

## POSITION DESCRIPTION

<b>Position Title:</b>	Grade 2 Dietitian
<b>Business Unit/Department:</b>	Allied Health / Nutrition
<b>Division:</b>	Operations
<b>Award/Agreement:</b>	Victorian Public Health Sector (Medical Scientists, Pharmacists & Psychologists) Enterprise Agreement 2021 – 2025.
<b>Classification:</b>	Grade 2 Yr 1- Grade 2 Yr 4 (AJ1-AJ4)
<b>Reports To:</b>	Manager of Nutrition
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	21 May 2024

### Position Purpose

The Grade 2 Dietitian will have a role in ensuring excellence in safe and effective patient care, quality improvement, teaching and research. It is expected that a grade 2 clinician will have a clinical caseload requiring some degree of management of a specialised caseload and may work across a range of areas and sites, as required.

### Business Unit Overview

The Operations Directorate is one of the largest and most complex directorates within Western Health providing Western Health's patient care and contacts. These services range from outpatients to inpatients, theatres to Intensive Care, birthing rooms and Emergency Departments and many more services.

Allied Health provides a range of evidence based, client centred, specialist services at Western Health, across the care continuum, from admission within the emergency department through to discharge in the community. These services work across the spectrum of life, from neonates to the elderly. The predominant focus of Allied Health is the return and optimisation of an individual's function, and wellbeing, from both physical and psycho-social perspectives. Activity is aligned with Western Health's Best Care Model and CARES values. Allied Health involvement is pivotal to efficient and effective multidisciplinary team functions, discharge planning and patient centred care. Western Health employs a range of Allied Health disciplines, each with unique specialist tertiary training and skills, including:

- Audiology
- Clinical Psychology and Neuropsychology
- Exercise Physiology
- Language Services
- Nutrition and Dietetics
- Occupational Therapy
- Pastoral Services
- Physiotherapy

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- Podiatry
- Social Work
- Speech Pathology

## Key Responsibilities

- Demonstrate a commitment to the patient 'Charter of Healthcare Rights'
- Comply with the expected scope of the role and standards of performance in the role as described by the relevant professional bodies/industry standards
- Maintain registration (as required) and report any changes or limitations on practice if applicable
- Hold accountability for own actions and seek guidance and support from appropriate employees when limited by own skills and experience
- Comply with confidentiality obligations with regard to patients, consumers and colleagues
- Comply with all Western Health policies and procedures

### Safe and Effective Patient Care

- Deliver high quality person centred interprofessional care in line with the "Best Care" framework
- Demonstrate independent clinical reasoning and clinical competencies, including expertise in use of relevant assessment tools, treatment methods, and case management skills
- Demonstrate developed organisational skills and efficient time management to appropriately evaluate, prioritise and complete workload
- Perform evidence based clinical services using a person centred approach in the development of an appropriate treatment plan
- Respond to all inpatient referrals in a timely manner, preferably within 24 hours of referral. Review appointments to take no more than 30-45 minutes. New appointments to take no more than 1.0 hour.
- Provide clinically appropriate assessment and treatment for all referred inpatients and outpatients
- Complete documentation regarding patients to inclusive of what has been assessed, diagnosed and implemented at that appointment, the short term and long term plans.
- Participate in a coordinated team approach to patient care
- Compliance with department protocols / policies including prioritisation of patient care
- Demonstrate knowledge and utilisation of Nutrition process and outcome measures.
- Demonstrate knowledge of resources relevant to area
- Assist with development and evaluation of procedures and guidelines
- Participate in planning for clinical services for the team
- Identify solutions to problems within the service and seek advice for complex matters
- Participate and represent the service (in consultation with senior staff) at relevant committees, working groups and meetings as requested.
- Provide information and education about the service and professional role within the service
- Attend and participate at relevant team/service meetings

