1. **General Information**

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| **Position Title:** | |  |  | | --- | --- | | Dietitian |  | |
| **Division/Department:** | |  | | --- | | Epworth Rehabilitation and Mental Health or Acute Divisions | |
| **Position Reports to:** | |  | | --- | | EF Dietitian Team Leader, Director Clinical and Maternity Services or other as delegated by Team Leader | |
| **Enterprise/Individual Agreement:** | |  | | --- | | Epworth Healthcare Dietitians, Psychologists, Medical Scientists and Medical Physicists Enterprise Agreement | |
| **Classification/Grade:** | |  | | --- | | Grade 2: DTN21 – DTN24 | |
| **Location:** | |  | | --- | | Epworth Freemasons | |
| **Employment Status:** | Casual |
| **Resource Management**  (for Management positions only)  **Number of Direct Reports:**  **Budget under management:** | |  | | --- | | N/A | |
| **Key Relationships - internal and external** | |  | | --- | | * Patients and family members & visitors * Multi-disciplinary team members and Nursing staff * Food Services Teams * Rehabilitation Consultants, Medical Staff & VMO’s * External service providers and referrers | |

**2. Overview of Epworth HealthCare**

Epworth HealthCare is Victoria’s largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia’s health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth’s values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are Compassion, Accountability, Respect and Excellence. More information can be found on the [Epworth website](https://www.epworth.org.au/who-we-are/our-values).

Epworth’s purpose is Every Patient Matters.

Our Vision is Delivering another 100 years of exceptional healthcare and innovation to the Victorian community.

1. **Epworth HealthCare Strategy**

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| All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose. |
| **Exceptional patient experience and outcomes -** To empower our patients and deliver compassionate, expert and coordinated care. |
| **A thriving healthcare organisation -** To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation. |
| **Remarkable place to work and practice -** To ensure Epworth is an outstanding place to work and practice through a culture of care  and investment in our people. |
| **Digitally connected care -** To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors. |

**4. Purpose of the Position**

To provide optimal Dietetic services and positive clinical outcomes to the patient ensuring long-term health and wellbeing that is consistent with Epworth HealthCare's Vision and Values. Working within a multidisciplinary team, provide effective clinical, educational, emotional support and holistic best practice care to the patient and the family. Promote excellence to our customers and the marketplace and support colleagues by sharing knowledge and expertise.

**5. Clinical Governance Framework**

This role is required to put into practice the Clinical Governance Framework at Epworth as every employee is accountable for ensuring that our patients and community receive safe, high quality and person-centred care in every interaction with Epworth. This is achieved through active participation in the five domains of clinical governance at Epworth:

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| **Clinical Governance Domain** | **Role** |
| ***Leadership and culture*** | Promote and participate in a supportive, fair and transparent culture where lessons from previous outcomes are learned and patient safety and quality is a priority at all levels of the organisation. |
| ***Consumer Partnerships*** | Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible. |
| ***Effective Workforce*** | Develop and maintain one’s own competency, skills and knowledge to ensure high quality service provision and care. |
| ***Clinical Safety and Effectiveness*** | Understand and where relevant, ensure, that the right care is provided to the right person at the right time, in the right place and patient outcomes are monitored and improved. |
| ***Risk Management*** | Be responsible for identifying and reporting risks, hazards and near misses for people in our care and participating in risk mitigation strategies. |

