Job Description

JOB TITLE: Inpatient/Outpatient Dietitian
JOB TITLE REPORTING TO: Clinical Nutrition Manager
APPROVED BY: System Director of Food and Nutrition Services
DATE: 10/3/2001
Revised/Updated 2/14

POSITION SUMMARY:
The outpatient dietitian is responsible for all aspects of outpatient nutrition care including assessing patients and developing nutrition care plans with established goals. Provides education, support and follow-up to patients according to clinical policy and procedure using the ADIME documentation format approved by the Academy of Nutrition & Dietetics. Works collaboratively within an interdisciplinary approach to achieve positive patient outcomes. The inpatient dietitian job requires collaboration with members of the health care team to provide medical nutrition therapy to all assigned patients. Assesses nutrition needs and identifies nutrient requirements according to age and disease specific needs of patients. Develops and implements the nutrition care plan for all assigned patients. Fosters continuity of care throughout the patients hospital stay across the continuum of care. Demonstrates excellent customer service skills. Participates in performance improvement and research activities. Acts as a role model for all department staff. Mentors dietetic interns and nutrition students. Complies with all regulatory standards and hospital/department policies and procedures. Demonstrates flexibility in response to change. The position requires cross-coverage with our inpatient nutrition department. Performs all other duties as assigned.

PURPOSE:
Effectively and efficiently determine and provide nutritional care of outpatients in compliance of departmental policies, procedures & standards.

MAGNITUDE:
Specialty Areas: Diabetes & Endocrinology Clinic, Cardiac Rehabilitation Program, Weight Management & Bariatric Surgery, LMH: geriatric psychiatry unit, med-surg, telemetry

Facility Classification: Community Medical Center

<table>
<thead>
<tr>
<th>Nature and Scope of Activity</th>
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<td><strong>Documentation:</strong></td>
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<tr>
<td>• Document legibly in the medical record while utilizing appropriate format</td>
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<td>• Uses appropriate/approved abbreviations</td>
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<td>• Sign and date all documentation</td>
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<td>• Maintains monthly productivity log</td>
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<td>• Document the initial and follow-up assessment of patients’ nutritional status and progress as determined by departmental policies</td>
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<td>• Document in a concise manner that reflects the problem, patient needs and goals, learning capabilities/limitations, and progress toward established goals</td>
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Care of Patients:
- Perform the key functions of nutrition care according to system policy including nutrition assessments, development of care plan, and follow-up monitoring/reassessment of patients
- Identifies, monitors, and evaluates enteral and parenteral nutrition support regimens, as indicated
- Develop and implements transitional feeding plans, as indicated
- Identify potential food-drug interactions according to system policy
- Participate in the multi-disciplinary approach to patient care
- Manage the delivery of nutrition care services according to the site of care assigned

Patient/Family Education:
- Assess patients’ learning needs, barriers to learning, preferred learning styles, and educational level and provides nutrition education accordingly
- Educate patients on modified diets and/or intervention recommendations
- Base education on patient’s cultural, ethnic and religious preferences
- Determine the patient’s comprehension of education and appropriate follow up recommendations are made
- Educate patients on potential food-drug interactions according to system policy
- Document evidence of appropriate patient education
- Serves as a resource to identify, implement, and evaluate outpatient clinical practice issues

Continuum of Care:
- Effectively communicate nutrition care information when patients are transferred, or referred to other care takers

Provision of Service:
- Develop, implement, and promote quality services based on client expectations and needs
- Implement quality practice by following system policies, procedures, practice guideline and MNT protocols
- Provides care according to organizational ethics, licensure, and the Standards of Professional Practice for Dietetics Professionals, TJC, and other regulatory standards

Communication and Collaboration:
- Contacts the physician, without hesitation, to discuss any concerns
- Communicates professionally with staff, production personnel, administration, medical staff and allied health professionals.
- Effectively communicates with patients to plan and provide optimum nutrition care
- Communicates professionally with community agencies and nursing homes regarding transferred patient’s nutritional care, when appropriate
- Conveys patient care concerns to Clinical Nutrition Manager
- Communicates scientific principles, research and theory to health care team members and dietetic interns/students in optimally managing patients’ care
- Serves as a preceptor and helps dietetic interns/students and clients apply nutrition knowledge and skills

Application of Research:
- Effectively applies, participates in or generates research to enhance practice
Locates and reviews research findings for their application to optimally manage a disease or condition and improve patient outcomes
Bases clinical practice on sound scientific principles and evidenced based research

Quality Improvement:
- Actively participates in the process of quality improvement
- Continuously evaluates and refines services based on measured outcomes
- Communicates results of quality and performance improvement studies to appropriate members of the healthcare team

Supervisory Skills and Time Management:
- Appropriately prioritizes job responsibilities to work within daily time constraints
- Addresses issues as they arise without disruption to daily routine
- Assists Clinical Nutrition Manager in the supervision of interns/students
- Uses resources effectively and efficiently
- Considers safety, effectiveness and cost in providing and delivering nutrition services and products

Patient Rights and Confidentiality:
- Handles all confidential information in conformance with department and hospital policy
- Maintains the confidentiality of patients’ records and information

Continued Competence and Professional Accountability:
- Engages in lifelong self-development to improve knowledge and skills that promote continued competence
- Identifies needs for professional development and mentors dietetic interns/students
- Maintains dietetic registration and state licensure
- Assists in other duties as required by the need of the department
- Independently maintains a Professional Development Portfolio (required by the CDR) and records and submits all earned CEUs to the CDR

Service Excellence Key Responsibility:
- Displays courteous and professional behaviors and attitudes to all customer groups
- Treats others with dignity, respect and compassion. Respects privacy of information and exercises good judgment about the dissemination of confidential information
- Maintains open and honest communications with all customer groups in order to foster an effective service environment
- Anticipates and responds to the needs of others for information and assists by using clear, non-jargon language
- Exhibits commitment and pride through personal example and actions and by speaking positively about the health care system, the department, the employees, the physicians and others
- Serves as a role model to fellow employees by supporting the Service Excellence Program and encouraging others to do the same
- Takes the initiative to meet customers’ needs and to solve customers’ problems, or finds someone who can
### Knowledge, Skills, and Abilities Required

**Education:**  
Bachelor’s degree in Nutrition, Dietetics or similar required. Must be Registered by the Academy of Nutrition & Dietetics. Professional state license preferred.  
Certified Diabetes Educator certification preferred. If applicant doesn’t have CDE, must be working towards certification for providing coverage at the Joslin Diabetes Center Affiliate at HHS.

**Experience:**  
2+ years work experience in both inpatient & outpatient setting is preferred.

**Skills/Abilities:**  
Some working knowledge of computer is helpful. Counseling skills required. Public speaking skills are beneficial.

### Working Conditions

**Physical Environment:**  
Possible exposure to hazardous chemicals and infectious disease. Frequent standing, walking, and light lifting.

**Manual Dexterity:**  
Requires fine hand manipulation – i.e. writing, typing, etc.

**Audible/Visual Demands:**  
Requires ability to hear and visual acuity.

### Scope of Position Responsibilities

**For Supervision:**  
Occasional supervision of dietetic students/interns, food service staff

**For Internal/External Relationships:**  
Daily contact with other dietitians, professionals, and food service staff.

**Limits of Authority:**  
Reports to Clinical Nutrition Manager