# Position Description | Te whakaturanga ō mahi

# **Te Whatu Ora | Health New Zealand**

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| Title | **Clinical Dietitian** | | |
| Reports to | Clinical Lead Dietetics | | |
| Location | Timaru, South Canterbury | | |
| Department | Dietetics | | |
| Professional link | New Zealand Dietitians Board | | |
| Service & Directorate | Allied Health | | |
| Number of directreports | nil | **Total**  **FTE** | 1FTE |
| Hours | Office hours rostered Monday to Friday. Usual hours of work may change. There will be an expectation to cover the odd day on a weekend or public holiday. | | |

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

## Te Mauri o Rongo – The New Zealand Health Charter (to be confirmed)

Te Mauri o Rongo is currently being finalised – this section provides an overview of anticipated content. In order to guide the culture, values, and behaviour expected of the health sector, Health New Te Mauri o Rongo provides common values, principles and behaviours through four Pou, to guide health entities and their workers, enabling a cultural transformation of the health sector. Te Mauri o Rongo fundamentally upholds a key system shift of the New Zealand health reforms to reinforce and embrace Te Tiriti and our obligations to it.

The pou are a platform and a foundation to empower a culture transformation, every person is guided to align themselves to the pou and enact the values and behaviours that the pou represent. Employers and employees are expected to uphold Te Mauri o Rongo in their work and environments as part of our commitment to achieving Pae Ora (healthy futures) for all.

It is fundamental that the four Pou of Te Mauri o Rongo are upheld by the health entities and their workforce.

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| **Wairuatanga** | The ability to work with heart | “*When we come to work, we are able and supported by others to be our whole selves. When we return home we are fulfilled*”. |
| **Rangatiratanga** | Ensuring that the health system has leaders at all levels who are here to serve | “*As organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all*” |
| **Whanaungatanga** | We are a team, and together a team of teams | “*Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe. Together we are whānaunga, we are the workforce - kaimahi hauora*” |
| **Te Korowai Manaaki** | Seeks to embrace and protect the workforce | “*The wearer of the cloak has responsibility to act/embody those values and behaviours*” |

**About the role**

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| Role Perspective | The Allied Health services include Dietetics, Occupational Therapy, Orthotics Physiotherapy, Pharmacy, Radiology, Speech and Language Therapy, Social Work, Orthotics and Audiology.  Services are delivered regionally across the inpatient, outpatients and community areas. Each department is supported by an AH Professional Leader who reports to the Associate Director Allied Health, Scientific and Technical.  The Clinical Dietitian is a key member of the Nutrition and Dietetic Department within Te Whatu Ora South Canterbury and will work in collaboration with all other district clinical and service areas. |
| Role  Purpose | To provide effective, evidence based best practice dietetic services for clients and their families at Timaru Hospital, including critical care, the Community and within the Psychiatric Service in accordance with the goals and objectives of the organisation.  To provide advice to and collaborate with your line manager to promote efficiency, productivity and patient/staff safety within the area.  You will be expected to foster excellence in quality practice standards, professional conduct.  This Position Description is a guide and responsibilities will vary from time to time and between services and/units to meet changing needs. This position does not encompass budget responsibility. |

**Functional Relationships**

**Pillars of Practise**

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| Leadership and Management | Te Ārahi me te Whakahaere |

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| **Key accountabilities:**   * Promote evidence-based best practice for improvement initiatives * Be positive and proactive in relation to organisational developments, inspiring and supporting others to improve services * Promote best practice and support research * Work collaboratively with all members of the health care team to enhance patient care delivery * Promote cost effective clinical practice. * Empowers and enhances capability within the broader healthcare team | **Examples of successful delivery of duties and responsibilities:**   * You produce work that complies with Te Whatu Ora South Canterbury processes and reflects best practice. * You communicate the DHB vision motivating, persuading and engaging the wider workforce. * You live and support the Te Whatu Ora South Canterbury values in everything you do. |

