



North Metropolitan Health Service
Job Description Form

HSS REGISTERED

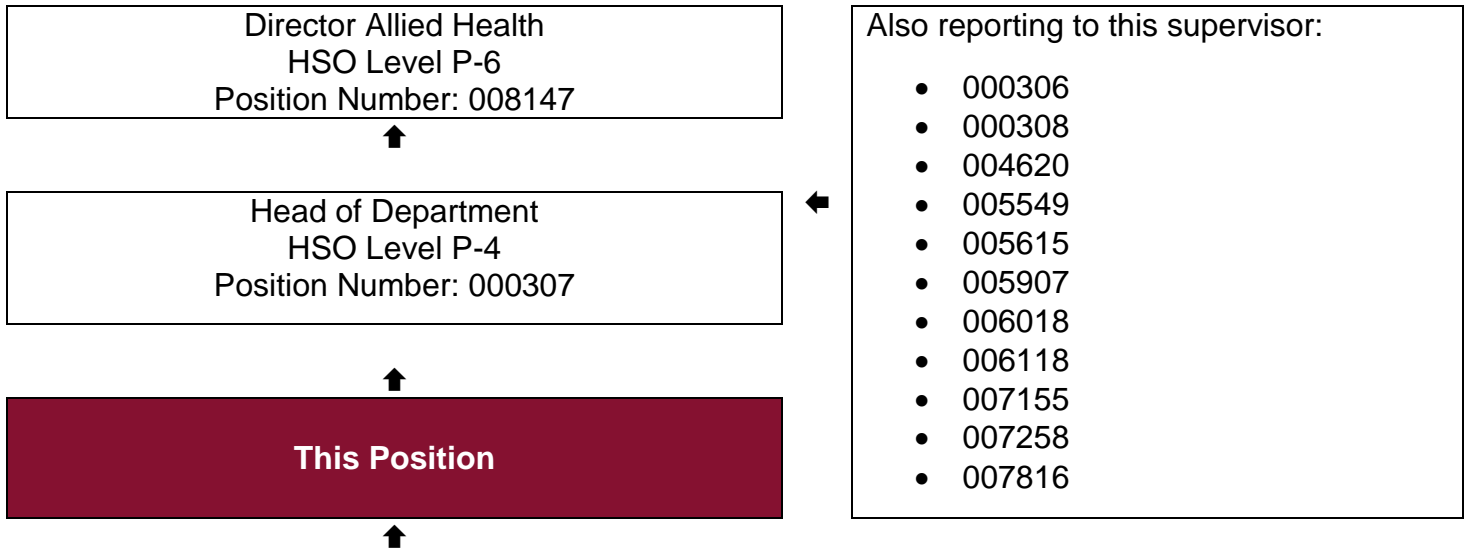
Allied Health Assistant - Dietetics

Health Salaried Officers Agreement: HSO G-2

Position Number: 000313

**Dietetics and Nutrition Department, Allied Health Division
 Sir Charles Gairdner and Osborne Park Health Care Group**

Reporting Relationships



Directly reporting to this position: Nil			Other positions under control
Title	Classification	FTE	<ul style="list-style-type: none"> • Nil

Prime Function / Key Responsibilities

To assist and support the Dietitians in the provision of dietetic service to patients by:

- Provides dietetics service in the provision of therapeutic/special diets to patients according to Dietitians instructions
- Acting as the liaison between Dietitians and patients, or catering staff or nursing staff
- Provide administrative support to the Home Enteral Nutrition (HEN) program

Brief Summary of Duties (in order of importance)

1. Direct Patient Duties (40%)

- 1.1 Assisting with patients' selection for their therapeutic or special diets according to Dietitians instructions.
- 1.2 Implements the above by:
 - Using hospital automated menu system;
 - Using available hospital electronic system to track patient movement;
 - Using product specifications for the appropriate diets;
 - Liaising with catering personnel via face to face or via electronic dietetic-catering communication log or via telephone calls.
- 1.3 Provides feedback to dietitians regarding patient food intake and/or other food related problems.
- 1.4 Collaborates regularly with the Food Service Dietitian regarding issues on current product specifications as from contracted suppliers.
- 1.5 Provides information to dietetic staff on product specifications to determine appropriate menu items for patients with allergens and intolerances.

2. Home Enteral Nutrition (HEN) Program (40%)

- 2.1 Monitors the HEN patient hotline number on a daily basis and distribute the messages to appropriate dietetic areas.
- 2.2 Registers new HEN patients in the appropriate patient admission system.
- 2.3 Alerts dietitians regarding HEN order irregularities and other related issues.
- 2.4 Maintains the department HEN database for currency and accuracy.
- 2.5 Provides the Head of Department a HEN monthly summary report regarding patient count for monthly and year to date variances.
- 2.6 Prepares information pack for HEN patients.
- 2.7 Checks communications from HEN suppliers.

3. Administrative Duties (15%)

- 3.1 Represents the department and coordinates dietitians' attendance at the monthly catering taste testing of patient meals.
- 3.2 Participates in department working group projects as assigned.
- 3.3 Participates in department quality improvement activities.
- 3.4 Records daily statistics using the department tool.
- 3.5 Attends and participates at the regular department meetings.
- 3.6 Conducts orientation program for new staff and dietetic students regarding the role of Allied Health Assistant – Dietetics.
- 3.7 Participates in departmental leave planning.
- 3.8 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.9 Assist in day to day office tasks eg overseeing stationery supplies in own office, emptying confidential bins as required.

4. NMHS Governance, Safety and Quality Requirements (5%)

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates and initiates an annual performance development review.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated experience and understanding of hospital catering systems.
2. Demonstrated experience in the use of information systems, spreadsheets, databases including the ability to extract, analyse and report data.
3. Demonstrated well developed oral and written communication skills appropriate to the job.
4. Demonstrated well developed interpersonal skills including the ability to interact effectively with a diverse range of people.
5. Demonstrated organisational and time management skills, including the ability to manage workload independently with minimal supervision and use of initiative.
6. Demonstrated competency in MS Office applications (Word, Excel, PowerPoint) and ability to work with database systems.

Desirable Selection Criteria

1. Demonstrated experience in the use of WA Health information systems such as WebPAS, AHS, iCM.
2. Demonstrated experience in providing administrative support including database maintenance.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor

Name: Cesarita Marzo
Head of Department
Signature/HE: HE47258
Date:

Dept./Division Head

Name: Kim Brookes
Director Allied Health
Signature/HE: 45692
Date:

Position Occupant

Name:
Dietitian
Signature:
Date:

Created on:
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