
Role **Dietitian**

Date: May 2018

Classification: Grade 2

Employment Status: Part Time

Conditions: Medical Scientists Award & Current EBA

Our Vision: We exist in a healthy and vibrant community where individuals have the capacity and potential to manage their own health and improve their physical, mental and social wellbeing. We are fully integrated with our community and together we plan for and respond to changing health needs through the provision of high quality and efficient health services.

Our Strategic Intent: Beechworth Health Service is intrinsic to the fabric of the community. We exist, as the local component of a larger health system, so that people have access to services that support/encourage/enable them to lead a healthy quality lifestyle.

We are in the business of providing Acute Care, Aged Care, Sub-acute Care, Primary Health Services, Community Health Promotion and Visiting Specialist Services. Our core competence is to provide a range of services to fill current and emerging community health needs. In collaboration with service partners and the community we will be constantly looking for innovative ways to improve the health services we provide.

At Beechworth Health Service we behave in a way that:

- is respectful and reflects equality
- encourages participation by all
- enhances quality of life
- promotes flexibility, acceptance and innovation
- adapts to the changing needs and expectations of our clients and the community
- meets the highest standards of quality

Position Purpose: To assist the organisation to meet its strategic and operational objectives in relation to the provision of dietetics services. The dietitian role will contribute to health and wellbeing of residents, inpatients and community members by providing assessment, nutritional advice and education for a range of dietary issues

Qualifications and Experience:

- Bachelor of Science (Dietetics) or Masters in Dietetics Accreditation with the Dietitian Association of Australia as an Accredited Practising Dietitian or eligible to be a member of the Dietitian Association of Australia
- Demonstrated ability to work as a member of a multi-disciplinary team across diverse programs.
- Current drivers licence.
- Excellent interpersonal, problem solving, time management, and organisational skills
- Ability to work unsupervised
- Experience in facilitating group activities as well as individual client work
- Demonstrated Community based health or equivalent experience
- Demonstrated Aged Care based health or equivalent experience
- Demonstrated excellent interpersonal skills.
- Demonstrated experience in small group facilitation.
- Demonstrated appropriate clinical and management experience.
- Demonstrated understanding of food service systems within a Health Service setting.
- Ability to apply computer skills to a variety of programs eg. Food analysis software, medical software and databases.

Key Relationships**Reports to:**

- Primary Health Team Leader

Supervises:

- Allied Health Assistant
- Students

Internal Liaisons:

- Beechworth Health staff across all functional areas
- Staff Development Officer
- Beechworth Health Service Executive staff
- BHS Committees, Working Parties, Steering Groups and Project Teams as appropriate
- New staff and volunteers
- Patients, clients and residents

External Liaisons:

- Community members
- Beechworth Surgery
- Beechworth Pharmacy
- Other Health Services
- Other Primary Health Professionals
- Community Groups
- Consumers

Key Responsibilities:**Quality**

- Participate in the leadership of quality and improvement at BHS
 - Contribute to a culture of service quality and safety improvement by actively seeking ways to enhance the capability and performance efficiency, efficacy and safety of operational processes and decision making.
 - Participate in Infection prevention and control and No Lift programs as appropriate to the role
 - Promote a commitment to conduct and behaviour of Committees, Working Parties and Project Teams within which the role participates
 - < insert other(s) >
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Experience

- Ensure that people accessing Beechworth Health Service will experience a person centred approach with respect to their needs
- Acknowledge customer feedback and escalate issues of concern and safety as soon as practicable with your line manager or other appropriate BHS staff member(s)
- Encourage the engagement of the consumer in the assessment of quality and experience of services at BHS

Workforce

- Participate in BHS's framework for staff development
- Act as a role model for colleagues
- Play a role in the induction of new members of staff
- Promote and encourage innovative service delivery
- Actively engage in continuous professional development and maintaining best practice.

Relationships

- Liaise with managers and assist problem solving to deal with issues as they arise
- Attend and participate in relevant meetings at BHS
- Present a courteous and respectful image to clients, colleagues, external organisations and other customers / visitors to BHS
- Develop and foster strategic relationships with key internal and external partners.

Sustainability

- Manage the use of BHS resources efficiently and effectively within the scope of the role
 - Contribute to a culture that promotes the BHS Values
 - Participate in the leadership of risk assessment and opportunity identification for the benefit of BHS
 - Contribute to organisational wide improvement processes including compliance and improvement initiatives
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Risk Management:

- To be observant with regard to identification of potential hazards and to act on those hazards appropriately which cannot be remedied immediately
- Where possible, rectify hazards and notify manager with a view of preventing recurrence.
- Observe risk management principles, policies and practices through the risk management BHS policy/framework
- Employ risk management principles and practices in day-to-day duties and functions
- Report on any matter that may have a potential risk exposure to the organisation, fellow employees, contractors or the public

Occupational Health & Safety:

- To comply with provisions of the Occupational Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others
- Read, understand, and comply with workplace health and safety policy, safe work practices and procedures.
- To rectify actual or potential hazardous situations, where appropriate, in accordance with established policies and procedures
- Attend training programs designed to monitor and protect the health of staff in their workplace
- To report to your Manager:
 - Unsafe equipment , work practices or conditions
 - Any incidents, near misses, injuries, or illnesses.
 - Potential Hazards
 - Damage or defects to Beechworth Health Service equipment or property

Accountability and Extent of Authority:

The incumbent of the position will be accountable for:

- Achievement of the agreed performance measures as defined in the Statement of Priorities for this role (appendix 1)
- Undertaking the role in accordance with legislative and funding obligations
- Undertaking the duties of the role in accordance with BHS policies
- Operate in accordance with Beechworth Health Service's delegated authority

A performance appraisal will take place in the first 6 months of commencement of the role and annually thereafter.

An agreed set of performance indicators will be determined annually.

As the occupant of this position, I have read and understood the above position description.

Name: [please print]

Signature: **Date:-**.....

Key areas of responsibility / Value Themes	<p style="text-align: center;">BHS</p> <p style="text-align: center;">Service Plan / Strategic Plan / Statement of Priorities</p> <p style="text-align: center;">Accountability</p>
Quality	Completed one quality activity on VHIMS
Experience	Ensure 100% of care plans are up to date and have a person centred goal
Workforce	<p>Completed at least one PD activity where current best practice in a relevant field is presented.</p> <p>Contributed one activity which enhanced learning of BHS colleagues or students.</p> <p>Completion of all BHS mandatory education.</p>
Relationships	Actively contribute at all meetings where presence is required i.e. 80% attendance and participation in at least one quality activity from the meeting's work plan.
Sustainability	Participate in at least one BHS quality activity in the areas of OH&S, compliance, efficient resource utilisation, facilitation of VALUE's based culture.