Award: Based on Victorian Public Health Sector (Medical Scientists, Pharmacists & Psychologists) Enterprise Agreement 2016-2019

Classification: Grade 2 (Commensurate with qualifications and experience)

Terms of Employment: Permanent part-time 0.6 EFT (subject to ongoing funding)

Responsible to: Chief Executive Officer through the Director Primary Care (YDHS) and Coordinator Allied Health (YDHS) and Director of Community Health (SGH).

Qualifications / Experience

- Accredited practising Dietitian and registered member of Dietitians Association Australia.
- Clinical experience in acute, sub acute and/or community care.
- Understanding of chronic disease management principles
- Current Victorian Drivers Licence

Overview:

This position is a shared recruitment between South Gippsland Hospital and Yarram & District Health Service and will be co-located at the two facilities, initially one day at the Community Health Centre in Foster and two days at the Allied Health Department in Yarram.

The position is responsible for the planning and delivery of nutrition and dietetic services to community clients within the Foster and Yarram districts; to residents of YDHS residential care services and to patients within the SGH and YDHS acute care area.

Aspects of the role are:

- Working in a way that reflects the values of both organisations and contributes to the achievement of each strategic plan.
- Providing assessment, advice, education and nutrition support services relevant to the rural context to assist individuals, and their carers/families, to achieve and maintain optimal health and independent functioning.
- Participating in regular professional supervision to support best practice.
- Travel between South Gippsland Hospital and Yarram District Health Service

Key Responsibilities:

- Provide clinical assessment, consultation, education, treatment and ongoing dietary and nutritional care of individual clients appropriate to the rural context.
- Ensure high quality coordinated services are provided in association with other clinicians, the client and family/carers
- Establish sound, collaborative working relationships with internal staff, external clinicians and other stakeholders regarding client management, assessment and referral pathways
- Ensure the Dietetic service meets target hours for various funding streams
- Contribute to planning and development of the Dietetic service with the scope to build capacity for private/full cost clients
- Ensure an inpatient Dietary service and discharge process are achieved in collaboration with the treating team at each facility.
- Maintain accurate statistics and data on all patient contact and clinical support activity as required.
- Maintain best practice policies and procedures
- Ensure that care services are culturally appropriate.

**Competencies Required:**

- High level of theoretical and practical clinical knowledge in a wide area of Dietetics practice.
- Demonstrated clinical skills relevant to the discipline
- Thorough understanding of contractual and statutory requirements relevant to discipline
- High level decision-making skills, including the ability to work effectively both autonomously and within a multidisciplinary team.
- Adherence to safe practice standards and policies.
- Collaborative skills working with a variety of service providers, professionals, care givers and other stakeholders.
- A thorough understanding and respect for confidentiality requirements.
- Personal Attributes:
  - Excellent interpersonal skills.
  - Sound organisational and time-management skills.
  - Pleasant and mature attitude.
  - Ability to work independently with minimal direction.
  - Ability to work within a multidisciplinary team.
  - Highly developed written, IT and verbal communication and negotiation skills

**Key Performance Indicators:**

- Meets all targets for various funding streams
- Meets relevant contractual and statutory requirements
- Demonstrated planning and development of the service
- Development of goal based care plans relevant to the discipline for all clients
- Contribution to referral systems and hand over processes across internal programs including the provision of clinical data as required.
- Maintain the professional standards of the Dietetics Service and ensure competence through access to relevant literature, attendance at professional meetings, attends all mandatory training, continuing education and participation in quality assurance programs in relation to Dietetic service.
- Demonstrated collaboration with internal staff, external clinicians and other stakeholders, including timely and appropriate discharge planning for each patient.
- Participation in Health Promotion and other group education activities
- Maintenance of best practice Policies and Procedures for Dietetics
- Participates in the annual performance review process

Organisational Responsibilities:

1. **Quality Management**
   Development and maintenance of a quality service through the:
   a) Application of professional standards
   b) Participation in quality improvement activities such as audits and surveys under the framework of the Accreditation bodies of each facility.
   c) Comply with policies and procedures, practices and organisational goals and objectives.

2. **Occupational Health and Safety**
   a) Adhere to relevant statutory legislative and Health Service policy requirements to ensure that work and services are provided in a safe manner at all times.
   b) Ensure a safe environment exists for clients, staff and members of the public.
   c) Comply with the Occupational Health and Safety policies and procedures.

3. **Risk Management**
   a) Contribute to the development and maintenance of YDHS Risk Management Framework.
   b) Apply the framework to identifying, evaluating and minimising risk exposure for YDHS.

4. **Infection Control**
   An effective, integrated organisation-wide Infection Control Program is dependent upon the support, recognition, motivation, commitment and integrity of every staff member.
   All staff members have a responsibility to maintain infection prevention and control knowledge levels commensurate with the requirements of the position description and to adhere to the organisation's Infection Control Prevention and Control policies and procedures at all times.

5. **Confidentiality**
   Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of South Gippsland Hospital. You must understand and accept that in accessing this personal information you hold a position of trust relative to this information. In recognising these responsibilities you must agree to preserve the confidential nature of this information.
   Failure to comply with this agreement may result in disciplinary action and may include the termination of your employment.
Details certified correct by: I understand and accept this Position Description.

Name: ....................................................
Name: ....................................................

Signature: .............................................
Signature: .............................................

Date: .................................
Date: .................................

Note: Statements in this Position Description are intended to reflect, in general, the duties and responsibilities of this position and are not to be interpreted as being all inclusive.