



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE SENIOR DIETITIAN	2. DIVISION SANGRE GRANDE HOSPITAL	3. DEPARTMENT NUTRITION AND DIETETICS
4. ORGANISATIONAL RELATIONSHIP The Senior Dietitian reports to the Manager-Para Clinical Services.	5. NATURE & SCOPE The Senior Dietitian is responsible dietetic and meal services delivered at the hospital. Work involves managing the daily operations of the department including but not limited to the coordination of departmental activities, supervision and training of staff, delivery of nutritional care to patients and patient education.	
6. SPECIFIC ACCOUNTABILITIES The Senior Dietitian		
<ul style="list-style-type: none"> <input type="checkbox"/> Plans, organize and directs all dietetic and food service activities. <input type="checkbox"/> Monitors, supervises and evaluates all food production activities within the hospital setting. <input type="checkbox"/> Maintains documentation of nutrition-related data and nutrition care plans in patient's medical records and supervises the provision of nutrition care for all in and out patients. <input type="checkbox"/> Oversees the preparation of menus for all patients including those requiring special dietary treatment and oversees the preparation and serving of meals. <input type="checkbox"/> Evaluates meal service and meal round reports submitted by Technicians and Assistants, and initiates any follow-up action necessary. <input type="checkbox"/> Implements various policies, procedures and critical control points in food service Management <input type="checkbox"/> Develops and implements individualized nutrition care plans and integrates them into the total medical/health care regime based on nutrition analysis. <input type="checkbox"/> Supervises and monitors all critical care patients inclusive of Intensive Care Unit (ICU), Dialysis, High Dependency Unit (HDU), Oncology, TPN and Enteral. <input type="checkbox"/> Ensures proper functioning and management of area assigned. <input type="checkbox"/> Selects and acquires suitable enteral oral supplements for patients in need of nutritional support. <input type="checkbox"/> Selects and acquires suitable infant formula for Neonatal Intensive Care Unit (NICU) and Pediatrics. <input type="checkbox"/> Monitors the use of feeding pumps for critical care patient feeding. <input type="checkbox"/> Supervises the design and development of nutrition educational materials prepared by Dietitians, regarding various health conditions for patients/clients, in accordance with best practice. <input type="checkbox"/> Develops and implements nutrition education programmes for clients/patients during and subsequent to hospitalization. <input type="checkbox"/> Supervises and supports the development of all junior Nutrition and Dietetic staff. <input type="checkbox"/> Confers with the medical team/health team on patient needs and nutrition-related health status. <input type="checkbox"/> Monitors and evaluates nutrition related data obtained and assessed, in the development of suitable nutrition outreach programs and initiatives within the hospital. <input type="checkbox"/> Improves departmental knowledge and strengthens competence through continuing education activities. <input type="checkbox"/> Trains, supervises and appraises Dietetic Interns. <input type="checkbox"/> Organizes nutrition training and development of all relevant staff. <input type="checkbox"/> Supervises the acquisition, use and maintenance of all Nutrition and Dietetic related departmental equipment <input type="checkbox"/> Prepares departmental performance monitoring reports and other documents as requested by supervisor in a timely manner. <input type="checkbox"/> Maintains quality assurance procedures for all areas assigned. <input type="checkbox"/> Perform related work as may be required by the appropriate Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES		
<ul style="list-style-type: none"> <input type="checkbox"/> Knowledge of the modern principles and practices of diets. <input type="checkbox"/> Knowledge of the methods, materials, machinery and equipment used in food preparation and service. <input type="checkbox"/> Knowledge of institutional food service. <input type="checkbox"/> Effective communication skills, both oral and written. <input type="checkbox"/> Knowledge of Recipe Standardization Techniques. 		

- ❑ Ability to plan menus which satisfy the food tastes and specific requirements of hospital patients and staff in accordance with dietetic standards.
- ❑ Ability to provide demonstrations, lectures and discussions on nutrition and dietetics throughout various stages in life and all medical diseases.
- ❑ Ability to plan, assign and supervise the work of subordinate staff.
- ❑ Ability to coach and mentor junior staff.
- ❑ Ability to establish and maintain effective working relationships with patients, fellow employees and the public.
- ❑ Ability to prepare departmental business plans and budgets as well as departmental performance monitoring and other reports.

8. MINIMUM TRAINING AND EXPERIENCE

- ❑ Training as evidence by Bachelor of Science in Human Ecology (specializing in Nutrition and Dietetics) from a recognized institution.
- ❑ Post-Graduate Diploma in Institutional and Community Nutrition and Dietetics would be an asset.
- ❑ Registration as a Dietitian with the Nutritionists and Dietitians Board of Trinidad and Tobago in accordance with the Council for Professions related to Medicine.
- ❑ A minimum of five (5) years' experience as a professional dietitian, including some supervisory experience in healthcare service setting.
- ❑ Any equivalent combination of training and experience.

9. SUPERVISORY RESPONSIBILITIES

- ❑ Dietitian
- ❑ Kitchen Supervisor
- ❑ Cook I
- ❑ Cook II
- ❑ Dietetic Technician
- ❑ Clerical staff

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- ❑ Manager-Para Clinical Services
- ❑ Medical Director
- ❑ Nutrition and Dietetics Department
- ❑ Clinical Staff
- ❑ Nursing Personnel
- ❑ Community Liaison Unit
- ❑ Materials department
- ❑ Facility Management Department
- ❑ Other related Heads of Department
- ❑ Community Nutritionists & Dietitians

External:

- ❑ Clients and relatives
- ❑ Training Institutions
- ❑ Other RHAs
- ❑ Relevant Suppliers