**6. Key Accountabilities**

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| **KEY RESPONSIBILITIES** | **MEASURES/KPIs TO BE ACHIEVED** |
| |  |  |  | | --- | --- | --- | | * Ensure optimal level of function and independence for all patients in the clinical caseload by appropriate assessments and treatments, provided in both individual and group sessions * Assess and evaluate the patients physical, functional, psychological, environmental and behavioural factors and determine appropriate * interventions to optimise the patients nutritional health and status and quality of life * Establish and maintain appropriate standards of practice relating to patient admission, assessment, treatment, family liaison and discharge planning * Implement, monitor and modify nutritional and therapeutic diet programs within the clinical area as appropriate, using a patient centred evidence informed practice model of care * Provide nutrition advice, support, counselling and education to patients and family/carers * Demonstrate empathy and compassion and encourage patient and family members participation in all stages of care * Provide clinical leadership in a specialty area, demonstrating well consolidated skills and the application of theory to practice * Practise in accordance with the National Safety and Quality Health Services(NSQHS) Standards * Demonstrate reflective, critical thinking and evidence based approach to the provision of patient care * Maintain patient confidentiality as prescribed by the relevant acts and organizational policies and procedures * Contribute to the development and maintenance of new and established clinical services within Dietetics and the broader team * Understand and implement Epworth HealthCare Policies and Procedures and departmental work place instructions |  |  | | * Appropriate standards of practice relating to assessments and treatments are implemented in a timely manner * Compliance with mandatory and team based documentation in patients’ medical record within agreed timeframes * Direct patient care provided within allocated time frames from referral to treatment and within funding parameters * Timely intervention is provided to support the team in achieving patients length of stay goals * Sound relationships are developed and maintained with customers, family and colleagues * Patient satisfaction results meet organisational targets * Compliance with NSQHS and clinical competencies * Compliance with accepted professional Dietetics standards and Code of Ethics * Compliance with legislative and common law requirements including * Privacy Act and Health Records Act * Adherence to all Epworth Policies and Procedures |
| **Customer Service**   * Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers. Superior patient service leads to improved recovery in a trusting, caring environment and also creates a safe environment for patients and employees. * Provide excellent, helpful service to patients, visitors and staff * Communicate with clear and unambiguous language in all interactions, tailored to the audience * Build customer relationships and greet customers and patients promptly and courteously * Actively seek to understand patients' and their family's circumstances, expectations and issues | * Patient and customer service satisfaction surveys within agreed targets * Patients are given the opportunity to actively participate in their   treatment planning and implementation   * Use AIDET principles in all interactions * Issues or concerns are proactively escalated to the manager and resolved in a timely manner * Compliments recorded on Riskman * Consistently meet or exceeds the expectations of our patients and customers at all times * Awareness of Epworth HealthCare's complaints process and assistance provided to patients if required |
| |  |  | | --- | --- | | * Lead and participate in the supervision of Grade 1’s, AHA’s and students * Provide education and support to junior staff and students as requested * Participate in the orientation of new and casual staff |  | | * Effective supervision and support provided to staff and students * Supervision sessions completed and documented * Contribution to supervisees PDP process as supported by the   Manager |
| **Team Work /Communication**   * Actively participate as a member of the department and multidisciplinary team * Provide positive and constructive feedback to other team members |  |
| **Continuous Quality Improvement**  • Initiate, lead and actively participate in quality activities ensuring opportunities for improvement are actively explored and best practice is achieved  • Provide suggestions and feedback to consistently improve service delivery, clinical practice and patient satisfaction  • Strive to enhance the Dietetics Department and Epworth’s positive image within the community | * Evidence of participation in quality enhancement activities * Quality projects are completed within agreed time frame * Demonstrated commitment to Australian Commission on Safety and * Quality in Health Care, National Safety and Quality HealthCare   Services (NSQHS) Standards   * Departmental resources, equipment and educational information are maintained and updated |
| **Personal and Professional Development**  • Participate in the ongoing professional development of self, colleagues and the wider Epworth HealthCare community by upgrading clinical competencies and knowledge and participating in both internal and external educational opportunities  • Impart clinical knowledge through structured in-service programs, lectures and tutorials  • Actively participate in Performance Development Plan annually and evaluate personal performance and plan self-development | * Training of staff in department meetings and other staff through inservice programs, tutorials, etc * Active participation in relevant professional organisations * Participation in in-service and education activities and events Completion of performance review and development plan |
| **Customer Service**  Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers.  Superior patient service leads to improved healing in a trusting, caring environment and creates a safe environment for patients and employees.   * Role model and actively promote a culture of high quality patient care * Provide excellent, helpful service to patients, visitors and staff * Communicate with clear and unambiguous language in all interactions, tailored to the audience * Build customer relationships and greet customers and patients promptly and courteously * Actively seek to understand patients' and their family's expectations and issues, using multiple strategies * Uses data (such as patient experience feedback) to identify opportunities for improvement in internal processes and systems that directly impact patient care and customer service * Responds quickly and proactively escalate concerns when necessary * Role model and actively promote a culture of high-quality patient care and experience by ensuring that solutions, practices and procedures (such as hourly rounding, leader rounding and bedside handover) are carried out with empathy and compassion | * Patient and customer service satisfaction surveys within agreed targets * Use AIDET principles in all interactions * Compliments to complaints ratios * Completes leader rounding at agreed frequency * Issues are escalated to the manager and resolved in a timely manner |
| **Safety and Wellbeing**  To ensure a safe workplace is provided for all employees and other personnel including contractors, agency staff, volunteers and students.   * All employees and other personnel under the authority of the manager are fully informed of the hazards associated with their work activities, adequately trained and instructed in safe work procedures and appropriately supervised. Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace * Integrate and review OHS performance in staff PDPs * Ensure all direct reports are held accountable for safety performance and actions | * Adhere to infection control/personal hygiene precautions * Implement and adhere to Epworth OHS policies, protocols and safe work procedures * Ensure all hazards, incidents and injuries are reported in Riskman within 24 hours * Ensure all hazards, incidents and injuries are investigated and corrective actions implemented within agreed timeframes * Mandatory training completed at agreed frequency |

**7. Position Requirements/Key Selection Criteria**

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| **COMPONENT** |  |
| Qualifications | **Essential**   * Bachelor of Nutrition and Dietetics or equivalent degree * Eligible for full membership of the Dietitians Australia (DA) * Eligible for Accredited Practising Dietitian (APD) Program   **Desirable**   * Well consolidated graduate experience in dietetics |
| Previous Experience | **Essential**   |  | | --- | | * Demonstrated previous experience as a Dietitian in a hospital setting   **Desirable**   * Relevant experience in oncology, intensive care, surgical care | |
| Required Knowledge & Skills | **Essential**   * Well-developed organisational skills * Excellent verbal and written communication and presentation skills * Demonstrated ability to interact and collaborate with all members of a multidisciplinary team, patients and families * Well-developed expertise in assessment, intervention and discharge planning * Demonstrates well-developed skills for managing challenging behaviour and conflict resolution   **Desirable**   * Appropriate knowledge of community resources and services * Appropriate knowledge of food service systems * Ability to constructively supervise and educate junior staff and students * Knowledge and understanding of the National Standards and ACHS Accreditation Standards * Knowledge of medico-legal and health and safety issues as they relate to health care |
| Personal Attributes & Values  All employees are expected to consistently work in accordance with Epworth’s values and behaviours   * Compassion * Accountability * Respect * Excellence | **Essential**   * Belief in patient-centred care * Ability to work autonomously * Sensitive to the psychosocial implications of illness * Sensitive to cultural, racial and gender differences * Professional work ethic, helpful and professional manner * Practice within the ethos of the Epworth HealthCare Values and Behaviours * Flexibility to assist others within the department and across sites as required |

**Document Control**

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| Date Developed: | Date Last Reviewed: | Developed and Reviewed By (Position Title): |
| August 2016 | August 2025 | Director Clinical and Maternity Services |

## 8. Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

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| Employee Signature: |  |
| Print Name: | Date: |