# JOB DESCRIPTION: Clinical Dietitian

## Background
Central PHO and its associated organisations deliver and support primary health care services across the MidCentral region.
Clinical Dieticians provide education and support to local primary health care teams and all interested health professionals, to individual or groups, in clinics and a range of other local community settings.

## Primary functions (purpose of position)
- To provide dietetic assessment, management and education programmes for clients with a chronic illness and their families/whānau
- To provide education and support to local primary health care teams and all interested health professionals, to individual or groups, in clinics and a range of other local community settings
- To work with the Central PHO team to develop and implement population health strategies
- All Clinical Dietitian services will be consistent with Ministry of Health (MOH) and NZ Guidelines Group guidelines
- Work in partnership with the Director of Māori Health and the Māori Health team to identify objectives relevant to this role that will contribute to strengthening Māori Health outcomes

## Reports to
- Clinical Services Manager, Central PHO
- Team Leader: Dietitians

## Functional relationships
- Service Users
- CPHO Team members and Managers
- General Practice Teams
- Specialist and Acute Care Teams
- Community organisations
- NGOs
- Iwi/Māori Health services
- Pacific Health services
- Manawatu, Horowhenua, and Tararua Diabetes Trust
- Home Support services
- Aged Residential Care facilities and teams
- Integrated Family Health Centre teams
- Health Care Development
- Māori Health Team

## Primary location
Manawatu / Horowhenua / Tararua / Otaki Locality / Central PHO
**Clinical Support and Co-Ordination**  
Improved health and equity for all populations.

<table>
<thead>
<tr>
<th>Salary range</th>
<th>As per pay scale in collective employment agreement</th>
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<tbody>
<tr>
<td>Hours</td>
<td>40 hours per week</td>
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<tr>
<td>Nature of position</td>
<td>Permanent</td>
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**ORGANISATIONAL VISION, MISSION and VALUES**

**Your contribution will help us:**

- Deliver on the Vision of:
  - **Working together, towards healthy and flourishing communities**

**and the Mission of:**

- **Navigating** primary health care with innovation and leadership
- **Empowering** our communities through open communication
- **Achieving Success** through teamwork as we strive for success and excellence
- **Ensuring the Wellbeing** of all our people is the core of our organisation.

**As an organisation and as individuals we value:**

- **Trust:** Maintaining open and honest relationships
- **Respect:** Embracing diversity, uniqueness and ideas
- **Unity:** Valuing strengths and skills
- **Accountability:** Working in a transparent and responsible manner
- **Courage:** Participating with confidence and enjoyment

**Key Responsibilities**

Provide dietetic assessment, management and education programmes to clients, their family (whānau), other health care professionals and the population, in a range of settings

- Provide dietetic intervention in accordance with MOH and NZ Guidelines Group Evidence Based Best Practice Guideline December 2003 and any subsequent updates
- Use the nutrition care process to assess, diagnose, plan, implement, monitor, evaluate and document client care
- Develop and deliver individual and group education programmes to empower clients, families and whānau to self-manage their health condition(s) and maximise their wellbeing
- Provide services in the most efficient manner but also consider the most appropriate environment to the client e.g. including but not limited to: medical centres, Māori providers, outreach clinics, the clients home, marae, other community providers
- Promote and maintain client privacy and dignity

**Improve health outcomes of Māori**

- Engage and further develop relationships with Iwi/Māori
- Build your cultural competence and support the development of cultural competence in the team
- Support sustainable organisational commitment to Whānau Ora and Ka Pō, Ka Ao, Ka Awatea as
Be an effective resource person for the client, family and other healthcare professionals

- Design/prepare/deliver educational material to suit a variety of learning styles for clinical management as necessary
- Maintain a comprehensive supply of resource material for clients, families and health professionals
- Follow protocols which have been developed with other health professionals
- Refer clients to other services and consumer groups as appropriate
- Provide education to other health professionals as required

Ensure a client centred approach

- Aim for a ‘people-centred’, holistic approach with a focus on self-management
- Work with the client, General Practice and/or Māori provider and other PHO team members, to develop and document one comprehensive plan of care, which wraps around the client and includes all the support services that the client requires
- Advocate for clients
- Ensure the service is delivered in a way that recognises that the benefits of health improvements are not shared equally by all sectors of society, particularly Māori, Pacific peoples and those on low incomes and addresses this disparity

Maintain effective liaison and communication

- Attend and participate in team and staff meetings
- Develop systems to ensure internal communication requirements are met
- Develop systems to ensure consult letters are sent to GPs and other Health Professionals as appropriate
- Maintain relationships with GP Practices recognising that they are one of our primary stakeholders and act promptly to ensure the smooth running of hosted dietetic clinics
- Promote the dietetic service to internal and external health providers and the community to ensure we meet the community’s health need
- Maintain relationships with consumer groups

