



Family Health Team
Équipe de Santé Familiale

POSITION DESCRIPTION

Registered Dietitian

Position: Registered Dietitian (BSc)

Status: ☐ FULL TIME, ☐ PART TIME, ☐ CASUAL

Department: Allied Health

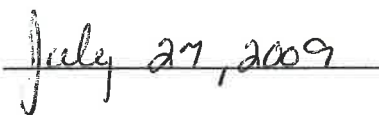
Reporting to: Executive Director

Supervision: ☐ no ☐ yes

APPROVAL SIGNATURES

Approved by  Executive Director

Date

 July 27, 2009

PURPOSE

The Registered Dietitian is a specialist in nutrition, and responsible for the nutrition care of clients identified as moderate to high risk for disease, or clients living with disease.

The Registered Dietitian provides primary health care functions and working in collaboration with an interdisciplinary team participates in the development, implementation, monitoring, and evaluation of programs and services of the Timmins Family Health Team.

The Registered Dietitian will share their expertise and knowledge of health promotion, disease prevention, and chronic disease management across the lifespan of Timmins Family Health Team clients.

Accountability:

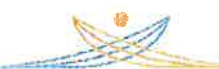
The Registered Dietitian is to practice within the scope and according to the standards of practice as outlined in the following documents:

- Dietitians of Canada ~ "Professionals Standards for Dietitians in Canada"
(www.dietitians.ca)
- The Dietetics Act (1991)
- The Regulated Health Professionals Act (1991)



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DUTIES AND RESPONSIBILITIES	PERCENTAGE %
<p><u>Assessment</u></p> <ul style="list-style-type: none"> • Screens, priorities and processes client referrals • Reviews client clinical information obtained through referrals, laboratory reports and health records • Conducts comprehensive consultations with clients to obtain relevant information and assess client nutritional needs. • Screen TFHT clients as a group to identify common areas of nutrition related conditions where group sessions would be beneficial. • Coordinate the assessment of TFHT client's nutritional status and its impact on risk for chronic disease or management of chronic disease 	<p>25%</p>
<p><u>Treatment/Management/Planning</u></p> <ul style="list-style-type: none"> • Develop individualized nutrition care plans based on comprehensive assessments incorporating nutritionally related social determinants of health. In collaboration with Physicians, Nurse Practitioners and other Allied Health professionals implement and discuss appropriate care plan with the client & family/care giver based on best practices. • Provide teaching to clients explaining the relationship between their intake and medical status. Alter teaching based on client's nutritional needs, revising treatment protocols and thereby facilitating the client's ability to alter intake to manage their medical condition. • Evaluate achievement of client goals through follow-up. • Use information obtained from screening TFHT clients to assist with program planning to best meet the needs of TFHT clients. • Document all plans of treatment using client health records. • All client encounter notes are required to be completed as per the College of Dietitians in a timely fashion (end of day) 	<p>35%</p>
<p><u>Productivity Expectation</u></p> <ul style="list-style-type: none"> • The Registered Dietitian is expected to follow this time 	



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<p>guidelines: a) Assessment Visit: 1 hour b) Follow-up visits ½ hour</p>	
<p><u>Education/Advisory</u></p> <ul style="list-style-type: none"> • Involve clients in decisions about their own health. • Encourage clients to take action for their own health. • Help clients to appropriately identify and use available resources including community services and programs. • Advocate for client's civil and legal rights such as food security. • Initiate health education and other activities that assist, promote and support clients as they strive to achieve the highest level of health. • Develop learning resources for clients. • Develop and deliver health education program for TFHT clients. 	<p>15%</p>
<p><u>Referrals/Collaboration</u></p> <ul style="list-style-type: none"> • Collaborate with other health care providers to provide the best care for the client. • Refer clients to appropriate providers within TFHT as well as community based services and resources to best meet the needs of the client. • 	<p>5%</p>
<p><u>Reporting:</u></p> <ul style="list-style-type: none"> • Prepare monthly or statistical reports as required by the TFHT. • Quarterly MOHLTC stats are required by: April 15, July 15, October 15 and January 15. 	<p>5%</p>
<p><u>Organizational Role:</u></p> <ul style="list-style-type: none"> • Maintaining current knowledge of policy manuals, reading minutes of meetings and keeping up to date with organizational happenings. • Contributing to the efficient functioning of the organization and the attainment of goals. • Basing practice on sound theoretical knowledge. • Arranging priorities as necessary to perform tasks. • Knowing established work and administrative procedures. 	<p>5%</p>
<p><u>Confidentiality Information</u></p> <ul style="list-style-type: none"> • Ensures adherence to the freedom of information and protection of privacy. 	



