THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE	2. DIVISION	3. DEPARTMENT
DIETITIAN	SANGRE GRANDE HOSPITAL	NUTRITION AND DIETETICS

4. ORGANISATIONAL RELATIONSHIP

The Dietitian will report to the Senior Dietitian.

5. NATURE & SCOPE

The Dietitian is responsible for assisting the Senior Dietitian in organizing and directing the Nutrition and Dietetics Department at 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 Dietitian:

- Prepares meal plan for all patients including those requiring special dietary treatment and supervises the preparation and serving of meals.
- Oversees preparation and serving of meals.
- Interacts with patients/clients to assess their nutritional status and documents on patient charts
- Analyses nutrition assessment data of patients/clients.
- Develops and implements individualized nutrition care plans and integrates them into the total medical/health care regime based on nutrition analysis.
- Establishes meal patterns for calculated diets and monitors their usage and effectiveness.
- Provides personal nutrition counseling for patients and their families/caregivers
- Evaluates meal services and meal rounds reports and initiates any follow-up action necessary.
- Collaborates with the clinical team in coordinating medical nutrition therapy.
- Designs and develops nutrition educational materials regarding various health conditions for patients/clients such as brochures and charts.
- Provides nutrition care for all Outpatient Clinics such as Cardiology Clinic, Nephrology Clinic, Diabetic Clinic, Paediatric Clinic, Dental Clinic, Haemodialysis Unit, etc.
- Develops and implements nutrition education programmes for clients/patients during and subsequent to hospitalization.
- Confers with the medical team/health team on patient needs and nutrition-related health status.
- Refers patients to community dietary services for continuity of nutritional care.
- 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.
- Collaborates with the Materials Department to ensures that nutritional supplements and formula are appropriately stocked.
- Directs and supervises all junior dietetic and clerical staff in the daily provision of the Dietetic and administrative services within the Dietetic Department.
- Maintains quality assurance procedures for inpatient services meals in keeping with the established guidelines
- Performs any other related work as may be required by the appropriate Authority.

7. KEY KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the modern principles and practices of diets.
- Knowledge of the methods, materials, machinery and equipment used in food preparation and service.
- Knowledge of institutional food service.
- Effective communication skills, both oral and written.
- Ability to plan menus which satisfy the food tastes and specific requirements of hospital patients and staff in accordance with dietetic standards.
- Ability to give demonstrations, lectures and discussions on dietetics and nutrition.
- Ability to plan, assign and supervise the work of subordinate staff.

- Ability to establish and maintain effective working relationships with patients, fellow employees and the public.

8. MINIMUM TRAINING AND EXPERIENCE

- Bachelor of Science in Nutrition and Dietetics or any other related field.
- Diploma in Institutional and Community Nutrition and Dietetics (Year-long Internship Programme) or equivalent qualifications.
- Registered Dietitian with the Nutritionists and Dietitians Board of Trinidad and Tobago in accordance with the Council for Professions related to Medicine.
- Any equivalent combination of Nutrition & Dietetics qualifications and experience.

9. SUPERVISORY RESPONSIBILITIES

- Dietetic Technician
- Clerical staff
- All Kitchen Staff

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Senior Dietitian
- Kitchen Supervisor
- Manager-Hospital Administration
- Hospital Nursing Manger
- Head Nurses
- Plant Engineer II
- Medical Staff
- Food Service Workers
- Other related Heads of Department

External:

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