



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b> DIETETIC TECHNICIAN	<b>2.DIVISION</b> SANGRE GRANDE HOSPITAL	<b>3. DEPARTMENT</b> DIETETICS
<b>4. ORGANIZATIONAL RELATIONSHIP</b> The Dietetic Technician will report to the Senior Dietitian.		<b>5. NATURE &amp; SCOPE</b> The Dietetic Technician is responsible for ensuring that clients receive quality care through comprehensive assessment of the clients (inpatient and outpatient) dietary needs. This is also achieved in collaboration with other key staff responsible for client care within the institution.
<b>6. SPECIFIC ACCOUNTABILITIES</b> The Dietetic Technician: <ul style="list-style-type: none"> <li>□ Gathers pertinent information on patient's meals from ward diet requirement sheets and Head Nurse to prepare meal allotments.</li> <li>□ Monitors enteral and oral supplement patients and report any irregularities to the Senior Dietician.</li> <li>□ Keeps daily record of patients and the type of meals served.</li> <li>□ Takes diet histories of outpatients as well as other relevant information i.e. weight, height, blood glucose and blood cholesterol.</li> <li>□ Ensures correct portion sizes and proper labeling for kitchen meals and make monthly tallies of the same i.e. Number of meals by type of meals issued per month.</li> <li>□ Samples meals to determine acceptability and taste.</li> <li>□ Checks with patients on ward regularly for meal acceptance.</li> <li>□ Prepares requisitions for food items in advance and make timely updates for food needs each day based on patient count using the ration scale and census.</li> <li>□ Ensures that inventory is maintained and records updated in accordance with an established record management system.</li> <li>□ Collaborates with the Dietician to ensure the appropriate diet is prescribed and recommends any required adjustments for the patient.</li> <li>□ Assists in attending to re-visit patients and maintain Subjective, Objective, Assessment and Plan (S.O.A.P.) information on patient files.</li> <li>□ Refers patients to dietitian if necessary and make appointments as necessary.</li> <li>□ Keeps records of all patients referred from wards and make monthly tallies of same.</li> <li>□ Provides dietary guidelines to patients in the absence of the Dietician e.g. patients on wards or a patient requiring an appointment.</li> <li>□ Submit monthly reports as required by the Head of Department.</li> <li>□ Performs related work as required by the appropriate Authority.</li> </ul>		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b> <ul style="list-style-type: none"> <li>□ Knowledge of safety and sanitation principles for Nutrition and Dietetic personnel.</li> <li>□ Knowledge of institutional food service management and other related areas.</li> <li>□ Effective communication skills, both oral and written.</li> <li>□ Ability to adjust menus and calculate food quantities needed based on patient count.</li> <li>□ Ability to communicate and instruct individuals and family on food preparation tips and nutritional matter.</li> <li>□ Ability to use a variety of nutrition education methods to develop educational materials.</li> <li>□ Ability to maintain effective professional working relationship with individual's families and members of staff.</li> <li>□ Ability to do anthropometric assessments of patients.</li> <li>□ Ability to teach on basic nutritional guidelines for healthy eating.</li> </ul>		

**8. MINIMUM TRAINING AND EXPERIENCE**

- First Degree in Human Nutrition and Dietetics
- Registered with the Council for Professions Related to Medicine in Trinidad and Tobago.
- Minimum of One (1) year clinical experience in a similar capacity.
- Any equivalent combination of training and experience.

**9. SUPERVISORY RESPONSIBILITIES**

- Clerk/Typist I

**10. COMMUNICATION AND WORKING RELATIONSHIPS*****Internal:***

- Senior Dietitian
- Members of the Dietary Department
- Nursing personnel
- Clinical personnel
- Heads of Department/Supervisors
- Staff of the Kitchen Department

***External:***

- Clients
- Discharged clients and relatives
- Medical/Nutritional sales representatives