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| Clinical Practice | Te Mahi Haumanu | |
| **Key accountabilities:**  **Legislative requirements**   * Practise in accordance with relevant legislation, codes, policies etc. and uphold consumer rights * Uphold professional code of ethics   **Assessments and interventions**   * Undertake accurate and comprehensive assessments and evaluations including those with diverse or complex presentations. * Formulate and deliver individualised Dietetics interventions, using comprehensive clinical assessment, reasoning skills and in-depth knowledge of interventions. This should take into account the patient’s / client’s own goals and those of the wider -interdisciplinary team (IDT). * Provide relevant education - including any relevant alternative options - in a format that can be clearly understood * Role models’ effective communication to establish therapeutic relationships and set expectations with patients/clients, whānau, the multidisciplinary and wider health teams. This includes relaying complex, sensitive and contentious information. * Assess the patient’s / client’s understanding of assessment, interventions and goals and gain informed consent for intervention, taking into account those who lack capacity (e.g., those with cognitive difficulties). * Collaborate with patients-populations to set realistic, person-centred outcomes * Carries out and support others with assessment, formulation and management of risks. * Demonstrates provision of and support others with culturally safe / bicultural practice with patients/clients and their whānau. * Demonstrates an awareness of health inequalities, with evidence of implementing actions within clinical practice and identifying solutions for wider service delivery that contribute towards reducing inequalities for patients/clients and/or whānau. * Represents the service and / or individual patients/clients at clinical meetings and case conferences to ensure the delivery of a coordinated multidisciplinary service and to ensure Dietetics is integrated into the overall treatment programme (where appropriate) including discharge planning. * Provides specialist advice, teaching and instructions to patients/clients, carers, relatives and other professionals to promote coordination of support being delivered.   **Evidence-based practice and research**   * Consistently refer to and relate practice to literature and research * Critique, discuss and disseminate evidence based best practice * Reflect on and evaluate the effectiveness of own practice   **Documentation**   * Maintain confidentiality of patient information and documentation * Demonstrate effective communication, to establish a therapeutic relationship and set expectations with patients / clients, whānau and the IDT, inclusive of the wider health team and external agencies as appropriate. This includes relaying complex, sensitive and contentious information. * Refer on to other services to work with the patient/client towards achievement of longer-term goals. * Adhere to Te Whatu Ora South Canterbury’s documentation standards   **Culturally Sensitive Practice**   * Practice in a culturally safe manner * Demonstrate an awareness of health inequalities, with evidence of implementing actions within own clinical practice and identifying solutions for wider service delivery that contribute towards reducing these for the patient/client and/or whānau. * Demonstrates recognition that the patient/client's knowledge, experiences and culture are integral to effectively addressing the presenting health issue and/or restoring function. | **Examples of successful delivery of duties and responsibilities:**   * You adhere to professional and legislative standards of practice * You work according to the scope of your Annual Practising Certificate * Your interventions are realistic and based on best practice * You use standard measurement tools and equipment as set down by departmental or professional protocols * Your documentation is timely, clear, concise and accurate * You demonstrate awareness of local, sub-regional and regional context in relation to provision of health and social support and the impact on service provision. * You demonstrate an understanding of the roles of the interdisciplinary and transdisciplinary team * You participate in multidisciplinary team meetings as required by the role. * You ensure linkages to the wider allied health services * You implement evidence-based best practice procedures and guidelines * You update your knowledge related to best practice guidelines and area of practice * You maintain a professional portfolio or participate in an approved CPD programme (as per professional requirements) * You participate in peer review |

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| Teaching and Learning | Ako Atu, Ako Mai | |
| **Key accountabilities:**  **Of Self**   * Develop both personally and professionally to meet the changing needs of your career and profession * Reflect on and evaluate the effectiveness of own practice * Develop and maintain professional competency * Consistently refer to and relate practice to literature and research. * Critique, discuss and disseminate evidence based best practice. * Maintain an awareness of current developments in the clinical areas being worked in and make recommendations to changes in practice. * Maintain up-to date knowledge of new practices/findings within the field of nutrition and dietetics and able to demonstrate a high level of professional competencies. * Attend educational opportunities/training relevant to the role and scope of practice. * Maintain performance in accordance with Dietitian New Zealand’s Code of Ethics ensuring that the client’s rights are maintained and that clinical practice is ethical and safe. * Participate in performance and peer reviews and engage in remedial performance improvement processes where performance or competency issues are identified. * Advise on career progression and document SMART goals at time of performance review. * Facilitate the provision of high quality education and support for staff and colleagues. | **Examples of successful delivery of duties and responsibilities:**   * You implement evidence-based best practice procedures and guidelines * You demonstrate the ability to critically evaluate research and apply to practice * You complete mandatory training as applicable for the role. * You participate in an annual performance review and associated clinical assurance activities * You hold current registration where applicable or as required * You maintain an up-to-date professional development plan * You actively seek feedback and accept constructive criticism. |

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| Service Improvement and Research | Te Whakapai Ratonga me te Rangahau | |
| **Key accountabilities:**   * Advise on the impact of potential service initiatives that may affect the profession * Identify new/different opportunities for dietitians in service delivery * Participate in the strategic review and development of department goals where required * Participate in projects in collaboration with the Line Manager/other team members * Good communication with the Line Manager, within the team and other staff members to promote a team environment across SCDHB which enhances partnership and cooperation across all services. Look for key initiatives that support collaboration * Provide coaching, mentoring and development to support junior staff members and Student Dietitians | **Examples of successful delivery of duties and responsibilities:**   * You demonstrate active participation in department quality and service developments. * You establish working partnerships with external organisations to promote integrated working * You participate in workfare redesign programmes e.g., Calderdale Framework |