Comply with contracts

- Participate in a team approach to achieve contractual compliance and produce reports to managers, Boards and the DHB on time
- Maintain Medtech records and datasets as required
- Triage referrals, see clients and discharge them in a timely manner according to contractual requirements

Participate in service development & quality improvement

- Manage workload to ensure delivery of a high quality dietetic service
- Participate in service development initiatives as agreed with line manager
- Assist in internal clinical audit as appropriate
- Assist with developing and maintaining appropriate operational policies and procedures
- Demonstrate a Continuous Quality Improvement approach
- Explore innovative practice

Provide leadership, mentoring and participate in team development activities
- Provide professional peer support to other team members
- Work in a consultative manner within the team

Apply knowledge and skills gained from study and research
- Provide nutrition advice based on a research approach to practice
- Reflect critically upon own practice

Maintain and develop professional competency and extend knowledge
- Maintain on-going professional development and clinical competence
- Attend programmes/conferences as agreed
- Engage with professional organisations

Promote health and safety
- Ensure that work is done in a safe environment
- Report and work to eliminate, isolate or minimise any hazards
- Participate in health and safety management practices for all employees
- Apply the organisation’s health and safety policies and procedures

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<thead>
<tr>
<th>PERSON SPECIFICATION</th>
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<tr>
<td><strong>Essential</strong></td>
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<tr>
<td>- Demonstrated high standard of clinical practice and expertise</td>
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<tr>
<td>- Excellent verbal and written skills</td>
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<td>- Ability to work independently and as part of a team</td>
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<td>- Commitment to working collaboratively</td>
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<tr>
<td>- Demonstrated experience teaching clients, families and health professionals</td>
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<tr>
<td>- An understanding of the Principles of the Treaty of Waitangi and a knowledge of and commitment to integrating Māori values, concepts and tikanga concerning kai into work practice</td>
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<tr>
<td>- Commitment to working with all cultures</td>
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<tr>
<td>- Commitment to continuing professional development</td>
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<tr>
<td>- Computer skills: especially Microsoft Office packages</td>
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<tr>
<td>- Ability to use primary care information systems e.g. MedTech</td>
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<td>- Networks within the PHO community</td>
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<td>- Professional dietetic networks both regionally and nationally</td>
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<td>- Understands the relevance and impact of culturally appropriate service provision both internal and external to the organisation</td>
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<tr>
<td>- Experience of developing and implementing culturally responsive strategies across all levels of an organisation.</td>
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</tbody>
</table>
- Experience of working with diverse populations.

**Desirable**
- Dietetic experience with chronic care focus
- Demonstrated flexibility and ability to effect change in a changing system
- Experience in the development of written resource material
- Ability to undertake research, evaluate and implement strategies
- Demonstrated sound knowledge and experience of working with health promotion concepts and practices

**Qualifications**
- NZ Registered Dietitian
- Current full Driver’s license

**Personal Attributes**
- Resilience and ability to juggle many demands and respond in a crisis
- Posses leadership qualities
- Excellent interpersonal skills with the ability to work with a variety of people and in a multicultural setting
- Maturity and understanding of life experience, sense of humour

**SKILLS AND KNOWLEDGE**

The following level of Knowledge and Skills are required for the role. These are grouped under the Core, Information and Knowledge and Leadership and Management dimensions of the Central PHO Interdisciplinary Knowledge and Skills Framework. You must be at, or working towards, the level identified in each area (see levels below).

The levels range from; Level 1, Beginner through Competent and Proficient to Level 4, Expert.

**Dimension 1: Core Knowledge and Skills**

<table>
<thead>
<tr>
<th>C1 Teamwork</th>
<th>L2</th>
<th>Collaborates with interdisciplinary team members, sharing knowledge, skills and expertise to achieve coordination and continuity of care</th>
</tr>
</thead>
<tbody>
<tr>
<td>C2 Communication</td>
<td>L2</td>
<td>Communicates effectively with clients and team using a range of communication techniques</td>
</tr>
<tr>
<td>C3 Ethical Practice</td>
<td>L2</td>
<td>Complies with ethical codes, principles, and legislation, encouraging others to do so</td>
</tr>
<tr>
<td>C4 Māori Cultural responsiveness</td>
<td>L2</td>
<td>Acknowledge three broad areas of Māori cultural responsiveness in primary care service delivery: Māori Health; Treaty of Waitangi; and Cultural safety</td>
</tr>
<tr>
<td>C5 Health, safety and risk management</td>
<td>L2</td>
<td>Monitors and maintains health and safety of self and others</td>
</tr>
<tr>
<td>C6 Service Improvement</td>
<td>L2</td>
<td>Contributes to the improvement of services</td>
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</table>
### C7
**Quality improvement**
- **L2** Maintain quality in own work and encourage others to do so

