



Position Description

Position Title:	Dietitian This position description is a supporting document to an employee's "Letter of Appointment" and "Variation to Letter of Appointment"
Department:	Allied Health
PD Issue Date:	May 2025
Classification/Award:	Award: Observe the conditions of Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement, 2021 - 2025 Classification: Grade 2 (Commensurate with qualifications and experience) or according to experience
Performance Review:	A six-month probation will apply to this position (6 months from date of commencement). Performance reviews will then be held annually.
ROLE	
The Dietitian provides high quality assessments, treatment and ongoing dietary and nutritional care for inpatients and community based clients. A strong knowledge and skill base, with a commitment to patient-centred care, collaborative practice and evidence-based knowledge contributes to positive client outcomes and service development.	
ORGANISATIONAL RELATIONSHIPS	
Reports to: Allied Health Manager Manages/Coordinates: Allied Health Assistants as needed Liaises with: • All South Gippsland Hospital Staff • Foster Medical Centre • External specialist staff and service providers as required	
KEY RESULT AREAS	
• Eligible to be registered with Dietitians Australia • Provides high quality clinical assessments, interventions and dietary care, in both individual and group therapy settings, as required • Ensure effective high quality therapeutic services are provided in association with other clinicians, the client and family/carers • Ensure client involvement in decision making and care planning, providing a patient advocacy role when required and promoting a culture of person-centred care • Establish sound, collaborative working relationships with internal staff, external clinicians and other stakeholders • Meet contractual and statutory requirements of the role including but not limited to National Safety and Quality Health Care Standards, TCP guidelines, Aged Care Quality Standards and other funding guidelines as relevant	



Position Description

- Maintain timely statistical data and documentation on all patient contact and clinical support activity in compliance with the South Gippsland Hospital Record and Documentation policy, and all relevant program requirements
- Ensure the KPI's required by the relevant funding bodies are met within the service such as meeting statistical target requirements
- Demonstrate understanding and provision of care planning and case management, including the ability to formulate goal-based care plans as required
- Liaise effectively with the multi-disciplinary Allied Health team and contribute to effective team development, education and improvement
- Report effectively to the Allied Health Manager including escalating all clinical and non-clinical concerns
- Delegate appropriate clinical and administrative tasks to Allied Health Assistants (AHAs)
- Participate in relevant organisational/team meetings
- Contribute to the development and review of best practice Policies and Procedures for Dietetic services
- Contribute to the planning, development and evaluation of the Dietetic service
- Manage and report risk and actively work toward implementing risk reduction strategies
- Set priorities and work in a timely and efficient way according to various program requirements and all SGH Policies and Procedures, spending a minimum of 80% of time on client related activities
- Plan and deliver health promotion and dietetic education activities
- Actively participate in regular supervision, the annual staff performance review and professional development opportunities
- Participate in annual SGH mandatory competency training and assessment
- Maintain a record of all education attended
- Assist with the administration of dietetic services, including the ordering of equipment and resources and other activities when needed or as directed by the Allied Health Manager
- Demonstrate knowledge and commitment towards quality improvement activities and actively participate in departmental accreditation processes
- Demonstrate a commitment to safety and quality of care
- Perform other duties reasonably required as directed

Acute Ward (Inpatient) Dietetics

- Provide high quality clinical assessments, interventions and dietetic services to acute ward inpatients when needed.
- Communicate effectively with acute staff and clinical managers
- Effective representation of patient and case management issues at relevant meetings including but not limited to family, discharge planning and other multi-disciplinary care meetings.
- Provide education to acute staff regarding dietetic services as required
- Direct AHA time during ward round if relevant
- Provide input into discharge planning including appropriate referrals to community services

Transition Care Program (TCP) Dietetics

- Provide high quality clinical assessments, interventions and dietetic services to inpatient and community based TCP clients.
- Communicate effectively with TCP staff and the multi-disciplinary TCP team



Position Description

- Effective representation of client and dietary issues at relevant meetings, including but not limited to family, multi-disciplinary, TCP and discharge planning meetings.
- Provide education to TCP staff regarding dietetic services as required
- Provide input into TCP discharge planning including appropriate referrals to community services

