



Position Description

Employment Agreement:	NZNO/WDHSL Collective Agreement
Position Title:	Dietitian
Department:	Organisation-wide
Location:	Oamaru Hospital
Reports to:	Service Leader, Allied Health
Date:	16/02/2022

Core Purpose

To champion, enable, and provide sustainable, trusted, quality health services within our community.

Our Values:

People and Community First

<i>Brave / Māia</i>	<i>Respect / Whakautē</i>	<i>Excellence / Kairangatira</i>	<i>Growth / Tipu</i>	<i>One Team / Kotahi Tīma</i>
<i>We aim high and strive to improve what we do.</i>	<i>Our actions & decisions are based on a foundation of respect.</i>	<i>Leading healthcare quality every day, that makes a difference in the life of the community.</i>	<i>Growth of our business allows us to increase the good we do – for our community and our people.</i>	<i>Work together as one diverse and inclusive team for the good of the community.</i>

PURPOSE OF ROLE

- To provide a high quality, efficient and effective dietetic service for patients and families/Whanau.
- To provide timely nutrition intervention for inpatients and outpatients where appropriate to improve their health status.
- To deliver services in accordance with Waitaki District Health Services Ltd (WDHSL) service specifications and strategic plans.

Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Integrity and Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Drive For Results	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Managing Diversity	Works with all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; promotes variety and diversity without regard to class; supports equal and fair treatment and opportunity for all.

ROLE SPECIFIC COMPETENCIES	
Listening	<ul style="list-style-type: none"> ▪ Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees
Problem Solving	<ul style="list-style-type: none"> ▪ Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at first answers
Interpersonal Savvy	<ul style="list-style-type: none"> ▪ Relates well to all kinds of people – inside and outside the organisation. Builds appropriate rapport. Builds constructive and effective relationships. Uses diplomacy and tact. Can defuse even high-tension situations comfortably
Personal Learning	<ul style="list-style-type: none"> ▪ Picks up the need to change personal, interpersonal behaviour quickly; watches others for their reactions to his/her attempts to influence and perform; and adjusts; seeks feedback; is sensitive to changing personal demands and requirements and changes accordingly

KEY RELATIONSHIPS	
Within Waitaki District Health Services Ltd	External to Waitaki District Health Services Ltd
<ul style="list-style-type: none"> • Service Leader, and Director of Allied Health 	<ul style="list-style-type: none"> • Patients and Families/Whanau
<ul style="list-style-type: none"> • Nursing and Medical staff 	<ul style="list-style-type: none"> • GPs and other health professionals in the community
<ul style="list-style-type: none"> • Health Care Assistants 	<ul style="list-style-type: none"> • Other Hospitals/District Health Boards
<ul style="list-style-type: none"> • Allied Health Staff 	
<ul style="list-style-type: none"> • Administrators 	

PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies include:

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> New Zealand Registered Dietitian Current Annual Practicing Certificated Endorsed Dietitian Prescriber 	<ul style="list-style-type: none"> Current member of Dietitians New Zealand
Experience	<ul style="list-style-type: none"> Clinical training 	<ul style="list-style-type: none"> Have had recent experience in clinical dietetics
Knowledge and Skills	<ul style="list-style-type: none"> Current knowledge of dietetic practice. Demonstrates effective planning and prioritisation skills. Maintains a personal professional portfolio to meet the requirements of WDHSL. The ability to use appropriate communication when interacting with colleagues, patients and their families/whanau. Initiative and ability to be flexible. Have commitment to quality and the provision of quality care. Understanding of the multi-disciplinary support network and referrals process for patients. Good computer skills and knowledge of online dictation programmes such as iMedX. 	
Personal Qualities	<ul style="list-style-type: none"> Commitment and personal accountability. Excellent interpersonal skills, including ability to work effectively with people at all levels of the organisation. Caring but professional manner. Acts with sensitivity and integrity at all times. Is adaptable and flexible – open to change (positive or negative). Maintains an exceptionally high level of confidentiality, discretion and diplomacy. Has initiative and self-motivation with excellent organisational and time management skills. Has motivation and willingness to improve knowledge and skills. Good health and tidy presentation. 	

