



HSS Registered

Head of Department – Dietetics and Nutrition

Health Salaried Officers Agreement: Level P4

Position Number: 104333

Dietetics and Nutrition / Service 1

Royal Perth Bentley Group / East Metropolitan Health Service

Reporting Relationships

Executive Director, Royal Perth Bentley Group



Professional Accountability
Director of Allied Health
Award Level: G14
Position Number: TBA

Service 1 Medical Co-Director /
Service Co-Director
Position Numbers: 602506 /
602502



Also reporting to this supervisor:

- Service 1 Departments



This Position



Directly reporting to this position:

Title	Classification	FTE
• Administrative Assistant	HSO G3	1FTE
• Senior Dietitian	HSO P2	7.8FTE

Key Responsibilities

Accountable for Clinical Leadership, Department Administration and Resource Management, Staff Performance across Royal Perth Bentley Group's seven day service requirements; this position also undertakes a part-time clinical role.

Brief Summary of Duties (in order of importance)

1. MANAGEMENT, PROFESSIONAL / CLINICAL

- 1.1 Responsible for the planning, administration and management of allocated department resources to deliver RPBG 7 day Dietetics and Nutrition service requirements; undertakes own caseload.
- 1.2 Coordinates and directs departmental services daily across RPBG, ensuring productive staff hours for assigned caseloads, efficient delivery of Dietetics and Nutrition services to prioritised clinical areas.
- 1.3 Consults on professional matters and for the management of complex clinical cases, for own staff and other hospital staff.
- 1.4 Provide expert and strategic advice to RPBG hospital executive staff, assist planning of ongoing RPBG or EMHS organisational needs, ensures compliance with related Department of Health policies and Accreditation Standards.
- 1.5 Promotes and progresses the Dietetics Profession within EMHS for implementing evidenced patient care, regularly liaises with other RPBG departments and EMHS Dietetics staff to achieve service consistency and effective care that is delivered at the appropriate site by appropriate provider.
- 1.6 Controls and directs Dietetics recruitment, orientation and deployment, after hours rosters, staff career development, mandatory education, performance appraisal, credentialing and peer review, purchasing, compliance with use of equipment and nutrition products, university affiliations and student requirements, completion of administrative functions (eg, patient records, reports, participation in hospital meetings), liaison with patient Catering Service, active participation in quality improvement and research initiatives, managing department and RPBG risks, ensuring staff and patients are treated with kindness and respect.
- 1.7 Acts as a EMHS resource for specialised Dietetics products or equipment; Advises institutions on education standards and professional practice; liaises with DoH or external organisations/providers.
- 1.8 Evaluate performance of own services and operating systems, patient outcomes.
- 1.9 Facilitates policy development, education for other health professionals, community engagement and development of local resources
- 1.10 Identifies opportunities for service development, new/modified models of care, multidisciplinary projects, reduction in hospital waitlists, partnering with other organisations.

2. EMHS Governance, Safety and Quality Requirements

- 2.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 2.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 2.3 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.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed

Work Related Requirements

Essential Selection Criteria

1. Tertiary qualifications in Dietetics and is eligible for full membership in the Dietitians Association of Australia as an Accredited Practising Dietitian (APD).
2. Significant experience in a senior health role including at tertiary health service level, and demonstrated ability to manage human, financial and physical resources within a hospital environment.
3. Knowledge and experience in managing and delivering a Dietetics Clinical Service across multiple medical subspecialties. Ability to plan, initiate, develop and evaluate service outcomes in a multidisciplinary setting.
4. Leadership and interpersonal skills to nurture and influence staff, effectively negotiate, maintain teamwork and cooperative work relations, liaise with patients/families/carers, and represent RPBG Dietetics to other professionals and external organisations.
5. Ability to plan and strategically implement Dietetic services in current metropolitan Area Health structures, to optimise available resources and deliver safe quality care.
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Possession of or progress towards the completion of a post graduate qualification, proven record of continued education in Dietetics and Nutrition.

Appointment Prerequisites

Appointment is subject to:

- Evidence of eligibility for or current membership with the Dietitian's Association of Australia (DAA) and Accredited Practising Dietitian (APD) status must be provided prior to commencement.
- Working with Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- 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.

A/Prof John Buchanan		He01486	16/12/2016
Manager / Supervisor Name	Signature or	HE Number	Date
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Dept. / Division Head Name	Signature or	HE Number	Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

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Occupant Name	Signature or	HE Number	Date
Effective Date

HCN Registration Details (to be completed by HSS)

Created on	25/07/2016	Last Updated on	He74118 January 2017
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