



Cultivating Healthy Communities

Position Title:	Dietitian
Reports To:	Director of Primary Care
Direct Reports:	None
Department:	Community Health
Classification:	AJ1 – AJ4 Dietitian Grade 2 Year 1 – 4 (<i>year dependent on experience</i>)
Employment Conditions:	Medical Scientists, Pharmacists and Psychologists (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2025.
Qualifying Period:	6 months from commencement date.

East Wimmera Health Service (EWHS) is a fully accredited small rural health service consisting of 40 Acute and 95 Aged Care beds across five campuses in the Buloke and Northern Grampians Shires in North Western Victoria. Covering the land first inhabited by the Dja Dja Wurrung, Barengi Gadjin, and Jaara Jaara peoples. EWHS encompasses the townships of Birchip, Charlton, Donald, Wycheproof and St Arnaud. EWHS provides a broad range of Acute, Community Based and Aged Care services integrated with local General Medical Practices. Additionally EWHS manages a number of other local services in post-acute care, planned activity groups and infection control. The duties of this position are to be performed with adherence to the purpose and values identified through EWHS's strategic plan and compliance with the Code of Behaviour for staff of EWHS.

Our Vision

To see sustainable improvement in the health and wellbeing of our community

Our Purpose

To work together with our community to achieve better health and wellbeing outcomes

Our Values

Together, Honesty, Empathy, Community, Open, Respect and Excellence



ROLE STATEMENT

To provide a comprehensive nutrition and dietetic service to consumers of East Wimmera Health Service, in a multidisciplinary team approach.

POSITION SPECIFIC RESPONSIBILITIES

SERVICE DELIVERY

- Delivery of dietetics services to the communities of East Wimmera Health Service
- Identify opportunities and recommend enhanced or new ways to deliver dietetics services
- Liaise and work collaboratively with other health professionals, community groups and service networks to ensure integrated approach to service delivery.

ADMINISTRATION

- Adhere to relevant documentation systems and ensure high standard of documentation
- Ensure optimal use of all resources to provide an effective service.

TEAM WORK

- Participate in team / departmental meetings and other organisational meetings as required.
- Contribute to the orientation and welcoming of new staff to the department and the team.
- Participate in performance review process

INFORMATION MANAGEMENT

- Maintains confidentiality and privacy of clients and business of the Health Services
- Maintains knowledge of relevant policies and procedures in performance of duties

IMPROVING PERFORMANCE (CQI):

- Actively contribute to improving performance
- Implement Accreditation Standards and other relevant Standards within the department.
- Contribute to the implementation and evaluation of quality systems and implement CQI activities for the dietetic service

CUSTOMER RELATIONS

- Provide safe and effective client focused service.
- Participate in the planning, implementation and evaluation of care planning within a multidisciplinary team setting for target populations.
- Maintain timely, effective and professional oral and written communication at all levels within East Wimmera Health Service and also with external stakeholders as required.
- Provide safe and effective client focused dietetic care via diagnosis, treatment planning, therapeutic interventions and evaluation

REGULATORY COMPLIANCE

- Comply with the professional standards of practice and code of ethics.
- Completion of applicable annual mandatory requirements
- Implement the standards of health and safety and comply with OH&S legislative employee requirements
- Report work place injuries to Director of Primary Care.
- Work effectively with staff on return to work programs.
- Ensure EWHS policy and procedures are implemented.
- Undertakes relevant infection control activities

- Comply with all employee relations legislation and EWHS Code of Conduct requirements.
- Report breaches to Director of Primary Care

Quality / Safety and Risk Management

- Act in accordance with all relevant external legislation and internal EWHS policies and procedures that relate to this position and the organisation.
- Participate in and contribute to quality improvement programs and other organisational activities to meet Accreditation Standards.
- Participate and contribute in occupational health and safety activities to ensure a safe work environment for consumers, community, staff and visitors.
- Minimise exposure to incidents of infection / cross-infection of patients, consumers, staff, visitors and the general public by adhering to the Health Service Infection Control policies and procedures.
- Cooperate with the EWHS's Occupational Health and Safety policies and to participate in appropriate safety education and evaluation activities.

PERFORMANCE INDICATORS

- Compliance with the Education Training Schedule (ETS).
- Targets and outcomes are met
- Effective use of resources
- Standards of clinical practice are met
- Optimal customer care is achieved.
- Feedback indicated communication is appropriate and effective at all levels
- Service delivery is integrated and seamless.
- Document requirements are met.
- Use of resources is efficient and effective.
- Identify areas for improvement and introduce changes as appropriate
- Information is accurate, current and accessible to relevant groups/individuals.
- Records are maintained according to regulatory requirements.
- Feedback indicates collaboration and communication with all team members is open and effective.
- Feedback indicates contributions made are effective.
- Active participation in performance review process.
- Demonstrates knowledge in work performance
- Awareness and understanding of relevant standards and accreditation processes demonstrated.