KEY RESULT AREAS:

Key Accountabilities:

Professional Responsibility

- Responsible for the provision of clinical dietetic services to Waitaki District Health Services Ltd. This involves an outpatient clinic covering areas such as diabetes, malnutrition, oncology, gastroenterology, weight management, paediatrics, amongst others. Inpatient work is also expected on an as required basis.
- Undertakes comprehensive and accurate nutrition assessments and consequently make accurate nutrition diagnosis.
- Plan and implement an appropriate patient treatment/intervention process to achieve agreed patient-centred goals.
- Provide education and follow up support that is appropriate to the needs of the patient.
- Evaluate patients' progress toward expected outcomes in partnership with the patient and other service providers.
- Practice in a competent, safe and ethical manner in accordance with evidence based best practice, WDHSL policies and procedures and legislative requirements.
- Ensure documentation is accurate.
- Maintain confidentiality of information.
- Communicate effectively with referrers and other members of the healthcare team
- Provide contract work with Rest Homes and other local services if required
- Communicates to other health professionals in a timely manner through the upload of clinic letters via iMedX.

Teamwork

- Works effectively within an interdisciplinary team environment.
- Networks with other Dietitians and other health professionals within WDHSL and externally.
- Links with food services provider and nursing / medical staff to ensure the menus meet nutritional requirements of inpatients and those receiving Meals on Wheels.

Education and Research

- Regularly review educational material available to patients and link with DHB Dietitians regarding any suggested changes to patient resources.
- Assist with internal training programs aligned with nutrition and clinical dietetics as able/ when required.

Interpersonal Relationships

- Demonstrates a professional, positive attitude towards colleagues, patients and family/whanau at all times
- Develop effective and supportive interpersonal relationships with peers and other WDHSL employees.

Other Duties

Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.

- You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness
- You produce work that complies with processes and reflects best practice
- Research undertaken is robust and well considered

Professional Development – self	
Identifying areas for personal and professional development	<ul style="list-style-type: none"> Professional standards are maintained, including participation in the New Zealand Dietitians Board 'Continuing Competency Programme' and maintain registration Training and development goals are identified/agreed with your manager Performance objectives reviewed annual with your manager You actively seek feedback and accept constructive criticism
Quality Improvement	
Promoting and maintaining a quality improvement approach into all work	<ul style="list-style-type: none"> Demonstrate a positive personal commitment to the culture of continuous quality improvement by ensuring quality values are integrated into personal daily practice Actively contribute to the implementation and ongoing maintenance of continuous quality improvement processes in their area according to a planned annual programme Lead and support quality improvement activities in all departments/areas of WDHSL
Legislation and Organisational Knowledge	
Ensure knowledge and compliance of legislation and organisation rules	<ul style="list-style-type: none"> Ensure compliance with New Zealand statutory laws Comply with organisation wide and service specific rules, code of conduct, policies and procedures Understand and demonstrate the ability to apply the legislation related to the Privacy Act, Health and Disability Commissioners Act, Health & Safety at Work Act, Health Practitioners Competency Assurance Act and MOH regulations
Health, Safety and Wellbeing	
Taking all reasonably practicable steps to ensure personal safety and the safety of others while at work, in accordance with the WDHSL's Health, Safety and Wellbeing policies, procedures and systems.	<ul style="list-style-type: none"> You understand and consistently meet your obligations under WDHSL's Health and Safety policy/procedures <ul style="list-style-type: none"> You actively encourage and challenge your peers to work in a safe manner Work towards creating an atmosphere where staff support each other and workplace violence and bullying is not tolerated Effort is made to strive for best practice in Health and Safety at all times

Treaty of Waitangi

Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day-to-day basis.

- **Tino rangatiratanga:** The guarantee of tino rangatiratanga, which provides for Māori self-determination and mana motuhake in the design, delivery, and monitoring of health and disability services.
- **Equity:** The principle of equity, which requires the Crown to commit to achieving equitable health outcomes for Māori.
- **Active protection:** The principle of active protection, which requires the Crown to act, to the fullest extent practicable, to achieve equitable health outcomes for Māori. This includes ensuring that it, its agents, and its Treaty partner are well informed on the extent, and nature, of both Māori health outcomes and efforts to achieve Māori health equity.
- **Options:** The principle of options, which requires the Crown to provide for and properly resource kaupapa Māori health and disability services. Furthermore, the Crown is obliged to ensure that all health and disability services are provided in a culturally appropriate way that recognises and supports the expression of hauora Māori models of care.
- **Partnership:** The principle of partnership, which requires the Crown and Māori to work in partnership in the governance, design, delivery, and monitoring of health and disability services. Māori must be co-designers, with the Crown, of the primary health system for Māori.

CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Employer

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Date