

## POSITION DESCRIPTION

<b>Position Title:</b>	Dietitian
<b>Department:</b>	Royal Rehab Lifeworks - Ryde
<b>Location:</b>	Royal Rehab- Ryde and Community

<b>Employment Screening Check:</b>	
National Criminal Record Check required:	Yes
Working with Children Check required:	Yes
Vaccination Category required:	Category A
Online Driving Record Check required:	Yes
NDIS Worker Check and Orientation Module	Yes

<b>Position Purpose:</b>
<p>The Dietitian is a key member of the LifeWorks - Ryde team providing high quality evidence-based dietetics interventions. The position is responsible for the assessment, planning, implementation and evaluation of dietetics interventions within a client-focused, goal-centred framework. The dietitian intervention can occur:</p> <ul style="list-style-type: none"> <li>• In the client's own home</li> <li>• In a range of Royal Rehab supported accommodation houses or facilities or other supported accommodation services</li> <li>• Onsite at Royal Rehab, Ryde</li> <li>• In a community location relevant to the client's goals, and</li> <li>• Via telehealth</li> </ul> <p>The position will be working in a therapy service that has an express focus on client centred goals and working in a multi-disciplinary team.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• To provide high quality, timely dietetic services to clients in line with best practice</li> <li>• To assist relevant staff and carers in implementing nutrition care plans for clients</li> <li>• To comply with centre-wide, service and Dietetics specific policies/procedures, initiatives and the Royal Rehab vision and values.</li> <li>• To work as part of the multidisciplinary team within the Lifeworks service and the Dietetics service at Royal Rehab. Dietetics services across the facility may involve working in or providing cover to other community and inpatient units from time to time.</li> </ul>

<b>Organisation Context:</b>
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Royal Rehab Group is a health and disability provider and has been delivering high quality services for people living with disability, their families, and carers for more than 120 years.

Royal Rehab encompasses of the below:

- Royal Rehab Public Hospital inclusive of specialised brain and spinal injury public inpatient rehabilitation units and community-based services
- Royal Rehab Private Hospital, including Day Rehab Programs at Ryde and Petersham
- Community Rehabilitation Services -TRANSPAC, home based rehab and public outpatients
- Royal Rehab LifeWorks - fee for service community and outpatients rehab and therapy
- Sargood on Collaroy (Spinal Resort)
- BreakThru Home and Living- disability accommodation and care services
- BreakThru Community services- day programs, DES, Support coordination.

Royal Rehab LifeWorks- Ryde is an umbrella service that provides allied health services for people with a disability in a setting that suits their needs. This can be onsite at Royal Rehab, Ryde and/or in the community. Services under this program include:

- Single disciplinary and multi-disciplinary therapy and capacity building services aimed at achieving client goals.
- Driving assessment and training services.
- Psychosexual counselling and therapy services for people with a disability.

Programs are typically funded by NDIS, icare and other compensable schemes, though clients can self-fund. Disability Supports & Accommodation

#### **Organisational Relationships:**

<b>Reports to:</b>	Operational: Manager, LifeWorks /Program Coordinator, Professional: Professional Leader of Dietetics
<b>Responsible for:</b>	N/A

#### **Performance Review & Development Planning:**

Assessment against service, professional and organisation performance indicators, and development of professional development plan will occur 3 months after commencement, and annually thereafter

#### **Qualifications, Skills & Experience:**

##### **Essential**

- Current Registration with Dietitians Australia with an active Accredited Practising Dietitian (APD) status
- Extensive experience (3 or more years) working as a dietitian in rehabilitation and community settings
- Experience conducting assessments and implementing interventions in a variety of settings to a broad range of client groups including complex enteral feeding case loads
- Experience working within health (rehab), disability (NDIS and I-Care) and Aged Care frameworks.
- Demonstrated high level interpersonal communication, negotiation, and conflict resolution skills
- Demonstrated advanced clinical and professional skills to independently manage a diverse caseload, while maintaining contact with the wider multidisciplinary team utilising sound time management and organisation skills.

- Commitment to evidence-based practice and professional growth and development.
- Demonstrated experience in quality improvement and research
- Computer literacy including demonstrated competence using Foodworks, CBORD, Microsoft Word, email and Internet
- Class C Driver's License and access to own car. Staff may be required to travel to visits in their own vehicle. Mileage/ petrol costs can be claimed.

