

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-WALTER P.REUTHER PSY HS
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Hospitals, Centers and Forensic Mental Health Services
4. Civil Service Position Code Description DIETITIAN NUTRITIONIST-A	10. Division Behavioral Health and Developmental Disabilities Administration
5. Working Title (What the agency calls the position) Nutrition Therapist	11. Section Food and Nutrition Department
6. Name and Position Code Description of Direct Supervisor DIETITIAN NUTRITIONIST MGR-2	12. Unit N/A
7. Name and Position Code Description of Second Level Supervisor STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 30901 Palmer Road, Westland, MI 48186 / 6:00 a.m. - 7:00 p.m. (Variable) Sunday- Saturday
14. General Summary of Function/Purpose of Position	
<p>The Registered Dietitian in this position is a senior worker functioning with a full range of assignments at an advanced practice level and serves as the advanced level nutrition therapist. This position functions as the recognized resource for the treatment team for the assigned units. Participating as an active member of treatment team, medical nutrition therapy is provided to assigned patients. Therapy is individualized and coordinated with families and/or subsequent care givers and food service personnel. A significant number of specialized food service, safety, and consultation tasks are performed routinely; consultation and direction are given to each other health care professionals and community agencies. Assignments are generally complex, performed with minimal guidelines, and performed independently.</p> <p>This is a drug and alcohol tested (DART) position under the criteria provided in the collective bargaining unit agreement, as the incumbent has regular and direct contact with hospital patients.</p>	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 20

Completes assessments of nutritional status to identify appropriate Medical Nutrition Therapy required. Assigns and documents appropriate nutrition priority level.

Individual tasks related to the duty:

- Interviews patient and/or significant others
- Interprets nutritionally significant laboratory values
- Interprets anthropometric measurements
- Evaluates clinical, social and psychological data
- Integrates all of the above into plan for medical nutrition therapy
- Develops and maintains database for computer usage for department
- Utilizes data to provide patient care information and reports

Duty 2

General Summary:

Percentage: 20

Develops person centered nutrition care plan according to needs identified in the assessment. Provides medical nutrition therapy according to patient needs and the most current standards of professional practice.

Individual tasks related to the duty:

- Develops detailed nutrition care plans with specific goals, interventions and outcome measures
- Modifies diet for appropriate food, nutrient, fluid intake- directs food service and nursing personnel regarding same
- Verifies and evaluates intake-calculating nutrients consumed and comparing with calculated needs
- Incorporates current research and practice methods to evaluate effectiveness of therapy
- Attends health care team meetings providing consultation to physicians, nurses, rehabilitation therapists and other staff

Duty 3

General Summary:

Percentage: 20

Evaluates, documents and adjusts nutrition therapy delivery

Individual tasks related to the duty:

- Observes patient intake and calculates same
- Adjusts meal patterns, food preparation and delivery
- Determines need for specialized medical food products
- Orders food and medical nutrition products for individual patient needs
- Inspects food preparation and service
- Develops solutions to problems and implements as necessary

Duty 4

General Summary:

Percentage: 25

Provides education and skill development related to medical nutrition therapy

Individual tasks related to the duty:

- Evaluates need for self care skills related to nutrition therapy
- Develops educational plans and programs
- Develops appropriate materials based on target population knowledge, education, skills and abilities
- Incorporates current research and practice methods
- Evaluates effectiveness of education

Duty 5

General Summary:**Percentage: 5**

Develops and implements performance improvement activities for medical nutrition therapy to ensure efficient, effective service delivery

Individual tasks related to the duty:

- Utilizes current research to develop performance improvement and clinical outcome studies
- Ensures objective data collection, evaluates same
- Identifies areas for improvement and collaborates with nutrition therapy team to resolve problems
- Develops solutions to problems and implements same
- Evaluates effectiveness of problem resolution

Duty 6**General Summary:****Percentage: 10**

Member of the health care team. This includes but is not limited to the following responsibilities

Individual tasks related to the duty:

- As a collaborative with other team members works to implement the comprehensive treatment plan as a means to improve the patient's condition
- Is familiar with the knowledge, skills and abilities of other disciplines as represented by other team members and utilizes those skills to enhance nutrition therapy
- Identifies education needs of the patient and/or caregiver that when met will assist the patient in maintaining wellness outside the hospital
- Acts as an advocate for the patient relative to food and nutrition needs
- Assures patient confidentiality

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

- Determination of medical nutrition treatment for patients, including nutrients required and route of administration
- Determination of patient care priorities
- Determination of patient and staff food service needs
- Determination of patient, staff and family skill needs
- The above require exquisite independent judgment and must be related to outside regulatory agency guidelines. These affect patients, physicians, nurses and other professional staff and community agencies involved with post hospital placement. They affect the operational budget and hospital accreditation status.

17. Describe the types of decisions that require the supervisor's review.

Decisions regarding patient care which may have legal and patient rights implications. Administrative decisions affecting the operations of the hospital which impact accreditation standards or the operational budget.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

This position is classified as requiring sedentary to light physical effort. Physical activities typically include sitting, standing, walking, reaching, handling, talking, hearing, near acuity vision and far acuity vision. Environmental conditions involve working in close proximity to psychiatric patients who may also have contagious diseases who are aggressive and known to strike out or attempt escape. Frequent exposure to hot/humid environment in kitchen area and slippery conditions.

30% computer usage

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

- Duty 1: Assessment of nutrition status with identification of appropriate medical nutrition therapy
- Duty 2 & 3: Planning and provision of medical nutrition therapy with evaluation of patient outcomes
- Duty 4: Planning and provision of nutrition skills development
- Duty 5: Management of patient nutrition information

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

None- Change in 2nd line Supervisor

25. What is the function of the work area and how does this position fit into that function?

The function of the work is to provide patient specific nutrition therapy and food service to adults hospitalized with mental and physical illness. This must be done in accordance with the multiple regulatory body requirements as well as the most current patient care practices.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in foods and nutrition, or institution management.

EXPERIENCE:

Dietitian/Nutritionist 12

Three years of professional experience providing dietetic and nutritional services equivalent to a Dietitian/Nutritionist, including one-year equivalent to a Dietitian/Nutritionist P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to creatively communicate with impaired persons.
- Special knowledge of alternate feeding methods.
- Working knowledge of common psychiatric illness and treatment modalities.
- Ability to use computer databases and word processing skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

Registration as a dietitian with the Academy of Nutrition and Dietetics

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None Applied.

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date