Home Care Package Dietetics

- Provide high quality clinical assessments, interventions and dietetic services to SGH Home Care Package clients
- Communicate effectively with Home Care Package staff
- Effective representation of client and dietary issues at relevant meetings, including but not limited to family, multi-disciplinary, TCP and discharge planning meetings.
- Provide education to TCP staff regarding dietetic services as required
- Provide input into TCP discharge planning including appropriate referrals to community services

SPECIALIST SKILLS AND KNOWLEDGE

- Demonstrate willingness to undertake relevant training / course to develop skills and acquire knowledge
- Participate in the Performance and Development Review process
- Work within scope of practice according to qualifications and registration with Dietitians Australia.
- Work according to the conduct, policies and standards of relevant external bodies and SGH

QUALIFICATIONS AND EXPERIENCE

- Bachelor of Dietetics or recognised equivalent
- Registration with Dietitians Australia - Each employee is required to satisfy the Industry Standard Registration organisation requirements as the Dietician for this role.
- Driver's licence
- Current Working with Children check
- A valid Police check
- Current Victorian Driver's Licence

KEY SELECTION CRITERIA

- Experience as a Dietician with demonstrated clinical knowledge, assessment and intervention skills in an acute and / or community setting
- Ability to provide high quality coordinated Dietetic services in the inpatient and/or community setting in association with other clinicians, the client, family and carers.
- Experience facilitating group based interventions (desired)
- Well-developed verbal, written and IT communication and negotiation skills.
- Ability to set priorities and work collaboratively or autonomously in an efficient manner to meet requirements of the role
- Evidence of professional supervision and/or professional development
- Demonstrated ability to competently maintain documentation and statistical data



Position Description

MANDATORY COMPETENCIES
Unless an employee is able to produce authorised evidence of successfully completing an approved mandatory competency, the employee will be required to successfully complete the competencies within the first three months of employment. Each employee is then required to successfully complete mandatory clinical competencies annually.
ORGANISATIONAL VALUES
South Gippsland Hospital (SGH) staff work with each other according to the Values listed below and the behaviours these values require when carrying out business. These values are: Accountability – accepting responsibility for our actions Trust- acting with integrity and being able to count on each other Excellence – doing our best at all times and looking for ways to improve Adaptability – being flexible and accepting of new ideas and change for the better Mutual Respect – treating others in the way that want to be treated It is expected that staff will work according to these Values when working directly with other staff, clients and members of the community.
OCCUPATIONAL HEALTH AND SAFETY
SGH recognises its obligation for full compliance with the <i>Occupational Health and Safety Act 2004</i> and associated Occupation Health and Safety regulations 2017. All staff are required: • to comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures. • to take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace. • to seek guidance about new or modified work procedures. • to ensure that any hazardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to their supervisor. If the role includes people management duties, these include the requirement to manage the health and safety of people under this control and support the actions contained in SGH OH&S policies.
INFECTION PREVENTION AND CONTROL
An effective, integrated organisation-wide Infection Prevention and 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, and to adhere to the organisation's Infection Prevention and Control policies and procedures at all times.
LEARNING AND DEVELOPMENT
SGH is committed to education.



Position Description

All staff have a responsibility to undertake their own professional development and actively participate in the learning and development of others. This may involve colleagues, health professionals from other disciplines or students. Inter-professional education is strongly encouraged and supported and is integral to a small rural hospital

HEALTH AND WELLBEING

The health and wellbeing of employees is a priority for SGH and the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals is recognised in this workplace.

Staff are expected to:

- partake in the promotion of the health and wellbeing of employees
- contribute to an inclusive and health promoting environment
- promote our values of trust, excellence, accountability, adaptability and mutual respect
- promote an organisational culture of positive mental health and wellbeing through supportive leadership, employee participation and shared decision making

DIVERSITY STATEMENT

SGH is committed to providing employment, health care and all related business based on the principles of access, equity and respect. SGH acknowledge the Traditional Custodians of the land on which we work and pay our respect to their Elders past, present and emerging.