**Desirable**

- Experience supervising junior clinicians, allied health assistants and/ or students.
- Awareness about hospital food service, particularly diet specifications and nutrition standards

**Key Internal & External Relationships:**

Internal	<ul style="list-style-type: none"> <li>• Manager, LifeWorks</li> <li>• Program Coordinator, LifeWorks</li> <li>• Professional Leader of Dietetics</li> <li>• Area and accommodation Managers – Disability Support Services</li> <li>• Community Based Rehabilitation and Disability Support Services teams</li> <li>• Diet Aides and catering contractors</li> <li>• All colleagues at Royal Rehab</li> </ul>
External	<ul style="list-style-type: none"> <li>• Clients and their relatives / carers</li> <li>• Food Services – catering contractors</li> <li>• Equipment / stores suppliers, ENABLE, Equipment Loan pools,</li> <li>• Insurance companies, Lifetime Care and Support, icare, National Disability Insurance Scheme</li> <li>• Home and community services and My Aged Care</li> <li>• External case managers and support coordinators</li> <li>• External care agencies</li> <li>• GPs</li> <li>• Colleagues in other health facilities</li> <li>• Universities</li> </ul>

**Delegations/Authority**

Budget	N/A
Financial Delegations	As defined by the Delegations Authority policy

**Key Responsibility Areas**

Key Area of Accountability	Specific Tasks and Responsibilities
Provide a comprehensive, high quality Dietetics Service to clients of Royal Rehab	<ul style="list-style-type: none"> <li>• Provide high quality dietetics assessment and intervention, including follow-up monitoring, to all clients adhering to evidence-based practice standards.</li> <li>• Prioritise and manage a complex case load with competing priorities</li> <li>• Recognise and treat malnutrition using validated tools such as SGA, where appropriate.</li> </ul>

	<ul style="list-style-type: none"> <li>• Work collaboratively with other members of the multidisciplinary team to ensure that the client receives an integrated service that meets their needs.</li> <li>• Identify the requirements of clients referred for Dietetics, and provide the following to maximise their nutritional needs: <ul style="list-style-type: none"> <li>◦ Appropriate referral to external providers if necessary</li> <li>◦ Appropriate goal setting with client</li> <li>◦ Appropriate treatment plan developed</li> <li>◦ Appropriate dietetic interventions and strategies</li> <li>◦ Appropriate liaison with team members regarding dietetic interventions</li> </ul> </li> <li>• Operate effectively with minimal direct clinical supervision (dependent on level).</li> <li>• Provide clinical support to AHA and casual dietitians where required</li> <li>• Participate actively in student teaching by providing student supervision on placements</li> <li>• Liaise with relatives/carers regarding client's goals, objectives and treatment plans where appropriate.</li> <li>• Prescribe nutritional supplements and equipment in liaison with the MDT as appropriate.</li> <li>• Contribute to clinical discussions and goal setting at case conferences, goal setting meetings and family conferences.</li> <li>• Keep up to date with current practices and evidence to ensure best practice.</li> <li>• Maintain timely and accurate medical records, documenting assessments, intervention, and progress in accordance with Royal Rehab and Dietetics guidelines.</li> <li>• Adhere to KPIs regarding clinical percentage times as per relevant LifeWorks program and in consultation with program/ line manager</li> <li>• Provide written and verbal reports to all relevant stakeholders on assessment, diagnosis and on discharge from the service.</li> <li>• Ensure continuity of care by providing detailed handovers to other therapists as appropriate.</li> <li>• Respect client confidentiality at all times.</li> <li>• Maintain current Dietetics APD registration.</li> <li>• Maintain professional standards at all times.</li> <li>• Promote Royal Rehab and the Dietetic service in a positive light at all points of contact with the public.</li> <li>• Be aware of safety issues and follow procedures when visiting clients in their homes. Know who to refer to or complete risk assessment form as part of CRS initial assessment.</li> <li>• Comply with Minimal Lift policies and Workplace, Health and Safety policy and obligations including adopting a risk management approach.</li> <li>• Comply with Royal Rehab's Smoke Free Workplace Policy (and smoke only in designated areas on designated breaks).</li> <li>• Perform duties in accordance with relevant Work Health and Safety and Equal Opportunity Legislation.</li> <li>• Perform duties in accordance with the Centre and CRS Service Policies and Procedures.</li> <li>• Support Professional Leader of Dietetics as required, in menu analysis and CBORD related activities.</li> </ul>
Meet administrative responsibilities as per Royal Rehab policies	<ul style="list-style-type: none"> <li>• Ensure outcome measures are completed on admission and discharge.</li> <li>• Ensure dietetics equipment is maintained in good working order, maintain an inventory of items and organise supplies as required.</li> </ul>