### People and Culture

- Where designated, provide high quality clinical supervision to junior staff and students that is timely, flexible and responsible
- Conduct or contribute to feedback to staff on their performance including performance development planning where relevant
- Assist in cultivating an environment where workers have the opportunity to work to their full scope of practice and potential
- Will receive monthly supervision and annual performance appraisal from senior staff, guided by an individual work plan/goals
- Demonstrate effective use of resources.
- Demonstrate leadership, including the ability to assume extra responsibilities as required in department, team and site.
- Demonstrate effective verbal, non-verbal, written and electronic communication
- Demonstrate effective negotiation skills and conflict resolution when dealing with difficult situations

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- Demonstrate an understanding of and ability to engage in consultative processes
- Contribute to a culture that promotes effective teamwork, encourages cohesion and ensures staff feel valued and contributions are acknowledged
- Demonstrate flexibility/responsiveness within professional practice/duties/roles and assumes extra responsibility as required to meet organisational priorities
- Demonstrate an interest in professional bodies associated with area of interest/expertise
- Demonstrate a sensitivity to ethical and multicultural issues
- Maintenance of acceptable professional behaviours in all areas of practice, including punctuality and appropriate dress.

### **Research and Learning**

- Comply with Health Service & Departmental Quality Management policies and procedures; lead and participate in Quality Management activities for the Nutrition Service.
- Identify, initiate and prioritise quality improvement activities and accreditation processes, in conjunction with Senior Staff
- Participate in the evaluation and ongoing review of Nutrition department activities to ensure quality of service
- Participate in the appraisal of Nutrition related research
- Promote and lead commitment to research and evidence based practice, and apply the principles of evidence based practice in clinical area
- Demonstrate responsibility for own professional development.
- Actively participate in internal and external continuing education
- Access information as necessary to improve knowledge and skills
- Exchange knowledge with other professionals
- Provide appropriate education to patients/ carers and staff
- Participate in the development of educational programs
- Show active commitment to the organisation, coordination and conducting of undergraduate teaching in the area.
- Take a leading role in presenting continuing education programs, as required
- Participate in the development, organisation and delivery of education programs for Western Health staff, external service providers and the community
- Ensure that workload statistics, and other required information is entered in a timely and accurate manner
- Perform other duties as directed

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

### **Key Working Relationships**

#### **Internal:**

- Manager of Nutrition
- Nurse unit managers
- Medical staff
- Senior dietitians
- Western Health dietitians
- Multi-disciplinary team members

#### **External:**

- Clients and their family/carers
- Key community organisations

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## Selection Criteria

### Essential

- A Bachelor degree of Nutrition and Dietetics (or equivalent)
- Eligible for membership of Dietitians Association of Australia
- Demonstrate independent clinical reasoning and clinical competencies in the area of practice
- Experience in area relevant to the position
- Highly developed personal organisational skills, such as efficient time and case-load management
- Competency or approaching competency in undergraduate teaching.
- Participation in the evaluation and ongoing review of Nutrition department activities to ensure quality of service
- Well-developed computer skills
- Computer literacy

### Desirable

- Post graduate qualifications or progression towards
- Preferably a minimum of 3 years clinical experience.

### Desirable Personal Attributes

- Self-motivated
- Compassionate and empathetic approach
- Ability to influence others
- Open to new ideas
- Timely informed decision making
- People orientated
- Confidence in own ability
- Builds rapport
- Adaptable, flexible and persistent as required
- Takes direction
- Resilience
- Positive outlook

## Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment.
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures.
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health.
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 (and 2012), the Victorian Occupational Health and Safety Act 2004, Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information.

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- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines.

**General Information**

- Redeployment to other services within Western Health may be required.
- Employment terms and conditions are provided according to relevant award/agreement.
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.
- Western Health is a smoke free environment.

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name: [Click here to enter the Employee's name.](#)

Employee's Signature: \_\_\_\_\_

Date: [Click here to enter a date.](#)

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