innovative services models and initiatives. This role facilitates supervision, learning and professional development for Dietetic health professionals, technical and support staff.
KEY ACCOUNTABILITIES <i>(Maximum of 8)</i>	Clinical The Dietitian will assess, plan, implement and evaluate nutritional care for consumers within allocated clinical specialities. The Dietitian will provide individual and group outpatient clinics and education sessions for clients referred by local general practitioners, medical specialists or relevant other health care staff as required. The Dietitian will educate consumers, carers and families for discharge and arrange appropriate follow up. The Dietitian will develop skills and expertise in a speciality field of nutrition and dietetics, incorporating this into the departmental nutrition service. The Dietitian will provide a consultancy service in their speciality area to the department, colleagues, consumer care team, staff and the community.
	Teamwork: Establish and maintain partnerships with the multidisciplinary team using high level interpersonal skills to make shared decisions that meets the needs of consumers, carers and families, the worker communicates goals and treatment plans effectively, including active participation in team meetings, case conferences, clinical handover and education to achieve seamless consumer outcomes. They will liaise with team members to provide guidance, supervision and leadership in the implementation of best practice for Nutrition and Dietetics within the service.
	Practice and Performance:

	<p>Work will be conducted in a manner that demonstrates NSLHD's CORE Values. They will self-manage time and tasks prioritising as necessary. They will adhere to departmental work instructions and district policies, procedures and guidelines. They will plan, implement, evaluate and report on services, identifying opportunities for improvement in clinical practice, develop and lead ongoing quality improvement activities with the other staff. The worker will actively participate and/or lead departmental meetings, participate in their own annual performance review and conduct reviews on junior staff.</p>
	<p>Education, Training and Research: The worker will be responsible for maintaining advanced practice skills in their area of speciality and their own professional development in order to meet requirements for registration or eligibility for membership of their professional association and to maintain professional competency standards and ethics. They will identify innovation and efficiency opportunities, recommend, develop and source suitable evidence-based physical activity resources and participate in health promotion activities as required. Must have the capacity to provide clinical supervision and support to students, Level 1/2 health professionals, technical and support staff. They may also conduct clinical research and will participate in the provision of clinical in-service education programs to staff and students.</p>
	<p>Provision and Delivery of Clinical Food Services: Actively promote hospital menus that comply with The Ministry of Health nutrition standards and diet specifications for adult, mental health and paediatric inpatients. Assisting with the planning and implementation of new menus, clinical food services protocols including relevant staff training. Undertake routine compilation and review of patient demographic data in relation to patient nutrition profiles for RNSH and the LHD. Determine the training and support requirements for the food service IT system for clinical dietitians and Nutrition Supervisors. Update RNSH Nutrition and Dietetics supporting documents and user manuals. Provide day to day support for Clinical Dietitians and Nutrition Supervisors for the input of individual patient requirements within food services system. Encourage and facilitate regular communication between RNSH Nutrition Services and Food Services. Develop and manage quality assurance and quality improvement activities relating to clinical therapeutic diets. Manage student dietitian training programs along with the student educator and Head of Department.</p>
	<p>Supervision: Participate and provide supervision as per NSLHD supervision policy and departmental work instructions.</p>
	<p>Information Management: The worker will maintain adequate client records, including databases and statistics relevant to the service. They will document all aspects of patient care in compliance with NSW Health and NSLHD documentation standards and procedures including maintaining security and confidentiality of information. Work will be completed in a timely manner; meeting all prescribed Key Performance Indicators. The worker will be required to undertake some administrative duties for example, filing, preparing materials and computer tasks.</p>

	Work, Health & Safety: Take all reasonable care for self and others, and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.	
KEY CHALLENGES <i>(Maximum of 3)</i>	Managing varied workload, competing demands and priorities.	
	Working within a best practice framework and acknowledging the resource constraints.	
	Working around people who may display aggressive, distressed or unpredictable behaviour.	
KEY INTERNAL RELATIONSHIPS <i>(Maximum of 3)</i>	WHO	WHY
	Direct Supervisor and Manager	To discuss and report on day to day tasks and issues
	Staff within the health service	Communicates with purpose to provide updates, support and high quality care
KEY EXTERNAL RELATIONSHIPS <i>(Maximum of 2)</i>	WHO	WHY
	HealthShare Kitchen Manager	Communicates with purpose to provide updates, support and high quality care with regards to food service
ESSENTIAL REQUIREMENTS	As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.	
SELECTION CRITERIA <i>(Minimum of 3 maximum of 8)</i>	Consistently demonstrates behaviours that reinforce the CORE Values of our organisation; Collaboration, Openness, Respect and Empowerment. Demonstrates these behaviours with all stakeholders; colleagues, direct reports, as well as our patients and consumers, and those that care for them	
	Bachelor or post graduate degree in Nutrition and Dietetics and eligibility for full membership of the Dietitians Association of Australia. Recent, extensive and varied post graduate clinical experience as a Level 2 Dietitian or above.	
	Extensive experience in tailoring verbal, written and interpersonal communication skills for internal and external service providers. Demonstrated proficient computer literacy and ability to confidently use health information systems.	
	Demonstrated experience in, leading, initiating, mentoring, completing and presenting quality improvement activities, research and service evaluation process. Extensive experience in clinical teaching and supervision for students and allied health staff.	
	Demonstrated understanding of menu planning principles and application of nutrition skills and knowledge to clinical food service nutrition in a range of settings.	
	Extended skills and specialised knowledge in the provision of current clinical dietetic practice. Ability to take responsibility for the delivery of evidence-based practice for consumers, carers and families.	

	Proven ability to work autonomously. With confidence, has the ability to prioritise work, manage conflicting demand, monitor individual performance, problem solve and utilise independent professional judgement.
--	--

JOB DEMANDS CHECKLIST

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent's (or future incumbent's) OHS responsibilities specific to the position. This form is to be completed in consultation with the manager/supervisor of the position being recruited for.

Infrequent: intermittent activity exists for a short time on a very infrequent basis
 Occasional: activity exists up to 1/3 of the time when performing the job
 Frequent: activity exists between 1/3 and 2/3 of the time when performing the job
 Constant: activity exists for more than 2/3 or the time when performing the job
 Repetitive: activity involved repetitive movements
 Not Applicable: activity is not required to perform the job

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

Sensory Demands	Frequency
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Frequent
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Frequent
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	Occasional
Taste - Use of taste is an integral part of work performance e.g. Food preparation	Frequent
Touch - Use of touch is an integral part of work performance	Occasional
Psychosocial Demands	Frequency
Distressed People - e.g. Emergency or grief situations	Frequent
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	Occasional
Unpredictable People – eg dementia, mental illness, head injuries	Frequent
Restraining - involvement in physical containment of patients / clients	Occasional
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	Occasional
Environmental Demands	Frequency
Dust - Exposure to atmospheric dust	Occasional
Gases - Working with explosive or flammable gases requiring precautionary measures	Infrequent
Fumes - Exposure to noxious or toxic fumes	Infrequent
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Infrequent
Hazardous substances - e.g. Dry chemicals, glues	Infrequent
Noise - Environmental / background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting - Risk of trips, falls or eyestrain	Occasional
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	Infrequent
Confined Spaces - areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks	Infrequent
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	Occasional