

HEALTHCARE DIETITIAN SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>	<u>Last Action</u>
1019	Dietitian Nutritionist Specialist	01	444	12 mo.	06/15/20	New
1020	Dietitian Coordinator	01	444	12 mo.	06/15/20	New

Promotional Line: 380, 381

Series Narrative

Employees in this series provide support and nutritional care by assessing, diagnosing, intervening, monitoring and evaluating nutritional status of their patients/clients. They provide or supervise nutritional care of clients, patients, or students in the hospital/laboratory as requested by Director in charge of case. They provide timely communication with senior staff regarding patients and other developments. They train and direct lower level staff, technicians, or researchers and/or work in a Commission on Dietitian Registration (CDR) recognized specialty.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Dietitian Nutritionist Specialist **1019**

Employees at this level demonstrate a specialization in an area of the nutrition practice.

A Dietitian Nutritionist Specialist typically

1. works directly with professionals in their specialty area applying evidence-based nutrition knowledge to assist their clients, patients, etc., such as assessments, evaluations, interventions, monitoring; counseling, education, management, and/or research practice linked to the specialty area;
2. actively attends and participates in departmental advancement activities such as committee or policy project work;
3. serves as administrative backup in absence of management;
4. serves as a team lead when assistance is needed within areas of clinical specialty;
5. assists with peer review and other departmental needs;
6. stays current on new developments in dietetics and medical nutrition therapy;
7. performs the duties of a Dietitian Nutritionist;

- assesses nutritional needs, diet restrictions and current health plans to develop and implement dietary-care plans and provide nutritional counseling.
 - advises patients and their families on nutritional principles, dietary plans, diet modifications, and food selection and preparation.
 - counsels individuals and groups on basic rules of good nutrition, healthy eating habits, and nutrition monitoring to improve their quality of life.
 - consults with physicians and health care personnel to determine nutritional needs and diet restrictions of patient or client.
8. performs other duties as assigned.

Level II: Dietitian Coordinator**1020**

Employees at this level will support the Director and perform administrative duties assigned by the Director. A Dietitian Coordinator also provides clinical nutrition services to patients.

A Dietitian Coordinator typically -

1. maintains and revises unit policies and procedures, work standards, and quality control measures within the general framework of hospital procedures and established professional standards;
2. monitors quality and quantity of work performed during peer review;
3. monitors patients' electronic health record for appropriate documentation of nutritional care process;
4. updates dietitian schedules and adjusts assignments in accordance with workload demands, availability, and capability of staff;
5. initiates annual performance review process and counsels on performance improvement; assists in the disciplinary process;
6. maintains employee files for dietitians to ensure all certifications, registrations and licenses are up-to-date; ensures completion of competency documentation for all new hires and stores in employee file;
7. investigates and resolves problems arising from relations with medical, nursing, and other patient care staff or other units within the hospital or ambulatory care setting to enhance cooperation in the provision of nutritional care services;
8. performs duties of the lower level of the series;
9. performs other duties as assigned.

Level I: Dietitian Nutritionist Specialist**1019**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. **Current** Registered Dietitian Nutritionist licensure from the Illinois Department of Financial and Professional Regulations **AND current** registration from the Commission on Dietetic Registration (CDR) for the Academy of Nutrition and Dietetics.
2. Master's degree in specialty area related to Nutrition and Dietetics.
3. Four (4) years (48 months) of professional experience as a Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN).
4. **Current** certification in an area of specialization inherent to the position.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of clinical nutritional and diet therapy.
2. Knowledge of basic food service operations.
3. Knowledge of nutritional assessment methods used to maintain nutritional status of patients/clients and to develop and implement nutritional care plans for patients.
4. Knowledge of methods and techniques used to educate and instruct patients/clients.
5. Demonstrates a knowledge of an advanced clinical nutrition specialty.
6. Skill in time management, organization, and responding effectively to challenges.
7. Skill in interpersonal, presentation, and written and verbal communication.
8. Ability to learn university and departmental policies, procedures, rules and regulations, and departmental standards of nutritional care.
9. Ability to supervise student and support staff and teach and evaluate students.
10. Ability to prioritize work, demonstrate sound judgment, and work independently.
11. Ability to work well with others to complete projects with ease.

Level II: Dietitian Coordinator**1020**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. **Current** Registered Dietitian Nutritionist licensure from the Illinois Department of Financial and Professional Regulations **AND current** registration from the Commission on Dietetic Registration (CDR) for the Academy of Nutrition and Dietetics.
2. Master's degree in specialty area related to Nutrition and Dietetics.
3. Six (6) years (72 months) of professional experience as a Registered Dietitian (RD) or as a Registered Dietitian Nutritionist (RDN)
4. **Current** certification in an area of specialization inherent to the position.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Demonstrated knowledge of nutrition care process Assessment, Diagnosis, Intervention, and Monitoring/Evaluation (ADIME) to provide high quality nutrition care.
2. Knowledge of basic food service operations.
3. Skill in oral and written communication.
4. Demonstrated ability to educate stakeholders, constituents, or patients and their families.
5. Ability to learn departmental and university policies, procedures, rules and regulations.
6. Ability to orient, precept and evaluate students.
7. Ability to teach, supervise and evaluate Level I and Level II dietitians, and students.
8. Ability to work independently, as well as with a wide variety of staff members of varying education and cultures.