KEY BEHAVIORAL COMPETENCIES

- | | |
|---|--------------------------|
| • Critical thinking/reflective practice | • Time management |
| • High level communication/interpersonal skills | • Flexibility |
| • Integrity | • Collaborative approach |

KEY SELECTION CRITERIA

- Eligibility for membership of Dietitians Association of Australia (DAA) and current Accredited Practising Dietitian (APD) status or a willingness to join the APD Program
- Demonstrated ability to provide both a variety of evidence based generalized and specialist assessments and interventions.
- The ability to conceptualise and implement service development
- Ability to meet deadlines and provide reports.
- Experience in planning and evaluating community based programs
- Demonstrated commitment to ongoing professional development.
- Excellent interpersonal and communication skills with all levels within the organisation
- Excellent time management skills and ability to prioritize competing demands
- Ability to operate in an environment of change and promote change to others
- Ability to work as part of a multi-disciplinary team as well as independently.
- Evidence of recent annual influenza immunisation prior to commencement.
- Evidence of full immunisation against COVID-19.

The Dietitian at East Wimmera Health Service will hold:

- A current National Police Check or ability to obtain a satisfactory check.
- A current Victorian Drivers Licence.
- Ability to comply with the “Behavioural Outcomes” for this role.
- A current employee Working with Children Check.

East Wimmera Health Service

STANDARDS OF BEHAVIOUR

Our staff will always:

Our staff will not:

Together	<ul style="list-style-type: none"> • Work as part of the team • Mentor others • Provide encouragement to others • Care for others the way they would like to be cared for themselves • Partner with consumers in decision making about their healthcare 	<ul style="list-style-type: none"> • Be self-centered • Have inappropriate conversations with others • Demonstrate a “can’t-do” attitude • Ignore feedback given by patients or colleagues • Avoid responsibility • Refuse to assist others with their workload
Honesty	<ul style="list-style-type: none"> • Be open & honest with ourselves and with others • Make ethical decisions • Bring ourselves to work • Maintain high levels of integrity • Be responsible and accountable 	<ul style="list-style-type: none"> • Be dishonest • Be unreliable • Pass the buck • Lazy
Empathy	<ul style="list-style-type: none"> • Commit to delivering a positive health experience to every person every time • Show compassion to all people • Demonstrate empathy & understanding 	<ul style="list-style-type: none"> • Be sarcastic • Be judgmental • Make care decisions without consulting the consumer
Community	<ul style="list-style-type: none"> • Maintain customer focus • Lead by example • Be responsible & accountable for their own actions • Stand up and take action • Escalate issues or behaviours of concern 	<ul style="list-style-type: none"> • Be hypocritical • Contribute to rumours • Discriminate against others • Think they’re better than others • Be passive
Open	<ul style="list-style-type: none"> • Demonstrate consistency • Treat people equally • Be considerate & understanding • Be collaborative and collegiate • Deal with issues 	<ul style="list-style-type: none"> • Demonstrate favouritism & exclusion • Withhold information • Ignore issues
Respect	<ul style="list-style-type: none"> • Maintain confidentiality & privacy • Be punctual • Listen to others & accept differences • Respond courteously • Greet all people by saying hello, smiling and introducing themselves • Be culturally informed and sensitive • Respect diverse opinions 	<ul style="list-style-type: none"> • Be arrogant • Be disrespectful • Display rudeness • Bully, harass or display aggression • Allow unacceptable behaviour
Excellence	<ul style="list-style-type: none"> • Expect and deliver excellence • Persevere to do the best job they can • Strive continuously to improve • Be professional & enthusiastic • Have the courage to question what we do 	<ul style="list-style-type: none"> • Give up • Accept mediocrity • Leave an untidy workplace

Staff at EWHS must also comply with both the Industry and organisational Code of Conduct

RISK ASSESSMENT / JOB ANALYSIS

East Wimmera Health Service provides a safe working environment for staff as part of the process Risk Assessments have been carried out and this position could include some or all of the following.

(Please mark (eg X or ✓) to those that apply to this position)

Aspects of Normal Workplace	Frequency			
<u>Work Environment</u>	Occasionally	Regularly	Continual	NA
• Work with the possibility of extended hours	✓			
• Work in locations geographically separated from main facility	✓			
• Working off site which may include clients homes	✓			
• Clinical areas		✓		
• Travelling or Driving in cars on a regular basis		✓		
<u>Work Activity</u>				
• Manage demanding and changing workloads and competing priorities		✓		
• Undertake administrative tasks including intensive computer keyboarding work, filing, writing, concentrating for long periods of time		✓		
• Sitting at the computer for extended periods of time		✓		
• Sitting in meetings for extended periods of time	✓			
• Use of technology including photocopiers, telephones		✓		
• Undertake manual handling of equipment				✓
• Patient Handling (<i>No Lift Program operates throughout EWHS</i>)				✓
• Exposure to Substances (<i>Protective equipment & procedures in place to prevent contact</i>)				✓
<u>Work relationships</u>				
• Work in a team environment and at times independently		✓		
• Interaction with staff from other disciplines and departments		✓		
• Interacts with: <ul style="list-style-type: none"> ○ colleagues and other hospital staff ○ members of the public ○ Patients and relatives 		✓	✓	



Cultivating Healthy Communities

I acknowledge:

- That I have read and fully understand the Position Description and the position's Job Analysis.
- I agree that I have the physical ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities and duties.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- That EWHS may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the employment agreement that I will sign, outlining the terms and conditions of my employment.

Name (please print) _____

Signature _____

Date _____

Document Control	
Executive Sponsor: Director of Primary Care	
Manager Responsible: Director of Primary Care	
Author(s): Meghan Noonan: Director of Primary Care	
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