



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE	2. DIVISION	3. DEPARTMENT
DIETICIAN	SANGRE GRANDE HOSPITAL	DIETETICS
4. ORGANISATIONAL RELATIONSHIP		5. NATURE & SCOPE
The Dietician will report to the Senior Dietitian.		The Dietician is responsible for assisting the Senior Dietitian in organizing and directing the dietary department in the Sangre Grande Hospital. Work involves budgetary control, menu planning, monitoring and setting quality control standard for food preparation and the supervision and guidance of subordinate staff engaged in all aspects of dietetics through inspections, reports and general observations.
6. SPECIFIC ACCOUNTABILITIES		
The Dietician:		
<ul style="list-style-type: none"><li>❑ Prepares menus for all patients including those requiring special dietary treatment and supervises the preparation and serving of meals.</li><li>❑ Oversees preparation and serving of food.</li><li>❑ Interacts with patients/clients to assess their nutritional status</li><li>❑ Analyses nutrition assessment data of patients/clients.</li><li>❑ Develops and implements individualized nutrition care plans and integrates them into the total medical/health care regime based on nutrition analysis.</li><li>❑ Establishes meal patterns for calculated diets and monitors their usage and effectiveness.</li><li>❑ Provides personal nutrition counseling for patients and their families/caregivers</li><li>❑ Documents nutrition-related data and nutrition care plans in the patient's medical records.</li><li>❑ Evaluates meal services and meal rounds reports submitted by Technicians and Assistants, and initiates any follow-up action necessary.</li><li>❑ Assists in coordinating medical nutrition therapy with foodservice.</li><li>❑ Designs and develops nutrition educational materials regarding various health conditions for patients/clients such as brochures and charts.</li><li>❑ Provides nutrition care for all Outpatient Clinics such as Cardiology Clinic, Nephrology Clinic, Diabetic Clinic, Paediatric Clinic, Dental Clinic, Haemodialysis Unit, etc.</li><li>❑ Develops and implements nutrition education programmes for clients/patients during and subsequent to hospitalization.</li><li>❑ Confers with the medical team/health team on patient needs and nutrition-related health status.</li><li>❑ Refers patients to other departments/ community services for continuity of nutritional care.</li><li>❑ Provides care for patients/clients from external health organizations such as National Organ Transplant Unit of Trinidad and Tobago and Caribbean Heart Care Medcorp Limited.</li><li>❑ Improves knowledge and strengthens competence through continuing education activities.</li><li>❑ Ensures that nutritional supplements and formula Stores are maintained and updated constantly.</li><li>❑ Directs and supervises all junior dietetic and clerical staff in the daily provision of the Dietetic and administrative services within the Dietetic Department.</li><li>❑ Maintains quality assurance procedures.</li><li>❑ Maintains good customer service between patients and the department.</li><li>❑ Perform related work as may be required by the appropriate Authority.</li></ul>		

<p><b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b></p> <ul style="list-style-type: none"> <li>❑ Knowledge of the modern principles and practices of diets.</li> <li>❑ Knowledge of the methods, materials, machinery and equipment used in food preparation and service.</li> <li>❑ Knowledge of institutional food service.</li> <li>❑ Effective communication skills, both oral and written.</li> <li>❑ Ability to plan menus which satisfy the food tastes and specific requirements of hospital patients and staff in accordance with dietetic standards.</li> <li>❑ Ability to give demonstrations, lectures and discussions on dietetics and nutrition.</li> <li>❑ Ability to plan, assign and supervise the work of subordinate staff.</li> <li>❑ Ability to establish and maintain effective working relationships with patients, fellow employees and the public.</li> </ul>
<p><b>8. MINIMUM TRAINING AND EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>❑ Bachelor of Science in Human Ecology (specializing in Nutrition and Dietetics).</li> <li>❑ Post-Graduate Diploma in Institutional and Community Nutrition and Dietetics (Year-long Internship Programme).</li> <li>❑ Registered Dietitian with the Nutritionists and Dietitians Board of Trinidad and Tobago in accordance with the Council for Professions related to Medicine.</li> <li>❑ Must also have membership or eligibility in TTANDI, CANDI or any other recognized international professional Association.</li> <li>❑ Food service and clinical experience in the hospital setting (minimum one (1) year).</li> <li>❑ Any equivalent combination of Nutrition &amp; Dietetics qualifications and experience.</li> </ul>
<p><b>9. SUPERVISORY RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>❑ Dietetic Technician</li> <li>❑ Clerical staff</li> <li>❑ All Kitchen Staff</li> </ul>
<p><b>10. COMMUNICATION AND WORKING RELATIONSHIP</b></p> <p><i>Internal:</i></p> <ul style="list-style-type: none"> <li>❑ Senior Dietician</li> <li>❑ Kitchen Supervisor</li> <li>❑ Manager-Hospital Administration</li> <li>❑ Hospital Nursing Manger</li> <li>❑ Head Nurses</li> <li>❑ Plant Engineer II</li> <li>❑ Medical Staff</li> <li>❑ Food Technicians</li> <li>❑ Other related Heads of Department</li> </ul> <p><i>External:</i></p> <ul style="list-style-type: none"> <li>❑ Clients</li> <li>❑ Discharged clients and relatives</li> <li>❑ Medical/Nutritional sales representatives</li> <li>❑ Suppliers</li> </ul>