



<b>DIETITIAN</b>			
<b>Date:</b>	<b>Last Revision Date:</b> September 10, 2018		
<b>Facility Name:</b>			
<b>Employee Name:</b>	<b>Reports To:</b>		
<b>Department:</b> Dietary	<b>EEO-1 Category/WC Code:</b> 11 / 9040		
<b>FLSA Status:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<b>Job Grade:</b>		
<b>JOB SUMMARY</b>			
<p>Coordinates the preparation and serving of meals, in collaboration with the Food Services Manager, based on general or special diets. Specifies dietary requirements for patients with special restrictions or nutritional needs. Integrates the hospital's mission and "Guiding Principles" into daily practice.</p>			
<b>ESSENTIAL FUNCTIONS</b>			
<p>Essential functions are those tasks, duties, and responsibilities that comprise the means of accomplishing the job's purpose and objectives. Essential functions are critical or fundamental to the performance of the job. They are the major functions for which the person in the job is held accountable. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>			
1. Participate in the nutritional aspects of patient care by: sharing specialized knowledge with others on the medical team, participating appropriately in patient rounds and conferences, recording in medical records, and assessing the nutritional status of patients, instructing patients, recording diet histories, interpreting and integrating therapeutic principles.			
2. Evaluates patient menus and modified diets and makes appropriate recommendations.			
3. Makes appropriate notation of food and drug interaction in the patient medical record.			
4. Complies with quality control, safety, infection control and emergency procedures consistent with hospital policy.			
5. Maintain current diet manual for therapeutic diets that have been approved jointly by the dietitian and medical staff.			
6. Performs other duties as assigned to support overall effectiveness of the department.			
<b>E = Exceptional S = Successful N = Needs Improvement</b>			<b>Total #</b>

<b>CONTACTS</b>	
<b>Supervises</b>	<input type="checkbox"/> Approx # of direct reports _____ <input type="checkbox"/> Approx # of indirect reports _____ <input checked="" type="checkbox"/> No supervisory responsibilities <input type="checkbox"/> No supervisory responsibilities, but may serve as mentor to others in the dept
<b>Age of Patient Populations Served</b> <i>(check all that apply)</i>	<input type="checkbox"/> Pediatrics <input checked="" type="checkbox"/> Adolescents <input checked="" type="checkbox"/> Adults <input checked="" type="checkbox"/> Geriatrics <input type="checkbox"/> No direct patient contact
<b>Internal Contacts</b> <i>(check all that apply)</i>	<input checked="" type="checkbox"/> Patients <input checked="" type="checkbox"/> Providers (i.e., physicians) <input checked="" type="checkbox"/> Staff (i.e., clinical and admin support staff) <input type="checkbox"/> Volunteers <input type="checkbox"/> Others: _____
<b>External Contacts</b> <i>(check all that apply)</i>	<input type="checkbox"/> Patients <input checked="" type="checkbox"/> Providers <input checked="" type="checkbox"/> Vendors <input checked="" type="checkbox"/> Community agencies and advocates <input checked="" type="checkbox"/> Regulatory agencies <input type="checkbox"/> Others: _____
<b>MINIMUM JOB REQUIREMENTS</b>	
<b>Minimum Education and Experience</b>	<ul style="list-style-type: none"> <li>• Current Dietitian license required or certified by the Commission on Dietetics, as required by state.</li> <li>• One year of experience in the care of patients in hospital setting preferred.</li> </ul>
<b>Required Knowledge, Skills, and Abilities</b>	<ul style="list-style-type: none"> <li>• Demonstrates an understanding of treatment costs and financial support as they relate to quality and efficiency</li> <li>• Knowledge of clinical operations and procedures.</li> <li>• Demonstrates general computer skills including: data entry, word processing, email, and record management.</li> <li>• Effective organizational and time management skills.</li> <li>• Effective written and verbal communication skills.</li> <li>• Ability to maintain proper levels of confidentiality.</li> <li>• Ability to work closely and professionally with others.</li> <li>• Ability to maintain quality, safety, and/or infection control standards.</li> <li>• Ability to utilize the appropriate leadership skills in delegating, organizing, and educating coworkers and staff.</li> </ul>

## PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift.

<b>General Activity</b>	<b>Number of Hours</b>					
		1-2	2-4	4-6	6-8	None
	Stand/Walk				X	
	Sit	X				
Drive					X	
<b>Motion</b>		<u>Up to 1/3 of the time</u>		<u>1/3 or more of the time</u>		
	Bend	X				
	Squat	X				
	Crawl					
	Climb					
	Reach	X				
	Lift	X				
	Carry	X				
	Push	X				
Pull	X					
<b>Use of Hands/Feet</b>		<u>Gross Motor Function</u>		<u>Precise Motor Function (Fine Manipulation)</u>		
	Right Hand	X				
	Left Hand	X				
	Right Foot	X				
Left Foot	X					
<b>Weight Lifted/Force Exerted</b> <i>Show how much weight or force and how often by checking the appropriate boxes.</i>		<u>Up to 1/3 of the time</u>		<u>1/3 or more of the time</u>		
	Up to 10 lbs					
	Up to 25 lbs					
	Up to 50 lbs	X				
	Up to 100 lbs					
	More than 100 lbs					
<b>Body Fluid Exposure</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
<b>List any other physical requirements:</b>	<ul style="list-style-type: none"> <li>• Ability to hear overhead pages</li> <li>• Sufficient manual dexterity to operate equipment and computer keyboard</li> <li>• Close vision and the ability to adjust focus</li> </ul>					

**I have read this job description and understand the information outlined above.**

Employee Name (*Please Print*) \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Authorizing Name and Job Title (*Please Print*) \_\_\_\_\_

Authorizing Signature \_\_\_\_\_ Date: \_\_\_\_\_

<b>REVISION HISTORY (HR USE ONLY)</b>
10/4/2005, 1/1/2017