

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Grade 2 Dietitian</b>
<b>Award Classification:</b>	<b>Dietitian Grade 2 Year 1-4 (AJ1-AJ4)</b>
<b>Award / Agreement Name:</b>	<b>MEDICAL SCIENTISTS, PHARMACISTS AND PSYCHOLOGISTS VICTORIAN PUBLIC SECTOR (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2021-2025</b>
<b>Position Reports to:</b>	<b>Operational: Designated Allied Health Manager (Surgery) Professional: Dietetics Manager &gt; Director of Dietetics</b>

### EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs.



### **1. POSITION PURPOSE**

The position will work as a member of the dietetic departments in Eastern Health. Weekend work may be rostered.

### **2. MAJOR DUTIES AND/OR RESPONSIBILITIES**

- Conduct patient assessment, intervention, and discharge planning according to established program / departmental protocols and guidelines in order to achieve optimal patient care.
- Demonstrate a high level of clinical expertise, incorporating best practice principles into clinical service delivery whilst maintaining professional competency standards and ethics.
- Provide direct patient care within an allocated workload.
- Prioritise clinical and administrative workloads effectively.
- Document in the patient's medical history consistent with relevant Eastern Health procedures and departmental requirements.
- Work collaboratively within the multidisciplinary team to achieve optimal patient outcomes.
- Attend and participate in team meetings to ensure effective communication and dissemination of information.
- Provide education to program and dietetics staff and students through structured in-services and tutorials. This will ensure optimal function in achieving best patient care and outcomes.
- Maintain an association with regional agencies and develop knowledge of regional resources.
- Develop a high standard of knowledge in relevant clinical and program areas through participation in professional development and/or research activities.
- Act as program representative in community liaison activities as requested
- Participate in the development and evaluation of evidence based program and departmental education material and resources.
- Participate in dietetics health promotion programs within the hospital and Eastern Health.
- Have an appreciation of the budget process and practice fiscal responsibility.
- Act as a mentor and support to Grade 1 dietitians and other program staff as required.
- Participate in induction programs for new dietetic and program staff and students as required.
- Participate in dietetic student supervision and assessment.
- Supervise work experience students as requested.
- Accept responsibility for all projects and actions.

### **3. SAFE PRACTICE AND ENVIRONMENT**

#### **Occupational Health and Safety**

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

#### **4. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

#### **5. QUALITY**

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centred care.

#### **6. CONFIDENTIALITY**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

#### **7. EQUAL EMPLOYMENT OPPORTUNITY**

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

#### **8. PERFORMANCE DEVELOPMENT**

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

#### **9. EASTERN HEALTH'S PROMISE**

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**.

Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

## 10. ATTACHMENTS

- Attachment 1 Key Selection Criteria
- Attachment 2 Key Performance Indicators

## 11. NOTE

*Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

*Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager

### INCUMBENT STATEMENT

*I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **ATTACHMENT 1**

### **KEY SELECTION CRITERIA**

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### Essential

- Eligible for membership of the Dietitians Australia (DA) and the Accredited Practising Dietitian (APD) program
- Holder of a current Driver's Licence
- Well consolidated post-graduate experience
- Demonstrated advanced dietetic skills across a range of clinical areas in the Surgery Program
- Demonstrated multidisciplinary teamwork skills
- Demonstrated high level of written and verbal communication skills
- Demonstrated ability to develop evidence based and innovative dietetic services
- Demonstrated experience in the design and implementation of research and quality improvement activities
- Demonstrated commitment to continuing professional development and education
- Demonstrated experience in Dietetic student clinical education & training
- Availability for possible weekend rostering if required

### Desirable

- Demonstrated advanced dietetic skills across a range of clinical areas in the Surgery program

### Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 has recently been released. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at [Aboriginal.Workforce@easternhealth.org.au](mailto:Aboriginal.Workforce@easternhealth.org.au)

### ATTACHMENT 2

#### Key Result Areas /Key Performance Indicators

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- Actively participate in the Eastern Health ACHIEVE process
- Attend and participate in the Eastern Health orientation program
- Comply with all relevant policies in place for staff within Eastern Health sites and associated Eastern Health services
- Employees of Eastern Health will be required to undertake a Police Check
- Accurate daily recording of work completed through statistics management

#### Team and Relationships

- Use high level of communication and interpersonal skills to promote teamwork and relate effectively with members of a multidisciplinary team including medical and nursing staff, patients and families.
- Collaborate effectively with all other team members and external agencies for efficient and effective patient management.
- Attend and actively participate in department meetings as discussed with the Associate Director Allied Health (Dietetics).
- Value other team members and support exploring new ways of working.
- Work in partnership with colleagues and other units to ensure an integrated approach to the delivery of quality outcomes throughout Eastern Health.
- Contribute towards the promotion of a friendly and cooperative work environment.
- Maintain and share information with colleagues.

#### Quality Activities

- Evaluate service provision and explore opportunities to improve services based on customer feedback, data analysis and available evidence, demonstrating commitment to the ACHS (EQuIP) program.
- Contribute to the promotion of excellence and continuous improvement in all work undertaken.
- Contribute to the development of Dietetic and Program procedures and protocols.
- Ensure quality projects and administrative functions including statistical collection, activity monitoring and reporting are completed in an accurate and timely manner.
- Actively participate in across-site service development projects (e.g. quality projects, cross campus education and training) as requested by program and professional managers.