**Person Specification**

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| Education, Qualification or equivalent level of learning) | **ESSENTIAL**   * A New Zealand registered Dietitian * Holds a current practising certificate with endorsement on scope of practice as Dietitian Prescriber * Current full drivers’ licence   **DESIRABLE**   * Member of Professional Association |
| Experience | **ESSENTIAL**   * Emerging leadership skills acting as role model to those within the profession * Excellent group facilitation skills with a history of a collaborative team approach * Innovative and flexible with a positive and problem solving approach to situations * Proven clinical credibility in your own profession |
| Knowledge and Skills | **ESSENTIAL**   * Broad understanding of practice areas * Experience of working with other professions i.e. experience of multidisciplinary- inter-professional settings * Committed to the ideals of research and evidence-based best practice * Have a sound knowledge of IT systems and applications * Integrity and high personal and professional standards * Planning, organisation and time management skills to achieve quality outcomes * High standard of oral and written communication skills * Demonstrated ability to exercise sound judgement and to use information effectively * Demonstrated ability to show initiative and work under pressure * Effective presentation skills |
| Personal Qualities | **ESSENTIAL**   * Commitment to and enthusiasm for your profession * Role model contemporary clinical practice * Outstanding interpersonal and communication skills * Ability to network, development key relationships and partnership * Influencing skills, ability to get others on board and motivate them to reach their potential * Possesses the ability to think outside the square as well as to communicate and influence at all levels * Innovative, proactive, enthusiastic, flexible and creative with a positive approach to all situations including problem solving * Ability to work in a supportive and honest manner * Demonstrable peer credibility and respect * Accepts responsibility for own actions |
| Professional and legislative standards | The CLINICAL DIETITIAN will:   * ensure that their duties are conducted in accordance with best practice, relevant ethical and professional standards and guidelines as determined by the relevant professional councils, commissioners and associations; * ensure compliance with New Zealand statutory laws for Dietitians * comply with organisation-wide and service specific rules, codes of conduct, policies, protocols and procedures including safe rostering practice and MECA compliance. |

**APPENDIX 1 |**

**General responsibilities of an employee of Te Whatu Ora, South Canterbury**

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| treaty of waitangi | Te Whatu Ora South Canterbury is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection. |
| Professional responsibilities | As an employee of Te Whatu Ora South Canterbury you are required to:   * Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice. * Keep yourself up to date on knowledge, best practices and legislation relating to your work. * Make a personal contribution towards effective and efficient working relationships within your team and with other SCDHB departments. * Ensure that you carry out your work in a way that is both customer-focused, while meeting culturally competent professional standards. * In conjunction with your manager, identify your own training needs and plan to meet these needs. * Manage your own time and prioritise your work effectively. |
| health, safety and wellbeing | * Compliance with all health and safety legislative requirements. * Compliance with the ACC Partnership Programme requirements. * Compliance with all organisation-wide health and safety policies and procedures. * Compliance with the Health and Safety Manual, any relevant hazardous substances information and the emergency plan. * Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way. * Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early. * Knowledge of identified hazards is kept up to date. * Reportable event form is completed (via Safety First) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours. * Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace. * As part of our duty of care towards our patients, it is crucial that all patient-facing staff be fully immunized. All clinical roles will be expected to provide evidence of immunity to certain illnesses and screened for TB as appropriate at the pre-employment stage. |
| raise concerns | * All employees of Te Whatu Ora South Canterbury are expected and encouraged to immediately ask questions, and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised (e.g., Safety 1st and Speaking Up for Safety). * All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time (e.g., Promoting Professional Accountability). |
| child wellbeing and protection | Te Whatu Ora South Canterbury is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g., the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:   * Contribute to and support the organisation’s strong commitment to a child centred approach to protect children across the region. * Act at all times in the best interest of the children and young people, putting their interests first. * Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion. |
| legislation, regulations and board policies | You are required to be familiar with and adhere to the provisions of:   * All relevant acts and regulations * All Board, hospital and department policies * All relevant procedure manuals * The SCDHB’s Disciplinary Policy and Code of Behaviour. |
| confidentiality | You are required to:   * Adhere to the Privacy Act 2020, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information. * Maintain strict confidentiality of patient, applicant and employee information at all times. |
| risk management | You are required to:   * Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced. * Be especially aware of those risks which have high cost or safety implications. * Complete an accident/incident report for any accident, incident or near miss which has taken place at work. * Respond to complaints according to appropriate policies. |
| security | You are required to:   * Wear your identification badge at all times when on site or when carrying out official duties. * Notify Human Resources of any changes required for your ID badge. * Report any suspicious or unusual occurrence to an orderly or telephone operator. * Complete an incident report for any incident which has or might have compromised the safety of staff, consumers and visitors. |
| smokefree | Te Whatu Ora South Canterbury is a Smokefree Organisation. This applies to all staff and contractors working within SCDHB buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, consumer sand others are informed of the policy. This also applies to SCDHB staff employed on Board business in the community. |

*This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.*

**Acknowledged / Accepted**

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| Employee |  | Date |
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