	<ul style="list-style-type: none"> <li>Follow appropriate procedures for obtaining consent from clients and community service providers, being mindful of medico-legal implications when providing advice and consultancy services.</li> <li>Enter appointments into Client Management System daily and check appointments are completed by due date.</li> <li>Accurately record details of intervention where billing occurs for compensable or chargeable clients.</li> <li>Comply with Royal Rehab policies and procedures regarding the order, purchase and payment of goods.</li> <li>Drive responsibly. Fines are the responsibility of staff incurring them.</li> <li>Complete timesheet forms including details of kilometres travelled in own car on a fortnightly basis.</li> <li>Contribute proactively to housekeeping within the LifeWorks area.</li> <li>Respect and be responsible for equipment, report any breakages/faults immediately to Manager.</li> <li>Follow Royal Rehab policy when applying for leave, liaise with Manager and PL, completing all relevant forms in a timely fashion.</li> <li>Notify Manager as soon as feasible when unavailable for work.</li> <li>Participate in the mandatory training requirements of the centre.</li> <li>Notify Manager of any problems with pay statement as soon as possible.</li> <li>Report any incidents / untoward happenings observed or experienced while at Royal Rehab/in the community to the COM / PL using the incident management system.</li> <li>Undertake other duties as delegated and/or assist in other Royal Rehab Units if required as directed by the Manager or Professional Leader of Dietetics.</li> </ul>
Advocate for clients with dietetic needs	<ul style="list-style-type: none"> <li>To promote the role of nutrition and dietetics within the multi-disciplinary team in the management of clients with chronic and complex health care.</li> <li>To participate in nutrition and dietetics week events.</li> <li>To participate in service-based health promotion events.</li> </ul>
Demonstrate and maintain an understanding of and commitment to research, service development and quality improvement and participate in the development of CRS	<ul style="list-style-type: none"> <li>Lead, implement and evaluate quality improvement initiatives to improve service and clinical practice</li> <li>Implement and actively participate in research activities as required</li> <li>Develop, review, and implement nutrition related policies, clinical pathways and performance indicators in relevant areas</li> <li>Contribute to the collection and evaluation of client and service outcome data.</li> <li>Contribute to ongoing quality improvement activities with other members of the MDT.</li> <li>Support/participate in clinical research conducted by colleagues at Royal Rehab and other dietitians who are conducting multi-centred projects when able.</li> <li>Liaise with Manager and PL of Dietetics to contribute to the ongoing development of both the dietetics service and LifeWorks by actively participating in dietetics/service meetings, in-services, relevant interest groups and working parties.</li> <li>Participate in Royal Rehab Performance Development program with the Dietetics PL and LifeWorks Manager.</li> <li>Attend clinical supervision sessions with the Professional Leader of Dietetics periodically to seek adequate support and guidance.</li> <li>Comply with the Ministry of Health and Royal Rehab Codes of Conduct and professional standards.</li> <li>Comply with the Centre's uniform/dress code policy.</li> <li>Participate in Royal Rehab accreditation process.</li> </ul>

