

## Position Description

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| Position Title             | Dietitian  |
| Position Number            | 30010157   |
| Division                   | Clinical Operations  |
| Department                 | Renal  |
| Enterprise Agreement       | Medical Scientists, Pharmacists And Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021-2025 |
| Classification Description | Dietitian Grade 2  |
| Classification Code        | AJ1 – AJ4  |
| Reports to                 | Operational: Nurse Unit Manager<br>Professional: Manager Nutrition and Dietetics   |
| Management Level           | Non Management   |
| Staff Capability Statement | Please click here for a link to <a href="#">staff capabilities statement</a>   |
| Mandatory Requirements     | <ul style="list-style-type: none"><li>• National Police Record Check</li><li>• Immunisation Requirements</li></ul>                   |

## Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

## The Position

The Bendigo Health Renal Team offers comprehensive and multidisciplinary assessment, care and management of kidney disease and kidney failure and is the key renal hub referral centre for the Loddon Mallee region. The Grade 2 Dietitian will Provide comprehensive dietetics services to an allocation of

patients within the Home Dialysis Unit at Bendigo Health. In this role, you will develop and oversee the Nutrition service within the dialysis unit ensuring Excellent Care. Every Person. Every Time.

## Responsibilities and Accountabilities

### Key Responsibilities

#### 1. Clinical

The Dietitian Grade 2 will demonstrate and apply clinical competence through:

- 1.1 Providing client focussed clinical services in co-operation with the multi-disciplinary team.
- 1.2 Ensuring all clinical activity undertaken fulfils or exceeds the competency standards of the profession, and the minimum standards for the programs into which they input/relate.
- 1.3 Engaging in clinical work that is guided by evidence based practice and in which outcomes are monitored and modifications made as required.
- 1.4 Spending 70% of time in client attributable activity; the other 30% in non-clinical tasks as required.
- 1.5 Facilitating the smooth transition of clients through the health care system, liaising with relevant staff and community agencies to ensure continuity of care for individual patients/clients and their families by:
  - 1.5.1 Working within the multi-disciplinary team, recognising and respecting the expertise and contribution of all team members, collaborating to refer clients to other services as necessary.
  - 1.5.2 Demonstrating knowledge and appropriate use of services relevant to the client/family
  - 1.5.3 Attending relevant ward rounds/case conferences and family meetings

#### 2. Communication

The Dietitian Grade 2 will demonstrate significant communication skills and the ability to negotiate and consult widely at all levels through:

- 2.1 Maintaining timely, effective and professional oral and written communication in all professional domains within Bendigo Health including internal and external peers, stakeholders and clients.

#### 3. Service Planning and Coordination

The Dietitian Grade 2 will demonstrate an understanding of the factors affecting healthcare and apply this knowledge to improve services and health outcomes at Bendigo Health through:

- 3.1 Develop/evolve clinical service delivery specific to the discipline, according to and building on the best available evidence with support of the manager. This would include assessment tools, treatment techniques and interventions, outcome measures, use of materials and equipment.
- 3.2 Demonstrating knowledge of relevant business plans and contributing to the development of the work area

- 3.3 Actively contributing to the preparation for and the achievement of the National Safety and Quality Health Service Standards.
- 3.4 Demonstrating a basic knowledge of the public health system, and its financial and structural arrangements.
- 3.5 Actively participating in the regular Bendigo Health allied health service and program or unit meetings as delegated by the allied health Head of Discipline and/or Program Manager.
- 3.6 Participating in documented quality improvement activity for the discipline or program.
- 3.7 Actively participating in an Nutrition and Dietetic portfolio group
- 3.8 Applying Bendigo Health policies, procedures and guidelines in practice.

#### 4. Information Management

The Dietitian Grade 2 will ensure information is managed in line with organisational, allied health and discipline standards by:

- 4.1 Meeting the documentation requirements for all programs
- 4.2 Completing required statistical records for client related and other activities within the specified timeframes.
- 4.3 Participating in the monitoring and review of data generated for the purposes of discussing staffing requirements and workloads, and for monitoring the efficiencies of new work practices and quality activities in relevant forums.

#### 5. Training and Professional Development

The Dietitian Grade 2 will demonstrate a commitment to, and responsibility for, individual professional development through:

- 5.1 Participating in, and meeting the standards of, the Bendigo Health Allied Health Credentialing and Professional Standards policy document.
- 5.2 Actively participating in training and professional development as required to achieve the service and program objectives of Bendigo Health.
- 5.3 Actively participating in the coordination of at least one CPD activity per year.
- 5.4 Undertaking mandatory Bendigo Health training within the required timeframes.
- 5.5 Actively participating in, and fulfilling the requirements of, the allied health and discipline specific orientation, induction, mentorship, supervision and performance management programs and seeking assistance where needed.
- 5.6 Establishing, maintaining and fulfilling a personal professional development plan with identified learning needs and goals to extend clinical knowledge and skills, to be reviewed annually at the Performance Development Review.
- 5.7 Monitoring new developments in allied health through journal review, attendance and presentation at departmental in-services and attendance at other relevant internal and external educational opportunities.
- 5.8 Actively participating in the support and development of colleagues.

#### 6. Teaching and Training

The Dietitian Grade 2 will participate in training, teaching and research programs by:

- 6.1 Assisting in relevant research activities under the guidance of senior staff or the principal researcher.
- 6.2 Participating in the orientation, induction, mentorship, supervision, education and professional development of allied health staff, students (including work experience students) and other Bendigo Health personnel as required.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## Key Selection Criteria

### Essential

1. Recognised Degree or higher qualification in Nutrition & Dietetics and be eligible to be a member of the Dietitians Association and Accredited Practicing Dietitian program
2. Ability to meet the requirements of the Bendigo Health Allied Health Credentialing and Professional Standards

### Desirable

3. Demonstrated knowledge, skills and experience appropriate to a Grade 2 dietitian including competency to: screen; assess; establish goals, provide appropriate evidence based intervention and develop individualised care plans for patients.
4. Ability to work highly effectively in a multi-disciplinary, multi-functional environment to ensure high quality nutritional client care
5. Demonstrated clear understanding of client centred, nutrition and dietetic care
6. Commitment to ongoing professional development
7. Demonstrated time management skills to manage a caseload, meet deadlines, maintain schedules, set goals/objectives, as required
8. Demonstrated effective written and oral communication skills
9. Demonstrated knowledge and experience in quality improvement

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.

- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*