Staff are expected to provide excellence in care and a safe, welcoming and inclusive health service by:

- extending respect to Aboriginal and Torres Strait Islander people at all times,
- engaging respectfully with all cultures and
- respecting and appreciating what makes each individual different, in terms of age, gender, ethnicity, religion, disability, sexual orientation, education and national origin.

MULTI AGENCY RISK ASSESSMENT MANAGEMENT (MARAM)

Family Violence is a health issue and SGH provide support to any staff member experiencing family violence. All public hospitals are legislated to screen, identify and respond to family violence. The Multi Agency Risk Assessment Management (MARAM) framework is a whole organisation, multi-level approach to family violence. At SGH, we are committed to align our organisation with the 4 pillars of the MARAM framework: Shared understanding, Collaborative practice, Responsibility for risk assessment and management and Systems, outcomes and improvement. We respectfully, safely, and sensitively engage with all. We work collaboratively to increase the safety of people experiencing family violence, and to keep perpetrators in view and accountable for their actions and behaviours. We are committed to ensuring that all staff have access to adequate training to enable them to fulfil the responsibilities assigned to their role in the MARAM framework. Employees will undertake MARAM training as appropriate to their position and adhere to related policies.

At SGH all staff either contributes to or holds the following responsibilities;

Responsibility 1: Respectful, sensitive and safe engagement with clients and colleagues

Responsibility 2: Identification of family violence risk

Responsibility 5: Seek secondary consultations and referrals for comprehensive risk assessment and management

Responsibility 6: Contribute to information sharing with other services in line with SGH Information Sharing Policy

Responsibility 9: Contribute to coordinated risk management



Position Description

Responsibility 10: Collaborate for ongoing risk assessment and risk management

In addition to the above, some senior nursing staff hold responsibilities of

Responsibility 3: Intermediate risk assessments

Responsibility 4: Intermediate risk management.

CONFIDENTIALITY

Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of SGH.

Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information.

Failure to comply with this agreement may result in disciplinary action and may include termination of employment.

QUALITY AND RISK MANAGEMENT

In order to ensure patient safety and high quality of care:

- Staff are required to participate in the development and maintenance of a quality service through the application of professional standards; participation in quality improvement activities; and compliance with the policies, procedures, practices and organisational goals and objectives of SGH.
- Staff are required to encourage the patient to partner with the health care team and be at the center of all care decisions.
- Staff are required to contribute to the development and maintenance of the SGH Risk Management Framework and apply the framework to identify, evaluate and minimise exposure to risk.
- Staff are required to abide by the Code of Conduct for Victorian Public Sector Employees
- Clinical leaders are required to help support other clinicians to understand and perform their delegated safety and quality roles, and ensure clinical staff are working within their designated scope of clinical practice

SPECIAL REQUIREMENTS

- Staff will be required to satisfactorily complete a National Police Records, and Working with Children Check prior to commencing employment.
- Staff are strongly recommended to be vaccinated and remain up to date with their COVID-19 vaccinations
- Should your role require you to drive a SGH vehicle, a current Victorian Drivers Licence is required. Loss of licence or any licence infringement must be reported by the employee to Management immediately.
- A completion of pre-existing injury or illness declaration will be required prior to appointment to the position.
- SGH employees are expected to be familiar and work according to:
 - policies and procedures of SGH, including Risk Management Policy & Framework
 - Industrial Agreements that provide terms and conditions of employment



Position Description

- | |
|--|
| <ul style="list-style-type: none">○ Scope of Practice and professional codes of conduct established for your profession○ Code of Conduct for Victorian public sector employees and○ Code of Conduct for Aged Care○ Provisions of the Fair Work Act. |
|--|

INCUMBENT STATEMENT

I, _____ have read, understand and accept
(please print name)

the above Position Description.

Signed: _____ Date: _____

Copy to staff member: ☐ Yes ☐ No

Details certified correct by:

Name: _____

Signature: _____

Date: _____