

# Eastern Health

## POSITION DESCRIPTION

|                                |  |
|--------------------------------|--|
| <b>Position Title:</b>         | Dietitian Grade 3 Senior Clinician   |
| <b>Award Classification:</b>   | Dietitian Grade 3 (AK1-4)  |
| <b>Award / Agreement Name:</b> | MEDICAL SCIENTISTS, PHARMACISTS AND PSYCHOLOGISTS<br>VICTORIAN PUBLIC SECTOR (SINGLE INTEREST EMPLOYERS)<br>ENTERPRISE AGREEMENT 2021-2025           |
| <b>Position Reports to:</b>    | <b>Operational:</b> Designated Allied Health Manager (Critical Care & Access Team)<br><b>Professional:</b> Dietetics Manager > Director of Dietetics |

### 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 Eastern Health Dietetics Department provides direct service and management to all sites of Eastern Health. The Dietetics Department aims to ensure that the nutrition and dietary requirements of all inpatients, outpatients and ambulatory care patients are met. Nutritional care involves assessment, provision of appropriate diet, monitoring, discharge planning and education for patients and carers.

The core services provided by the Dietetics Department are:

- Clinical Dietetic Services
- Food Services
- Training and Education
- Ambulatory and Home Based Care
- Research and Quality Activities

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

### **Clinical Leadership**

- To provide clinical leadership in the practice of Nutrition and Dietetics generally, and in particular, excellence of practice and specialist dietetic knowledge in a nominated area.
- Provide direct clinical dietetic service to allocated areas of work including the specialised area and participates in relevant team and clinical meetings.
- Ensure that clinical management and dietetic advice reflects current scientific knowledge and practice and ensure that this is incorporated into service protocols, procedures, and education material provided to patients, families and the public.
- Develop and maintain evidence based service protocols and procedures in areas of specialty, and ensure accessibility for all staff members.
- Develop and implement strategies that increase the effectiveness of the Dietetic staff within the patient care team.
- Maintain a high standard of knowledge in area of clinical expertise through participation in relevant professional development and/or research activities.
- Develop and implement strategies that promote and support effective and responsive interfaces between dietetic services across Eastern Health to improve patient outcomes.
- Provide leadership in designated Dietetic Department projects, and teams, and utilise project management skills to plan and coordinate designated projects.
- Assist the Dietetics Managers in ensuring the services provided by the Dietetic department are appropriate to the needs, and of a quality consistent with the objectives of the organisation whilst maintaining dietetic standards and ethics. Participate in service review and development as required.
- Facilitate the professional development of Dietetic staff through contribution to staff planning and professional development forums as required.
- Contribute to the Dietetic quality program with ongoing evaluation of the processes and outcomes of dietetic intervention.
- Ensure administrative functions including documentation, statistics collection, activity monitoring and reporting and information management are completed in an accurate and timely manner

### **Teaching, Education and Research**

- Assist in the supervision and coordination of education of Dietetic students and other students as required. Participate in training of other health professionals in the organisation as required.
- Undertake lecturing and teaching to undergraduate and post graduate students.
- Initiate and manage appropriate research projects and quality improvement activities included in the department's quality business plan.
- Promote professional competence of staff by actively providing mentoring, supervision and support, and the fostering of self professional development and lifelong learning
- May undertake supervision of post graduate students in their area of specialisation
- Conduct and facilitate research and quality activities in line with the Dietetics Department objectives and actively seek funding to support research activities as required.

**Other**

- Participate in Eastern Health committees as delegated by the Director of Allied Health and/or Dietetics Manager.
- Undertake any other duties as directed by the Dietetics Managers
- Travel to other EH sites as required

**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 Compensations (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

## **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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**Key Selection Criteria**

- A demonstrated capacity to inspire, influence and motivate staff and to contribute to a positive and compassionate organisational culture.
- Demonstrated leadership abilities.
- Advanced interpersonal skills, including oral and written communication, leadership and conflict management, in order to facilitate effective team functioning.
- Demonstrated ability with the management of staff, including a clear understanding of Human Resources policies and procedures.
- Demonstrated ability, knowledge and experience to lead the professional development of others.
- Demonstrated capacity to conduct supervision and performance management discussions with staff and to provide coaching, mentoring or peer support.
- Experience and skills in student supervision.
- Demonstrated high level of analytical thinking and investigative skills involving research & quality activities, benchmarking and resource identification, including innovative, service delivery models.
- Demonstrated experience in leading and/ or participating in multidisciplinary teams.
- Strong organisational and time-management skills.

- A demonstrated understanding of and capacity to deliver a high-quality patient / customer service.
- A demonstrated commitment to maintaining up-to-date, clinical knowledge.
- Demonstrated capacity for skilled negotiation and wide consultation at all levels.
- Demonstrated knowledge of relevant community and professional organisations.
- Demonstrated ability to effectively lead teams.

#### **QUALIFICATIONS**

- Eligible for membership of Dietitians Australia and the Accredited Practising Dietitian Program.
- Participation in Accredited Practising Dietitian program of DA or ability to demonstrate that equivalence to APD requirements are maintained on an annual basis.

#### **Essential**

- Minimum of seven years practical experience in the field of nutrition and dietetics.
- Extensive clinical experience.
- Experience in Critical Care Nutrition.
- Experience in supervision of staff and students.
- Demonstrated clinical expertise and leadership and particular specialist knowledge in a recognised clinical area.
- Demonstrated ability to undertake professional supervision and promote professional competence of other dietetic staff.
- Demonstrated dietetic research and quality improvement skills including a strategic approach to planning and development, data analysis and project management.
- High level of communication and interpersonal skills that promote team-work and a proven ability to relate effectively to people at all levels in the organisation.
- High level written skills with demonstrated ability in policy and procedure development and implementation, and submission writing.

#### **Desirable**

- Holds or is progressing towards higher qualifications in Nutrition and Dietetics, Research, Public Health or Management.
- Demonstrated knowledge and experience in undergraduate teaching and learning in nutrition and dietetics.
- Leadership / participation in significant clinical research & international / national publications and conference presentations.
- Involvement in professional working parties or special interest groups.
- Competent computer skills.
- Completion of a recognised clinical supervisor's course.