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<ul style="list-style-type: none"> Exercises reasonable care with caution in protecting confidential and sensitive information related to clients and personnel. 	
<u>Timmins Family Health Team Development</u> <ul style="list-style-type: none"> Promotes awareness of Timmins Family Health Team services and programs. Actively participates in staff, team and committee meetings as appropriate. Provides leadership and mentorship to dietetic interns that enter the TFHT on a placement. Participates in the education of other health professional students. Participates in the development planning and evaluation of treatment, education, counseling and health promotion activities of the Timmins Family Health Team 	5%
<u>Professional Development</u> <ul style="list-style-type: none"> Maintains and develops professional competence through ongoing professional development. Fully participates in the Quality Assurance Program of the College of Dietitians of Ontario. Stays current and aware of opportunities to implement new, evidenced-based methods of client assessment, treatment and programming. Participates in self-directed learning to ensure that practice remains relevant by attending professional conferences, e-learning and journal reviews. Participates on interdisciplinary committees to promote professional/interpersonal development. Participates in clinical projects / studies as required. 	5%
<u>Communication</u> <ul style="list-style-type: none"> Communicates effectively with health care team members to create a cohesive team and seamless services to the community. Communicates effectively with all clients, families, peers, other health care professionals and community partners. Participates in interdisciplinary meetings as required. 	
<u>Related Duties</u> <ul style="list-style-type: none"> Models the values and philosophy of the Corporation. Exhibits a commitment to life-long learning. 	



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| <ul style="list-style-type: none"> • Maintains confidentiality of team, personnel and client information. • Facilitates appropriate in-house and external education sessions. • Assists with planning and attends special events. • Performs other associated duties as required. | |
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SPECIFICATIONS

EDUCATION / EXPERIENCE:

- Completion of a four-year undergraduate university degree from an accredited university program in foods and nutrition or equivalent.
- Accredited internship of a minimum of 35 weeks.
- Three to five years clinical counseling and community nutrition experience.
- Experience in program development, implementation, monitoring and evaluation.
- Registration with the College of Dietitians of Ontario.
- Professional liability insurance.
- Current Ontario Driver's License.

SKILLS / ABILITIES:

- Knowledge and proficiency in current, evidenced-based methods and practices of primary care delivery, with an emphasis on health promotion and risk reduction.
- Superior leadership, organization, research, evaluation, time management, communication and interpersonal skills.
- Proficiency in the use of the computer hardware and software, particularly in Microsoft Word, Excel, Outlook.
- Prior experience and knowledge of electronic medical record.
- Desire and ability to update knowledge and skills through various means including technology-based opportunities, courses, workshops and conferences.
- Multi-tasking skills related to the delivery of efficient primary care including the ability to share information and teach while treating a patient.
- Excellent verbal and written communication skills.
- Exhibit an ability to be open and non-judgmental.
- Knowledge of the goals and structure of the organization, the policies and procedures and the programs.



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EQUIPMENT USED:

- Computer, printer/scanner/fax, photocopier, telephone, AV Equipment including Video projection unit, scales, hand-held assessment tools, various teaching aids.

CONTACTS:

INTERNAL	EXTERNAL
Executive Director	Ministry of Health and Long Term Care
Director of Allied Health Professionals	North East LHIN
Contracted Professional Staff, particularly Psycho geriatrician.	Community Health and Social services agencies.
Employees, including Allied Health Professionals and Administration Staff.	Non-Government Organizations
Contracted Administrative Support	Dietitians of Canada
Clients / Families	College of Dietitians of Ontario

PHYSICAL DEMANDS:

- Moderate: The position requires minimal physical effort and the workday comprises roughly of equal amounts of standing and sitting, with frequent position changes. This position may involve exposure to persons with contagious or infectious illnesses and requires constant attention infection control procedures.

MENTAL DEMANDS:

- The Registered Dietitian must be able to make decisions based on the best information and evidence that is available. This position requires the Registered Dietitian to exhibit creativity and exceptional problem solving skills. The position may involve occasional exposure to highly emotional or violent patients. The Registered Dietitian may occasionally need to deal with those who are terminally ill.

FINANCIAL RESPONSIBILITY:

- May participate in the expenditure of resources as planned.

IMPACT OF ERRORS IN JUDGEMENT:

- Poor decisions and/or omissions can impact harmfully on client health. The level of impact could range from very low to extremely high.
- Poor interpersonal skills could impact negatively on relations with staff, community partners, clients and public. The level of impact could range from very low to moderate.



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WORK ENVIROMENT:

Timmins Family Health Team Clinics

The work environment will primarily be in well-lit, well-ventilated clinic areas that are furnished ergonomically. Exam rooms are spacious, well equipped and supplied. Personal office space may or may not be shared. Environment may vary depending on location. Ergonomics, health and safety of the Registered Dietitian will be an important consideration when the location is furnished and equipped. It may be required to bring some requisite equipment and supplies when reporting to work in these environments.

In Home Visits

The Registered Dietitian may be required to provide primary care within the confines of a client's home. These environments are not assessed before hand and it is the responsibility of the Registered Dietitian to assess the environment for health and safety risks. It is policy of the TFHT that no employee is exposed to second-hand smoke.

Other

Due to the collaborative nature of this position, the Registered Dietitian will be required to attend meetings at other organizations offices. Travel may be required between sites and client homes. Travel related to the fulfillment of this position description will be reimbursed.

REPORTING RELATIONSHIPS:

The Registered Dietitian reports to the Executive Director through the Director of Allied Health Professionals. In clinical matters, the Registered Dietitian collaborates with physicians and other Timmins Family Health Team members to provide the most efficient, appropriate primary care to a client of the Timmins Family Health Team. The Registered Dietitian collaborates with other community health partners to deliver appropriate services and programs to the community.