

**Position Title:** Dietitian – Grade 3

**Campus:** Ballarat

**Directorate:** Allied Health

**Department:** Dietetics

**Reporting to:** Deputy Manager – Dietetics East

### Appointment Terms/Conditions:

**Classification and Code:** Grade 3 Dietitian Year 1-4 (AK1 – AK4)

**Enterprise Agreement:** *Medical Scientists, Pharmacists and Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement*

### ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at [www.grampianshealth.org.au](http://www.grampianshealth.org.au)

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

<b>Collaboration</b>	<b>Compassion</b>	<b>Accountability</b>	<b>Respect</b>	<b>Innovation</b>
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

## POSITION PURPOSE

As a Grade 3 *Dietitian* you will have experience and knowledge in the relevant branch of your profession. Primary job requirements involve the provision of clinical *Dietetics* services at Grampians Health Ballarat and management of service delivery. As a Grade 3 dietitian you may have an area of specialisation and will be expected to provide management of the dietetic services in this area

You will also support the senior staff to enhance team building and excellence within the team and Allied Health. Parameters of this position include some of the following; mentoring and supervising Dietetics staff, clinical education of undergraduate students and providing education to staff from other Dietetics departments

As a Grade 3 Dietitian you may be expected to work in various locations and programs within Grampians Health Ballarat along with community, regional and external services as directed by the manager. You may be rostered to work some weekend/ public holiday shifts when applicable.

## KEY ACCOUNTABILITIES

### 1. Clinical

#### a. **Provide specialist assessment, diagnosis, treatment / intervention and advocacy for clients**

- i. 60 % time will be spent in client attributable activity as evidenced by analysis of workload statistics
- ii. Ensure the smooth transition of clients through the health care system, liaising with relevant staff and community agencies to ensure continuity of care for individual patients / clients and their families
- iii. Sound knowledge and appropriate use of services relevant to client / family
- iv. Organisational, allied health, program and Dietetics communication and documentation standards are met, as evidenced by audit
- v. Active contribution to relevant ward rounds / case conferences and family meetings
- vi. Management of junior staff in the program
- vii. Service development

#### b. **Ensure the ongoing ability to provide clinical excellence the Grade 3 Dietitian will:**

- i. Participate in and meet the standards of the Grampians Health Ballarat Performance Development & Review Program
- ii. Participate and fulfil requirements of Allied Health and Dietetics specific orientation, induction, mentorship, supervision and performance management programs
- iii. Participate in a minimum of one documented quality improvement activity or research project for the Dietetics biannually, which is of sufficient standard to reach publication in a refereed journal / or be accepted for relevant conferences and seminars.
- iv. Identify and participate in relevant research and take opportunities to prepare and / or present papers at relevant workshops/seminars or conferences
- v. Monitor new developments through journal review, attend and present at relevant Grampians Health Ballarat in-services and attend other relevant external educational opportunities.
- vi. Monitor and ensure all clinical activity undertaken fulfils or exceeds the applicable competency standards of the profession, and the minimum standards for the programs into which the Grade 3 Dietitians inputs / relates
- vii. Engage in and support clinical work in your Dietetics team that is guided by evidence-based practice and in which outcomes are monitored and modifications are made as required

## **2. Clinical Support**

### **a. Communication**

The Grade 3 Dietitian will maintain effective oral and written communication at all levels

- i. Active and collaborative participation in the regular Grampians Health Ballarat Dietetics meetings and in allied health, service and program meetings as delegated by the Clinical Manager, as evidenced by attendance records and peer review feedback at annual performance review
- ii. Maintain effective communication within Grampians Health Ballarat and with external organisations as evidenced in clinical record audits and via structured feedback such as peer feedback and annual performance review
- iii. Be accessible to the Clinical Manager on a day to day basis, to provide support and assist with problem solving
- iv. Communicate with the Clinical Manager in relation to clinical and program issues

### **b. Information Management**

The Grade 3 Dietitian will ensure information is managed in line with organisational, allied health and Dietetics standards.

- i. Documentation standards for all programs served are met as evidenced in audits
- ii. Complete required statistical records for client - related and other activities within the specified timeframes
- iii. Participate in the monitoring and review of data generated for the purposes of discussing staffing requirements and workloads, and for monitoring the efficiencies of new work practices and quality activities.

### **c. Human Resource Management**

In liaison with the Clinical Manager, the Grade 3 Dietitian will participate in workforce maintenance and development.

- i. Participate in discussion regarding staffing requirements
- ii. Participation in the recruitment, performance management, orientation, induction, mentorship, supervision, education and professional development of Dietetics staff, students (including work experience students) and other Grampians Health Ballarat personnel as directed
- iii. Participation in Grampians Health Performance Development & Review Program, Clinical Supervision Program and professional association programs where applicable

### **d. Service Development**

The Grade 3 Dietitian will participate in the development of services that are accessible to those clients of Grampians Health Ballarat with the greatest potential to benefit

- i. Active participation in strategic planning, staff meetings, service development and other relevant forums
- ii. The Grade 3 Dietitian will understand and adhere to relevant financial aspects of departmental function
- iii. Participate in discussion pertaining to resource allocation, equipment purchasing and revenue generation
- iv. Have an appreciation of the budget process, practice fiscal responsibility and act in accordance with relevant organisational policies and procedures such as the Grampians Health Ballarat Delegations of Authority

### **e. Governance and Risk Management**

- i. The Grade 3 Dietitian will demonstrate:
- ii. Compliance with all Grampians Health Ballarat Policies and Procedures
- iii. Adherence to infection control policies and procedures as identified in the Grampians Health Ballarat Infection Control Manuals
- iv. Participation in the Grampians Health Ballarat integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your

- workplace through communication and consultation with managers and colleague
- v. That the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
  - vi. Recognition and respect of diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.

## **KEY SELECTION CRITERIA**

### **Qualifications**

- Eligibility for practising membership of Dietitians Australia and Accredited Practising Dietitians status
- 7 years' experience in a specialty

### **Technical/Professional Knowledge and Skills**

- Demonstrated understanding of, and desire to work in the role
- Sound knowledge and experience in assessment, treatment and management options in clinical dietetics and a demonstrated ability to apply this knowledge.
- Demonstrated ability to develop and empower others through supervision, modelling and training.
- Strong organisational skills that reflect the ability to perform and prioritise multiple tasks seamlessly with excellent attention to detail
- Current drivers licence for use in Victoria

### **Work Environment**

- Ability to work independently and appropriately identify when to seek help
- Ability to cooperate and work well with others in the pursuit of team goals
- Excellent Interpersonal skills particularly the ability to respond in a sensitive manner and adhere to issues of confidentiality.

### **Personal attributes**

- Demonstrated flexibility and ability to adapt constructively within a busy and dynamic working environment
- Demonstrated ability to monitor, evaluate and modify own performance through reflective practice

## **ORGANISATIONAL REQUIREMENTS**

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law.

Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.

- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

## **OTHER RELEVANT INFORMATION**

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.

**AUTHORISATIONS**

<b>Employee</b>	
<b>Department Manager</b>	
<b>Director / Chief Executive Officer</b>	Georgie Kemp, Acting Operations Director Allied Health Craig Wilding, Executive Director Primary and Community Care,
<b>Date Written: 7/6/2023</b>	<b>Date Revised:</b>