<b>GENERAL RESPONSIBILITIES</b>	
<b>Work Health and Safety</b>	
<p>Royal Rehab is committed to providing a healthy and safe workplace for all employees, clients and visitors. To facilitate this safe and healthy workplace it is your responsibility to:</p> <ul style="list-style-type: none"> <li>• Ensure that all potential hazards, accidents and incidents are identified and notified</li> <li>• Ensure your own safety and that of others</li> </ul>	
<b>Equity and Zero Tolerance to Bullying, Harassment and Discrimination</b>	
<p>Royal Rehab upholds the Federal and State government's policies to bring equality in employment for all employees to assist them to achieve their full potential. Royal Rehab will ensure merit based selection and that all facets of employment are fair, by making unlawful discrimination of persons based on gender, pregnancy, race, religion, marital status, age, sexual preferences, disability or carer responsibilities.</p> <p>As an employee of Royal Rehab it is your responsibility to:</p> <ul style="list-style-type: none"> <li>• Deal with others in a fair and equitable manner free from harassment and discrimination</li> <li>• Ensure that a working environment free from sexual or any other harassment is recognised as a basic right</li> </ul>	
<b>Principles of Multiculturalism</b>	
<p>Employees are expected to:</p> <ul style="list-style-type: none"> <li>• Respect and make provision for culture, language and religion of others within an Australian legal and institutional framework where English is the common language</li> <li>• Organise access to health care interpreting services to facilitate communication with clients who are from non-English speaking backgrounds as required</li> <li>• Abide by the principles of the Multiculturalism Act 2000</li> <li>• Implement the Multicultural Policies and Services Program (MPSP) within their area of responsibility</li> </ul>	
<b>Code of Conduct</b>	
<p>Royal Rehab requires a professional standard of behaviour from staff which:</p> <ul style="list-style-type: none"> <li>• Demonstrates respect for the right of the individual and the community</li> <li>• Promotes and maintains public confidence and trust in the work of the Centre</li> </ul> <p>The purpose of the Code of Conduct is to provide a framework for decisions and actions in relation to conduct in employment. The code provides assistance to both employers and employees when they are required to decide what the acceptable standards of behaviour are. It underpins commitment to a duty of care to all staff and clients receiving our services. Employees should refer to the Code of Conduct for further information</p>	
<b>Safety &amp; Continuous Quality Improvement</b>	
<p>All employees of Royal Rehab are expected to be actively involved in the review, evaluation and continuous improvement of processes and services within the employee's area of responsibility and/or interest. Royal Rehab participates in a number of relevant external accreditation and certification programs which include a continuous quality improvement approach. These programs support and facilitate the effective and efficient provision of quality care and the safety of clients of Royal Rehab.</p>	
<b>Organisational Values</b>	
<p>Employees are expected to demonstrate a high standard of personal and professional behaviour and uphold Royal Rehab's values being:</p> <p><b>Honesty: We conduct ourselves with truth, openness and integrity.</b></p> <p>I will:</p> <ul style="list-style-type: none"> <li>• Be sincere and genuine will all interactions.</li> </ul>	

- Communicate openly and encourage others to do the same.
- Be trustworthy in all that I do.

**Respect: We acknowledge and appreciate people's rights, roles, views, and feelings.**

I will:

- Treat people with dignity.
- Acknowledge and value a person's perspectives, connections and diversity.
- Be thoughtful and considerate.

**Working Together: We work as a team to achieve shared goals.**

I will:

- Share my knowledge, skills, experience and resources.
- Foster a culture of learning.
- Build positive relationships.

**Innovative Thinking: We embrace a culture of creativity to find the best solutions.**

I will:

- Explore better ways to continuously improve.
- Welcome and encourage new ideas.
- Actively participate in change.

**Environmental Policy and Waste Minimisation**

Being a good corporate citizen Royal Rehab will seek to implement changes that will ensure that its activities are undertaken in a manner consistent with best environmental health and safety practice. Employees are expected to be accountable for efficient resource utilisation, the reduction of waste, and commitment to recycling

**Smoke Free Policy**

Royal Rehab is committed to adopting a smoke free workplace that will preclude all staff and visitors from smoking within the Centre

**Royal Rehab Policies and Procedures**

It is a requirement that all Royal Rehab employees read, understand and adhere to Royal Rehab policies and procedures, paying particular attention to the following:

- Manual Handling
- Confidentiality of Patient Information
- Infection Control
- Security
- Fire Safety
- Emergency Procedures
- IT and Internet Utilisation

**Job Demands Checklist**

**Frequency Definitions**

<b>O</b> = Occasional	Activity exists up to 1/3 of the time when performing the task
<b>F</b> = Frequent	Activity exists between 1/3 and 2/3 of the time when performing the task
<b>C</b> = Constant	Activity exists more than 2/3 of the time when performing the task

<b>R</b> = Repetitive	Activity involves repetitive movement
<b>NA</b>	Not applicable to this role

