

CITY OF KAWARTHA LAKES FAMILY HEALTH TEAM

POSITION DESCRIPTION REGISTERED DIETITIAN

POSITION: REGISTERED DIETITIAN	STATUS: FULL TIME <input type="checkbox"/>
DEPARTMENT: PRIMARY CARE	REPORTING TO: EXECUTIVE DIRECTOR

APPROVAL SIGNATURES	
_____	_____
APPROVED BY BOARD CHAIR	DATE

PURPOSE

The Registered Dietitian (RD) is a specialist in nutrition, and responsible for the nutrition care of clients identified as moderate to high risk for chronic disease, or clients living with chronic disease. Working in collaboration with an interdisciplinary team, the RD will share expertise and knowledge of nutrient care with clients and their families, as well as other health care professionals.

ACCOUNTABILITY:

The RD is to practice within the scope and according to the standards of practice as outlined in the following documents:

- Dietitians of Canada ~ *“Professionals Standards for Dietitians in Canada”* (www.dietitians.ca)
- *The Dietetics Act* (1991) and the *Regulated Health Professionals Act* (1991)

DUTIES AND RESPONSIBILITIES
Assessment <ul style="list-style-type: none">• Screens, prioritizes and processes client referrals.• Coordinates the assessment of the nutritional status and its impact on risk for chronic disease or management of chronic disease.• Reviews client clinical information obtained through physician referral, laboratory reports and health records.• Conducts consultations with clients to obtain relevant information and assess client nutritional learning needs.

Planning

- Assists in development of program calendars, identifying priorities, target dates and implementation strategies.
- Reviews current literature / resources to support preparation of education materials and tools.
- Develops and discusses appropriate individualized nutritional care plan with the client based on best practices and guidelines.
- Manages, reviews and makes recommendations regarding protocols for the nutrition education of FHT clients.

Implementation

- Works in collaboration with interdisciplinary team to safely and effectively provide appropriate primary care to clients.
- Provides nutritional education to meet client-learning needs.
- Recommends and adapts teaching to the client's identified nutritional needs, revising treatment protocols as required.
- Facilitates group educational sessions using the principles of adult learning.
- Documents using client health record, refers to other resources and arranges follow-up as necessary.

Reporting

- Prepare monthly, or as required, statistical reports for the Ministry of Health and Long-Term Care.

Evaluation

- Evaluates client comprehension and compliance to the nutritional plan by reviewing clinical and learning outcomes.
- Identifies key performance indicators for Dietitian services, participates in the measurement of these indicators.
- Participates in workload measurement, evaluates results to identify trends in client needs.

Team Development

- Works effectively within an interdisciplinary team, in varied practice settings, to improve access to primary care for the residents of the City of Kawartha Lakes. The “client” may be an individual, a family, a target group or a community.
- Provides case study nutritional consultation, conducts in-services and workshops for team members, other health professionals and community partners.
- Promotes awareness of the Corporation’s services and programs.
- Actively participates in staff, team and committee meetings as appropriate.
- Provides consultation as requested to community groups, partners and team members.
- Provides leadership and mentorship to dietitian students that enter the FHT on a placement. Participates in the education of other health professional students.
- Participates in the development, planning and evaluation of treatment, education, counselling and health promotion activities of the FHT.

Professional Development

- Maintains and develops professional competence through ongoing professional development. Fully participates in the Quality Assurance Program of the College of Dietitians of Ontario.
- Stays current and aware of opportunities to implement new, evidenced-based methods of client assessment and treatment.
- Participates in self-directed learning to ensure that practice remains relevant by attending professional conferences, e-learning and journal reviews.
- Participates on interdisciplinary committees to promote professional / interpersonal development.
- Participates in clinical projects / studies as required.

Communication

- Communicates effectively with health care team members to create a cohesive team and seamless services to the community.
- Communicates effectively with all clients, families, peers, other health care professionals and community partners.
- Participates in interdisciplinary meetings as required.

Related Duties

- Models the values and philosophy of the Family Health Team.
- Exhibits a commitment to life-long learning.
- Maintains confidentiality of team, personnel and client information.
- Facilitates appropriate in-house and external education sessions.
- Assists with planning and attend special events.
- Performs other associated duties as required.

