



Healthy kids, healthy communities

Compassion

Excellence

Collaboration

Accountability

Equity

Respect

Allied Health Assistant

Dietetics

Position details

Position Number:	00012039
Classification:	HSO Level G-2
Agreement:	Health Salaried Officers Agreement
Directorate:	Operations - Service Unit 5 - Allied health
Department:	Nutrition and Dietetics
Location:	Perth Children's Hospital QEII - Nedlands

Reporting relationships

This position reports to:

0012124	Senior Dietitian	HSO P-2
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Positions under direct supervision:

Nil

Key Responsibility

Assists Dietitians in the Nutrition & Dietetics team by arranging accurate provision of food and fluids to inpatients with food allergies and special therapeutic diet requirements. Provides basic education to patients under the direction of a dietitian. Works as a member of a multi-disciplinary team.

About our health service

The Child and Adolescent Health Service (CAHS) is a comprehensive service that supports and treats children from around Western Australia, and is committed to programs that promote lifelong health in children and adolescents.

CAHS is made up of four service streams:

- **Neonatology:** Neonatology provides state-wide tertiary neonatal services to the sickest newborn babies and infants in Western Australia.
- **Community Health:** a comprehensive range of community based early identification and intervention services, as well as health promotion, to children and families in the Perth metropolitan area. Services are provided in a variety of settings including at home, local community health centres, child and parent centres and schools.
- **Child and Adolescent Mental Health Services (CAMHS):** provide mental health services to infants, children, young people and their families across the Perth metropolitan area. Services include community based programs, inpatient care at Perth Children's Hospital and specialised services for children with complex mental health conditions across the State.
- **Perth Children's Hospital (PCH):** is the specialist State-wide paediatric hospital and trauma centre for Western Australia, caring for children up to the age of 16. PCH is also a centre of excellence for teaching and research, partnering in major paediatric research and education initiatives led by the Telethon Kids Institute (TKI) and the State's universities.

Our vision

Healthy kids, healthy communities

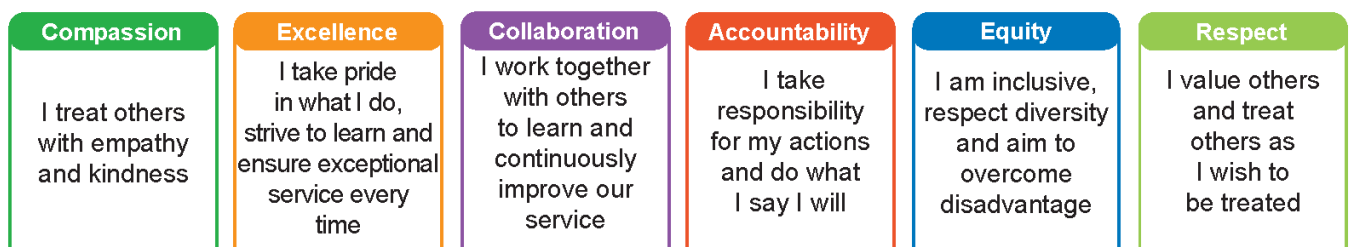
Our vision of 'healthy kids, healthy communities' sees that children and young people get the best start in life through health promotion, early identification and intervention and patient centred, family-focused care.

Our objectives



Our values drive us

CAHS promotes a values based workplace culture and all employees are expected to translate our values into action by providing high quality care through:



Summary of accountabilities

1. Clinical (under the direction and supervision of a Dietitian).

- Under the direction of a dietitian, coordinates the ordering of therapeutic diets for inpatients.
- Liaises with dietitians, patients, parents / carers, food services staff and nursing staff regarding individual meal preferences within special dietary requirements.
- Creates individualised meal orders for inpatients based on therapeutic dietary requirements.
- Prepares therapeutic diet and allergy lists from menu software for Dietitians.
- Liaises with food service staff regarding ingredients used in recipes.
- Liaises with food service staff regarding adequate stock of food items for therapeutic diets.
- Randomly audits the tray line at meal times to ensure that meal trays accurately reflect the tray ticket.
- Participates in quality improvement activities related to the provision of special diets.
- Aware of, and applies, principles of Hazard Analysis Critical Control Points (HACCP).
- Takes details regarding food allergies from inpatients admitted to the Emergency Department and wards to ensure allergies are accurately recorded in software systems.
- Documents provision of special diets in medical records.
- Measures height and weight and plots on growth charts for patients attending the dietetics outpatient clinics.
- Calculates percentage weight change of patients, under the direction of a dietitian.
- Assists Senior Dietitian responsible for food service with menu software updates and reporting. Cross checks allergy meal ingredients for compliancy & accuracy.
- Undertakes shifts at the direction of the HOD Dietetics and Senior Dietitian including participation on the weekend roster where required.

2. Management

- Participate in staff meetings.
- Prepare and maintain resources and equipment in collaboration with clinical staff.
- Records daily workload statistics in Allied Health Statistics (AHS)
- Participates in performance development with line manager.
- Participate in appropriate professional development activities.
- Participate in Quality Improvement Activities.
- Undertakes other duties within the level, knowledge and expertise, as directed.
- Assists in the provision of urgent feed orders in the absence of the nutritional feeds officer.

3. Educational

- Provides in-services to food services staff regarding special diet orders.
- Gives basic nutritional and/or dietary instructions to patients / parents / carers, as directed.

4. CAHS governance, integrity, safety and quality requirements

- Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct; the CAHS Vision and Values; and CAHS commitment to protecting children and promoting their safety.
- Maintains a safe work environment by taking reasonable care for own health and safety and that of others.
- Undertakes duties to an agreed performance standard to support safe, high-quality health care with a focus on continual improvement, efficiency, effectiveness and sustainability.

- Directly or indirectly supports the delivery of safe patient care and the consumers' experience ensuring services are family centred.
- Contributes to continuous quality improvement activities by identifying, facilitating or participating in practices in accordance with the requirements of the National Safety and Quality Health Service (NSQHS) Standards, health service strategic direction and the WA Public Sector.
- Completes mandatory and core requirement training as relevant to the role and service.
- Performs duties in accordance with WA Public Sector, WA Health, CAHS and other specific service policies and procedures and applicable legislative obligations under *Public Sector Management Act (WA) 1994*, *Health Services Act (WA) 2016*, *Occupational Safety and Health Act (WA) 1984*, *Disability Services Act (WA) 1993* and the *Equal Opportunity Act (WA) 1984*.
- Actively contributes to the development of the health service by undertaking other duties as directed including additional tasks or projects in line with continual improvement, collaboration and sustainable health initiatives.

Work related requirements

The following criteria should be considered in the context of the CAHS Vision, Objectives and Values.

Essential selection criteria

1. Demonstrated understanding of hospital food and nutrition service systems.
2. Demonstrated ability to show initiative, be organised, manage time, set priorities and show good problem solving skills.
3. Demonstrated effective communication (written and verbal) and interpersonal skills including the ability work effectively in a multidisciplinary team.
4. Demonstrate basic computer skills.

Desirable selection criteria

1. Possession of a Certificate III and/or IV in Allied Health Therapy Assistance and/or equivalent experience or qualification
2. Recent experience in nutrition and food service.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment to this position is subject to the following:

- Working with Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Provision of the minimum identity proofing requirements in line with the standards set by the National Security Strategy.
- Successful criminal record screening clearance.
- Successful pre-employment integrity check.
- Successful pre-employment health assessment.

Certification

Created on Insert date	Last Reviewed 1/02/2016	HSS Registered 20/05/2021
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I verify that the details in this document are an accurate reflection of the requirements of the position.

Manager / Supervisor

Signature or HE Number

Date

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

Occupant Name

Signature or HE Number

Date