

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Dietitian 3		Class Code: 001QG3
	FLSA Status: Exempt	Salary Schedule: RDS	Effective Date:
	Summary: Position is responsible for assessing the nutritional status of patients and educating patients, family members and staff regarding nutrition. Incumbent has complete administrative responsibility for food service operations in a state institution. Work includes supervision and training of employees engaged in regular and modified diet preparation and services.		

Duties:

- Performs annual nutritional assessments of all patients;
- Educates patients, staff and family members on applicable nutrition and nutrient-drug interactions;
- Provides input into the interdisciplinary treatment team meetings;
- Represents nutrition and dietetics department on agency appointed committees;
- Attends educational sessions to stay updated in pertinent nutritional topics;
- Completes required documentation and reports;
- Directs the total food service operation in the absence of the director;
- Plans menus and instructs dietitians, dietetic technicians, supervisors and others in preparation of regular and modified diets;
- Specifies and requisitions food, materials, supplies and equipment;
- Supervises the sanitation program and sanitation inspection of the food service department;
- Supervises the modified diet program including preparation and service of diets, calculation and writing of diets and diet menus;
- Confers with physicians regarding individual diet needs and general ward food service;
- Performs nutritional analysis of menus to ensure conformance with standards;
- Provides diet instruction, records in patient charts and interacts with treatment teams relative to individual treatment programs;
- Prepares and conducts dietary training programs, both in-service and, as may be required, in other hospital disciplines and in community services;
- Confers with director on operational and personnel problems;
- Assists in budgeting food, supplies, equipment and facility modification and design;
- Coordinates food service with treatment program;
- Performs related duties as required.

Job Requirements:

- Registered as a dietitian by the American Dietetic Association or possesses registration eligibility;
- Knowledge of the principles, techniques and terminology of modern dietetics and institutional management gained through experience and formal education, typically after a baccalaureate degree;
- Ability to plan modified and regular diet menus and monitor service;
- Ability to develop and utilize menu planning programs;
- Ability to conduct in-service training, intra-department dietary training, community services training and other nutrition-related training programs;
- Ability to interact with treatment team, medical and administrative staff and community sector as required;
- Specialized knowledge of the principles, techniques and terminology of modern dietetics, institutional management and personnel administration;
- Working knowledge of modern methods, materials and equipment used in large-scale food service and the care necessary to maintain equipment, physical facilities and properly utilize resources;

- Ability to plan menus and direct quantity food preparation and service;
- Ability to judge food quality, determine conformity to standards and necessitate corrections where necessary;
- Ability to prepare modified diet menus and instruct cooks in the preparation and service of modified diets;
- Ability to work with all facility staff and the community sector;
- Ability to write legibly and be familiar with computer programs;

Difficulty of Work:

Incumbent performs duties based on department guidelines and is under the direct supervision of the Medical Director. Judgment is required in selecting guidelines and adapting alternatives. The work is broad in scope and involves many variables in the application of dietetics principles.

Responsibility:

While not the final authority, incumbent must exercise judgment in applying alternatives and in conferring with medical/nursing staff and dietary supervisors related to unusual dietary problems or concerns. Unusual problems or deviation from guidelines are discussed with supervisor who otherwise reviews work periodically for accomplishment of objectives.

Personal Work Relationships:

Works with patients, physicians and other clinical staff as required; hospital department heads, students, commercial vendors, general public and community sector.

Physical Effort:

The incumbent must be able to walk throughout the hospital facility.

Working Conditions:

Incumbent works in many areas of the hospital including the industrial kitchen setting, office environment and patient unit areas. The incumbent must be able to adjust to varying temperatures throughout the hospital and may interact with patients of unpredictable behavior at times.