Job Demands		Frequency				
		O	F	C	R	NA
<b>Physical Demands</b>	<b>Description</b>					
Kneeling/squatting	Tasks involve flexion/bending at the knees and ankle possible at the waist, in order to work at low levels	✓				
Leg/foot movement	Tasks involve use of leg and or foot to operate machinery	✓				
Hand/arm movement	Tasks involve use of hands/arms i.e. stacking, reaching, typing, mopping, sweeping, sorting, inspecting		✓			
Bending/twisting	Tasks involve forward or backward bending/twisting at the waist	✓				
Standing	Tasks involve standing in an upright position without moving about	✓				
Driving	Tasks involve operating any motor powered vehicle	✓				
Sitting	Tasks involve remaining in a seated position during task performance		✓			
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended	✓				
Walking/running	Tasks involve walking or running on even surfaces	✓				
	Tasks involve walking on uneven surfaces	✓				
	Tasks involve walking up steep slopes	✓				
	Tasks involve walking down steep slopes	✓				
	Tasks involve walking whilst pushing/pulling objects	✓				
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees	✓				
Working at heights	Tasks involve making use of ladders, footstools, scaffolding etc. Anything where the person stands on an object rather than the ground					✓
Lifting/carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands					
	1) Light lifting/carrying 0-9kg	✓				
	2) Moderate lifting/carrying 10-15kg					✓
	3) Heavy lifting/carrying 16+kg					✓
Restraining	Tasks involve restraining clients/clients, others	✓				
Pushing/pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking	✓				
Grasping	Tasks involve gripping, holding, clasping with fingers or hands		✓			
Manual dexterity	Tasks involve fine finger movements i.e. keyboard operation, writing		✓			
<b>Sensory Demands</b>	<b>Description</b>					
Sight	Tasks involve use of eyes as an integral part of task performance i.e. looking at screen/keyboard in computer operations			✓		
Hearing	Tasks involve working in a noisy area i.e. boiler room, workshop					✓
Smell	Tasks involve the use of the smell senses as an integral part of the task performance i.e. working with chemicals					✓
Taste	Tasks Involve the use of taste as an integral part of task performance					✓
Touch	Tasks involve the use of touch as an integral part of task performance			✓		
<b>Psychological Demands</b>	<b>Description</b>					
	Tasks involve interacting with distressed people	✓				
	Tasks involve interacting with people who as part of their lives may be aggressive, verbally or sexually uninhibited	✓				
	Tasks involve viewing/handling deceased and/or mutilated bodies					✓
<b>Exposure to Chemicals</b>	<b>Description</b>					
Dust	Tasks involve working with dust i.e. sawdust					✓



Gases	Tasks involve working in areas affected by gas, or working directly with gases					✓
Fumes	Tasks involve working with fumes i.e. which may cause problems to health if inhaled					✓
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made e.g. dermatitis					✓
Hazardous substances	Tasks involve handling of hazardous substances including storage or transportation					✓
Biological matter	Tasks involve work with human biological matter through examination, storage, transport or disposal	✓				
Allergenic substances	Tasks involve exposure to allergenic substances	✓				
Anti-biotics	Tasks involve handling, transport, administration or disposal of anti-biotics					✓
<b>Working Environment</b>	<b>Description</b>					
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance e.g. glare, not enough natural light					✓
Colour	Tasks involve differentiation of colour	✓				
Sunlight	Exposure to sunlight	✓				
Temperature	Tasks involve working in temperature extremes e.g. working in a cool room, working outdoors, boiler room					✓
Confined spaces	Tasks involve working in confined spaces					✓
<b>Accident Risk</b>	<b>Description</b>					
Surfaces	Tasks involve working on slippery or uneven surfaces					✓
Housekeeping	Tasks involve working with obstacles within the area, bad housekeeping	✓				
Heights	Tasks involve working at heights					✓
Manual handling	Tasks involve manual handling	✓				
Noise	Tasks involve working in a noisy environment	✓				
Radiation	Tasks involve exposure to x-rays					✓
Electricity	Tasks involve working with electrical apparatus and currents		✓			
Machinery	Tasks involve use of machinery and equipment:					
	1) Light	✓				
	2) Heavy					✓
	3) Portable					✓
Biological hazards	Tasks involve working with blood, blood products/body fluids					✓
<b>Other Issues</b>	<b>Description</b>					
Workplace access	Tasks involve difficult access or movement from site to site		✓			
Personal protective equipment	Tasks involve use of Personal Protective Equipment		✓			
Safety critical issues	Tasks involve responsibility for safety of others		✓			

<b>Document Control (Hiring Manager use only)</b>	
<b>Effective Date:</b> 08/02/2024	<b>Authorised By:</b> Clinical Operations Manager - LifeWorks

**Acknowledgement:**

I accept the position description as documented above and understand that the position description will be reviewed during the performance review time. I understand that the position description may need to be amended periodically due to changes in responsibilities and organisational requirements.

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Name

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Signature

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Date