SPECIFICATIONS

EDUCATION / EXPERIENCE:

- Baccalaureate of Science in Nutrition or equivalent.
- Current registration with the Ontario College of Dietitians required.
- Current membership with Dietitians of Canada Association, including professional liability insurance program.
- Basic CPR certification.
- Current Ontario Drivers' License.
- Possess at least three (3) years experience as an RD, preferably in a community and/or primary care setting as well as in the area of chronic disease management, prevention and health education.

SKILLS / ABILITIES:

- Knowledge and proficiency in current, evidenced-based methods and practices of primary care delivery, with an emphasis on health promotion and risk reduction.
- Superior leadership, organization, research, evaluation, time management, communication and interpersonal skills.
- Proficiency in the use of the computer hardware and software, particularly in Microsoft Word, Excel, Outlook.
- Desire and ability to update knowledge and skills through various means including technology-based opportunities, courses, workshops and conferences.
- Multi-tasking skills related to the delivery of efficient primary care including the ability to share information and teach while treating a patient.
- Excellent verbal and written communication skills.
- Exhibit an ability to be open and non-judgmental.
- Knowledge of the goals and structure of the organization, the policies and procedures and the programmes.

EQUIPMENT USED:

Various Glucose meters, insulin pens, ketosticks, insulin syringes, computer, printer, scanner, fax, photocopier, telephone, AV Equipment including Video projection unit, a variety of teaching aids.

CONTACTS:

INTERNAL	EXTERNAL
Executive Director	Ministry of Health & Long-Term Care
Associated Family Health Network Physicians (and staff of the FHN)	Central East Local Health Integration Network
Contracted Professional Staff	Community health and social services agencies
Employees, including allied health professionals and administrative staff	Non-Government Organizations
Contracted administrative support	Professional Association
Clients / Families	Ontario College of Dietitians
	Peers, Other FHT Dietitians, community Registered Dietitians
	Service Providers and Vendors

PHYSICAL DEMANDS:

Moderate: The position requires minimal physical effort and the workday comprises roughly of equal amounts of standing and sitting, with frequent position changes. This position may involve routine exposure to persons with contagious or infectious illnesses and requires constant attention to infection control procedures.

MENTAL DEMANDS:

The RD must be able to make decisions based on the best information and evidence that is available. The position may involve occasional exposure to highly emotional or violent patients. The RD may occasionally need to deal with those who are terminally ill.

FINANCIAL RESPONSIBILITY:

Participates in planning of a set budget. May participate in the expenditure of resources as planned.

IMPACT OF ERRORS IN JUDGEMENT:

Poor decisions and/or omissions can impact harmfully on client health. The level of impact could range from very low to extremely high.
Poor interpersonal skills could impact negatively on relations with staff, community partners, clients and public. The level of impact could range from very low to moderate.

WORK ENVIRONMENT:

FHT Clinic – City of Kawartha Lakes

The work environment will primarily be in well-lit, well-ventilated clinic areas that are furnished ergonomically. Exam rooms are spacious, well equipped and supplied. Personal office space may or may not be shared.

FHT Satellite or outreach sites

Environment may vary depending on location. Ergonomics, health and safety of the RD will be an important consideration when the location is furnished and equipped. It may be required to bring some requisite equipment and supplies when reporting to work in these environments.

In Home Visits

The RD may be required to provide primary care within the confines of a client’s home. These environments are not assessed before hand and it is the responsibility of the RD to assess the environment for health and safety risks. It is the policy of the FHT that no employee is exposed to second-hand smoke.

Other

Travel may be required between sites and client homes. Travel related to the fulfillment of this position description will be reimbursed.

REPORTING RELATIONSHIPS:

The Registered Dietitian reports to the Executive Director. In clinical matters, the RD collaborates with physicians and other FHT members to provide the most efficient, appropriate primary care to a client of the FHT. The RD collaborates with other community health partners to deliver appropriate services and programs to the community.

APPROVAL SIGNATURES:

Employee

Employer

Date

Date