



POSITION DESCRIPTION
DIETITIAN
Broadmead Care Society

POSITION TITLE:	DIETITIAN	POSITION NUMBER(S):	Various
DIVISION: (e.g., Division, Region, Department)	Food Services Department		
UNIT: (e.g., Branch, Area, District)		LOCATION:	Victoria
APPROVED CLASSIFICATION	Dietitian	CLASS CODE	N24
SUPERVISOR'S TITLE:	Director Food Services	POSITION NUMBER	00044553
SUPERVISOR'S CLASSIFICATION:	Business Leadership	PHONE NUMBER:	

PURPOSE OF POSITION

Under the administrative direction of the Director, Food Services, to provide nutrition and dietetic services to the residents of the Lodge at Broadmead and the clients of the Veterans Health Centre (VHC); to act as a professional resource to the facility staff in the area of resident nutritional care for the residents of The Lodge and for the clients of the VHC; to carry out administrative duties associated with the provision of dietetic services to the residents of The Lodge and clients of the VHC; to oversee, train and supervise supporting auxiliary dietitian positions as required.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

- 1. Provides clinical services to The Lodge at Broadmead residents and clients of the Veterans Health Centre by:**
 - coordinating and assessing the nutritional care needs of all new admissions, providing documentation to the Food Services Staff prior to the resident's first meal, and ensuring staff are advised of the nutritional needs of all new residents;
 - coordinating and assessing the nutritional care needs of VHC clients by referral and providing documentation to the Food Services Department regarding dietary requirements;
 - writing and implementing therapeutic diets as prescribed by the resident's/client's physician (i.e. diabetic diets, low fat diets, restricted sodium/potassium diets, allergen free diets);
 - consulting with the resident's/client's physician on appropriateness of prescribed interventions and when necessary, recommending alternatives or changes based on quality of life and resident or family preferences;
 - assessing the nutritional care needs of all residents on an annual basis and when an individual resident's health status changes;
 - coordinating and assessing nutritional care needs of the clients of the VHC and ensuring that all necessary documentation and charting is completed;
 - monitoring residents' weights on a monthly basis to ensure appropriate food intake and effecting the necessary changes to nutritional care plans;
 - monitoring, evaluating, and providing recommendations on all residents and VHC clients with special feeding or nutritional care needs (i.e. residents with swallowing difficulties, residents being tube fed, residents receiving haemodialysis);
 - maintaining resident and client data and records on computerized information systems, and ensuring that Food Services staff are advised on any changes to the nutritional care plan;
 - liaising with future facilities in the event of a resident discharge to ensure continuity of nutritional care.
- 2. Acts as a resource in the area of resident/client nutritional care by:**
 - reviewing menus and advising as to whether they comply with regulatory standards and are appropriate for the resident population;
 - inspecting meals and making recommendations with respect to their nutritional value, variety, attractiveness and compliance with food safety standards;
 - planning and delivering in-service education sessions for residents, Lodge staff, VHC staff and Food Services staff as the need is identified;

- participating on interdisciplinary resident care planning conferences, Geriatric Assessment Day Program, case reviews and meetings and implementing necessary changes;
- participating in family conferences by providing nutritional counselling for the Lodge and the VHC.

3. Carries out administrative duties related to the provision of dietetic services by:

- developing, implementing and evaluating quality assurance standards, carrying out audits, and completing appropriate interventions to ensure the quality assurance standards are maintained for the residents of The Lodge at Broadmead and the clients of the Veterans Health Centre;
- writing and recommending nutrition related policies for department, VHC, and Lodge staff;
- maintaining statistics related to nutritional assessments, visits, changes in care plans, and in-service training;
- reporting, both verbally and in writing, on nutrition and dietetic services provided;
- assisting the Director, Food Services, with supervisory responsibilities of the Department by evaluating Food Service staff quality and accuracy of work and giving direction to serving staff;
- assigning auxiliary dietitian support activity as required, following departmental guidelines, budget and keeping the Director of Food Services informed of such activity.

4. Performs other related duties:

- keeping knowledgeable of fire, safety, WHMIS, emergency evacuation procedures;
- representing Food Services Department at the Infection Control Committee when required;
- attending clinical care committee as required;
- acting as Chair of the Resident Food Advisory Subcommittee meetings;
- providing orientation to new TLAB staff.

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	0	0
Supervises staff through subordinate supervisors		

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>		Provides formal training to other staff <input type="checkbox"/>	
Lead project teams <input type="checkbox"/>		Assigns, monitors and examines the work of staff <input type="checkbox"/>	

PREPARED BY

NAME:	DATE:	
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EXCLUDED MANAGER AUTHORIZATION

I confirm that:		
<ol style="list-style-type: none"> 1. the accountabilities / deliverables were assigned to this position effective: 2. the information in this position description reflects the actual work performed. 3. a copy has / will be provided to the incumbent(s). 		
NAME:	SIGNATURE:	DATE:

ORGANIZATION CHART

SELECTION CRITERIA

- Graduation from a university of recognized standing with the Degree of Bachelor of Science (in Nutrition, Dietetics, Human Ecology) with specialization in food and nutrition;
- completion of a Dietitians of Canada approved Dietetic Internship;
- eligibility for membership in the British Columbia Dietitians' and Nutritionists' Association and Dietitians of Canada;
- two or more years experience as a dietitian, preferably in geriatric nutrition;
- excellent planning and organizational skills;
- excellent verbal and written communication skills;
- demonstrated ability to instruct staff;
- tact in dealing with residents, physicians, family members, staff and the public;
- working knowledge of Excel and MS Word
- ability to work in a dynamic environment
- experience with dispute resolution and ethical decision making