



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b> DIETITIAN	<b>2. DIVISION</b> SANGRE GRANDE HOSPITAL CAMPUS	<b>3. DEPARTMENT</b> NUTRITION AND DIETETICS
<b>4. ORGANISATIONAL RELATIONSHIP</b> The Dietitian will report to the Senior Dietitian.		<b>5. NATURE &amp; SCOPE</b> 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.
<b>6. SPECIFIC ACCOUNTABILITIES</b> The Dietitian: <ul style="list-style-type: none"> <li><input type="checkbox"/> Prepares meal plan for all patients including those requiring special dietary treatment and supervises the preparation and serving of meals.</li> <li><input type="checkbox"/> Oversees preparation and serving of meals.</li> <li><input type="checkbox"/> Interacts with patients/clients to assess their nutritional status and documents on patient charts</li> <li><input type="checkbox"/> Analyses nutrition assessment data of patients/clients.</li> <li><input type="checkbox"/> Develops and implements individualized nutrition care plans and integrates them into the total medical/health care regime based on nutrition analysis.</li> <li><input type="checkbox"/> Establishes meal patterns for calculated diets and monitors their usage and effectiveness.</li> <li><input type="checkbox"/> Provides personal nutrition counseling for patients and their families/caregivers</li> <li><input type="checkbox"/> Evaluates meal services and meal rounds reports and initiates any follow-up action necessary.</li> <li><input type="checkbox"/> Collaborates with the clinical team in coordinating medical nutrition therapy.</li> <li><input type="checkbox"/> Designs and develops nutrition educational materials regarding various health conditions for patients/clients such as brochures and charts.</li> <li><input type="checkbox"/> Provides nutrition care for all Outpatient Clinics such as Cardiology Clinic, Nephrology Clinic, Diabetic Clinic, Paediatric Clinic, Dental Clinic, Haemodialysis Unit, etc.</li> <li><input type="checkbox"/> Develops and implements nutrition education programmes for clients/patients during and subsequent to hospitalization.</li> <li><input type="checkbox"/> Confers with the medical team/health team on patient needs and nutrition-related health status.</li> <li><input type="checkbox"/> Refers patients to community dietary services for continuity of nutritional care.</li> <li><input type="checkbox"/> 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><input type="checkbox"/> Collaborates with the Materials Department to ensures that nutritional supplements and formula are appropriately stocked.</li> <li><input type="checkbox"/> 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><input type="checkbox"/> Maintains quality assurance procedures for inpatient services meals in keeping with the established guidelines</li> <li><input type="checkbox"/> Performs any other related work as may be required by the appropriate Authority.</li> </ul>		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Knowledge of the modern principles and practices of diets.</li> <li><input type="checkbox"/> Knowledge of the methods, materials, machinery and equipment used in food preparation and service.</li> <li><input type="checkbox"/> Knowledge of institutional food service.</li> <li><input type="checkbox"/> Effective communication skills, both oral and written.</li> <li><input type="checkbox"/> Ability to plan menus which satisfy the food tastes and specific requirements of hospital patients and staff in accordance with dietetic standards.</li> <li><input type="checkbox"/> Ability to give demonstrations, lectures and discussions on dietetics and nutrition.</li> <li><input type="checkbox"/> Ability to plan, assign and supervise the work of subordinate staff.</li> </ul>		

- 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**

- 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