### C8
**Personal development**
- **L2** Develops own knowledge and skills and provides information to others to help their development

## Dimension 2: Health and Wellbeing

<table>
<thead>
<tr>
<th>HWB1</th>
<th>Promotion of health and wellbeing and prevention of adverse effects on health and wellbeing</th>
<th><strong>L3</strong></th>
<th>Plan, develop and implement programmes to promote health and wellbeing and prevent adverse effects on health and wellbeing</th>
</tr>
</thead>
<tbody>
<tr>
<td>HWB2</td>
<td>Assessment and health and wellness planning to meet health and wellbeing needs</td>
<td><strong>L3</strong></td>
<td>Assess health and wellbeing needs and develop, monitor and review care plans to meet specific needs</td>
</tr>
<tr>
<td>HWB3</td>
<td>Provision of care to meet health and wellbeing needs</td>
<td><strong>L3</strong></td>
<td>Plans, delivers and evaluates care to meet health needs of people with a greater degree of dependency</td>
</tr>
<tr>
<td>HWB4</td>
<td>Self-management and self-management support to meet health and wellbeing needs</td>
<td><strong>L3</strong></td>
<td>Enable people to address specific needs in relation to health and wellbeing</td>
</tr>
<tr>
<td>HWB5</td>
<td>Health Education and Health Literacy</td>
<td><strong>L3</strong></td>
<td>Implements and evaluates health education approaches</td>
</tr>
<tr>
<td>HWB6a</td>
<td>Lifestyle: Nutrition and Weight Management</td>
<td><strong>L3</strong></td>
<td>Implements and evaluates approaches to meet nutritional needs of individuals and groups</td>
</tr>
<tr>
<td>HWB6b</td>
<td>Lifestyle: Physical Activity</td>
<td><strong>L3</strong></td>
<td>Implements and evaluates approaches to assist individuals and groups to improve their physical functioning</td>
</tr>
<tr>
<td>HWB6c</td>
<td>Lifestyle: Smoking Cessation (Generic)</td>
<td><strong>L3</strong></td>
<td>Gives brief advice for smoking cessation based on national guidelines and standards of practice</td>
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## Dimension 4: Information and Knowledge

<table>
<thead>
<tr>
<th>IK1</th>
<th>Data collection</th>
<th><strong>L2</strong></th>
<th>Modify, structure, maintain and present data and information</th>
</tr>
</thead>
<tbody>
<tr>
<td>IK2</td>
<td>Data analysis</td>
<td><strong>L2</strong></td>
<td>Gather, analyse and report a limited range of data and information</td>
</tr>
<tr>
<td>IK3</td>
<td>Using data to drive service improvement</td>
<td><strong>L2</strong></td>
<td>Maintain knowledge and information resources and help others to access and use them</td>
</tr>
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## Dimension 5: Leadership and Management
<table>
<thead>
<tr>
<th>TLM1</th>
<th>Managing self and personal skills</th>
<th>L2</th>
<th>Manages and organizes self while taking account of the needs and priorities of others</th>
</tr>
</thead>
<tbody>
<tr>
<td>TLM2</td>
<td>Providing Direction: Strategic and Operational Planning</td>
<td>L2</td>
<td>Clearly and enthusiastically communicates organization vision, objectives and operational plans</td>
</tr>
<tr>
<td>TLM3</td>
<td>Leading and managing change</td>
<td>L2</td>
<td>Defines and initiates change, identifying leverage points for change in processes and work habits</td>
</tr>
<tr>
<td>TLM4</td>
<td>Leading and building interdisciplinary teams: working with people</td>
<td>L2</td>
<td>Allocate and monitor the progress and quality of work in area of responsibility</td>
</tr>
<tr>
<td>TLM5</td>
<td>Financial management: Using Resources</td>
<td>L2</td>
<td>Coordinate, monitor and review the use of resources</td>
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<tr>
<td>TLM6</td>
<td>Performance and service improvement</td>
<td>L2</td>
<td>Encourages improvement and innovation by creating a climate of continuous service improvement</td>
</tr>
<tr>
<td>TLM7</td>
<td>Service and Project management</td>
<td>L2</td>
<td>Organise specific aspects of services and/or projects</td>
</tr>
<tr>
<td>TLM8</td>
<td>Public relations and marketing</td>
<td>L2</td>
<td>Undertake public relations and marketing activities</td>
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**EMPLOYEE ACCEPTANCE**

This Position Description has been agreed between:

__________________________________________________________________________

Management Representative (print then sign)

and

__________________________________________________________________________

Employee (print then sign)

Date: ___/___/_____