



West Wimmera Health Service

Position Description

Position:	Dietitian - Grade 1
Location:	Based at Nhill but may be required to work across all sites as mutually agreed upon
Reporting to:	Dietitian – Grade 2
Division:	Community Health
Award:	Medical Scientists, Pharmacists and Psychologists Enterprise Agreement 2012-2016
Level:	Year level dependent on skills, qualifications and experience as per Award

Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service (WWHS). We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometer region, which is home to nine rural townships including Nhill, Goroke, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

Our Values

Strong leadership and management – we value our organization and will encourage exceptional professional skills and promote collaborative teamwork to drive better outcomes for our consumers.

A safe environment – the safety of our staff, patients, and visitors is fundamental to how we operate.

A culture of continuing improvement – the delivery of superior care to our consumers motivates a culture of quality improvement in all that we do.

Effective management of the environment – our service is managed in ways which minimize our impact on the natural environment.

Responsive partnerships with our consumers – we maintain a productive relationship with our communities and stakeholders through open communication, honest reporting and a willingness to embrace constructive suggestions.

Our Strategic Directions

Strategy one:	Empower our community to live their best life
Strategy two:	Invest in population health
Strategy three:	Build partnerships for healthier communities
Strategy four:	Harness technology and innovation
Strategy five:	Strengthen our workforce capacity

Position Relationships:

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none">• Dietetics Department staff• Allied and Community Health staff• Clinical staff – Aged Care and Acute	<ul style="list-style-type: none">• Wimmera communities• Health and community organisations, local, regional and state-wide• External consultants and practitioners

Position Overview:

To provide dietetic and nutritional services to acute hospital inpatients, community clients and aged care residents.

Key Selection Criteria:**Essential:**

1. Qualification in Nutrition and Dietetics. Eligible for membership of the Dietitians Association of Australia.
2. Ability to work independently but also as a member of a team.
3. Excellent communication (written and verbal) and interpersonal skills, including the ability to negotiate effectively with peers and other professionals and speak to community groups as required.
4. Current Driver's Licence.
5. Sound knowledge of health promotion and community nutrition principles.
6. Willingness to work in a rural setting.
7. Good time management and organisational skills.

Desirable:

1. Previous placement or work experience in a hospital/healthcare setting.
2. Experience and understanding of issues specific to provision of services in rural and remote areas.
3. Awareness of the Accreditation process, in particular EQUIP.
4. Strong interest in food and nutrition for aged care residents, recognizing the nutritional needs of the elderly.
5. Demonstrated experience in menu planning and menu analysis.
6. Participation in the Dietitians' Association of Australia's Accredited Practicing Dietitians Program.
7. Possess exceptional time management and organisational skills.
8. Solid understanding of the Primary Health funding guidelines.
9. Competence in using computer programs including Microsoft Word, Excel, Outlook and other databases such as iCare, isoft and Uniti.
10. Sound knowledge of health promotion and community education.
11. Demonstrated flexibility to manage a diverse caseload.

Key responsibilities:

- Effectively manage a Dietetics caseload across acute, aged care and community settings, and provide nutrition care, education, counselling and nutrition support to referred inpatients and outpatients, and aged care residents at all West Wimmera Health Service sites.
- Act as a consultant on nutrition to medical, nursing, food service and other health professionals and care workers internally and externally to West Wimmera Health Service as required.
- Lead and participate in health promotion, food service and quality activities.
- Actively contribute as a team member to the effective operation of the Dietetics Department, including attendance at regular team meetings.
- Work effectively and collaboratively within the broader WWHS and Community Health Team context.
- Establish and maintain positive relationships with external agencies and strategic partners in relation to effective delivery of Dietetics services and community development across the Wimmera.

Statement of duties:

Leadership:

- Provide nutrition and dietetic care, education and counselling services across allocated West Wimmera Health Service (WWHS) campuses, to:
 - Inpatients on acute wards
 - Outpatients
 - Community members and groups
 - Aged care residents
 - Fee-for-service clients and groups as contracted at external sites (Dimboola, Edenhope, Harrow).
- Conduct assessments for aged care residents as per the 'assessment, referral and care planning in aged care policy', within a month of admission, 6 months following admission, then annually following. Review referred aged care residents as required.
- Function as an effective member of a multidisciplinary health care team, including participation in care coordination processes such as initial needs identification, referrals, multi-disciplinary meetings and discharge planning.
- Participate in annual health promotion planning and reporting as needed, as well as taking a lead role in the preparation and delivery of programs in which the Nutrition and Dietetics Department are involved such as National Nutrition Week etc.
- Plan, develop, coordinate and implement health promotion activities that aim to promote healthy eating in WWHS catchment communities, including guest speaking as required, including as required/requested:
 - Schools and kindergartens
 - Day centre groups
 - Men's Sheds
 - Neighbourhood houses
- Act as a consultant, and support to; and provide in-service education to:
 - Food service department staff, including Hospitality & Environmental Services Manager & Chefs in Charge
 - Medical staff/ nursing staff.
 - Community health staff, including district nurses and internal/external personal care workers.
- Participate in leadership of the WWHS aged care and acute menu review, in consultation with the Hospitality & Environmental Services Manager and other relevant staff, to ensure nutrition needs of consumers/patients are met (NSQHS Standards 5.27 and 5.28 and Aged Care Quality Standard 5).
- Attendance at weekly multi-disciplinary meetings, Allied Health meetings, Health Promotion Committee meetings, and other meetings as directed or deemed appropriate.
- Efficiently undertake departmental administrative duties such as correspondence, statistics, client files and reports for clients, as well as department reports, annual report, and submissions.
- Regularly review resource material provided to patients and community based programs.
- Regularly review and update Departmental Manuals.
- Work in accordance with the Medicare Benefits Schedule under the auspice of West Wimmera Health Service will be undertaken as required to meet referral needs. A Medicare provider number under the auspice of West Wimmera Health Service must be applied for and granted.

Professional Practice:

- Adhere to West Wimmera Health Service's Confidentiality Policy, including signing the Confidentiality Compliance Statement.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.
- Work in accordance with the Dietitians' Association of Australia Code of Conduct.
- Maintain a commitment to ongoing professional development including ongoing membership with the Dietitians' Association of Australia.
- Seek and participate in opportunities for clinical supervision and peer supervision.

- Participate in professional development both internally and externally, including fortnightly attendance and annual presentation in Grampians region meetings by videoconference.
- Ensure that all documentation, records and statistics are compliant with the stipulations of relevant funding bodies; policy guidelines and Victorian and Australian laws and regulations.

Financial Management:

- Adhere to the effective application and utilisation of resources within the staff allocations and budget parameters.
- Endeavour, under the instruction of the Executive Director of Community Health to develop strategies to meet expenditure budget expectations for operating and capital purposes.

Quality, Safety and Risk Management:

- Ensure compliance at all times, with mandatory education competencies by the due date in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers, volunteers and colleagues.
- Participate in relevant quality improvement activities as directed by the Executive Director Quality & Safety.
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to effectively manage such risks.
- Maintain Dietetic facilities in accordance with safety standards and infection control guidelines.

Communication:

- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers, volunteers and colleagues.
- Ensure effective and open lines of communication with other team members, volunteers, service users and WWHS management staff.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.

Appraisal:

- Initial appraisal – 3 months after appointment
- Thereafter – 12 monthly.

Certification

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

Authorised by: Executive Director Community Health	
Name:	
Signature:	Date:

Position Incumbent Name:	
Signature:	Date: