

State of Michigan  
Civil Service Commission  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

**POSITION DESCRIPTION**

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Michigan Department of Corrections/CFA
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Health Care Services
4. Civil Service Classification of Position Dietitian/Nutritionist 9-P11	10. Division Health Care
5. Working Title of Position (What the agency titles the position) Dietitian	11. Section Nursing and Ancillary Health Care Services
6. Name and Classification of Direct Supervisor Erin Parr-Mirza; Registered Nurse Manager-4 15	12. Unit Macomb Correctional Facility (MRF)
7. Name and Classification of Next Higher-Level Supervisor Heather Barth; Registered Nurse Director-3 17	13. Work Location (City and Address)/Hours of Work 34625 26 Mile Road, Lennox Township, MI 48048; 80 hours per pay period

14. General Summary of Function/Purpose of Position

This employee works independently. Plans, directs, and implements a variety of assignments to provide and direct the diet and care of prisoners. Provides guidance to food service civilian staff and prisoner food service workers. Works within general methods and procedures and exercises independent judgment to adapt and apply national guidelines to specific situations. The work requires knowledge of policies, procedures, and regulations of dietetic and nutritional food service programs. Performs professional dietitian assignments at the experienced level. Organizes and conducts quality performance improvement audits. Travel is required.

For Civil Service Use Only

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

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

**General Summary of Duty 1**

**% of Time 60**

Responsible for implementing medical nutrition therapy for prisoners.

**Individual tasks related to the duty.**

- Conducts nutrition/screening assessment for most appropriate nutrition therapy and documents in electronic medical record.
- Plans, directs, and implements medical nutrition therapy as needed to meet the nutritional needs of the prisoner.
- Is the recognized nutrition resource person on the health care treatment team to provide accurate and pertinent information.
- Instructs prisoners in individualized diet therapy, general nutrition principles, and food selection to encourage self-responsibility.
- Develops, reviews, and adapts therapeutic and modified diets to meet the needs of individual prisoners.
- Adjusts menu cycles for nutritional adequacy, balance and variety, food availability, and budgetary control.

Duty 2

**General Summary of Duty 2**

**% of Time 15**

Review of all therapeutic diets every six (6) months.

**Individual tasks related to the duty.**

- Reviews medical record and documents assessment of compliance and/or appropriateness of diet.
- Evaluates diet line attendance records to document prisoner compliance.
- Evaluates store orders for appropriateness to determine relevance of continuing diet or if further prisoner education is needed.
- Implements renewal/cancellation of diet based on above to ensure appropriateness of all therapeutic diets at all times.
- Counsel's prisoners if indicated to ensure better understanding and encourage responsibility for compliance.
- Assists Medical Practitioners with MDOC diet manual criteria compliance.

**Duty 3****General Summary of Duty 3****% of Time 10**

Consults with Food Service Department concerning the preparation of therapeutic diet menus, implementation of details, and modification for holiday menus and other related nutritional issues.

**Individual tasks related to the duty.**

- Inspects food preparation and service for conformance with medically prescribed diets and established standards of sanitation, palatability, appearance, and nutritional quality.
- Plans and implements quality performance improvement work study programs to ensure highest standards are met.
- Suggests and approves food substitutes when indicated to provide an equally nutritional food item.
- Coordinates with Food Service Director on menu modifications for holidays and other related nutritional issues, to comply with medical orders as closely as possible.
- Develops policies, procedures, and standards for institutional food service programs to ensure quality nutritional care that also meets legal standards.
- Audits regular menu services to ensure compliance with menu writing guidelines.
- Inspects food supplies for quantity, quality, safety, and compliance with state and federal standards.
- Recommends type and quantities of food to be purchased in order to serve menus as written.
- Recommends purchase of food preparation equipment in order to serve menus as written.
- Calculates nutritional values of menus to evaluate compliance with nutrition standards.
- Performs related essential functions appropriate to the class and other nonessential functions as required.

**Duty 4****General Summary of Duty 4****% of Time 5**

Conducts educational classes for prisoners and inservice training for Food Service and Health Care personnel.

**Individual tasks related to the duty.**

- EDUCATIONAL CLASSES FOR PRISONERS:
  - Develops class outline and formulates educational outcomes to fit educational needs.
  - Selects AV material, handouts to enhance learning and vary teaching styles.
  - Sets time and place for class considering accessibility and safety.
  - Selects prisoners to participate and completes call-out.
  - Conducts class, adapting outline and objectives as needed in order to maximize learning.
  - Documents participation in electronic medical record.
- INSERVICE FOR FOOD SERVICE OR HEALTH CARE:
  - Identifies training needs, objectives with Food Service/Health Care to improve quality of nutritional care.
  - Selects AV material, handouts, and worksheets to enhance learning and vary teaching styles.
  - Determines class schedule to meet needs of the participants.
  - Informs Training Division of attendance for purpose of keeping up to date training records.
  - Evaluates improvement/need for further training based on progress/outcomes to ensure high quality standards.

**Duty 5**

**General Summary of Duty 5**

**% of Time 5**

Prepares reports, orders educational materials, maintains records, composes correspondence, and gathers CQI information

**Individual tasks related to the duty.**

- Prepares monthly report for Supervisor to document monthly accomplishments, concerns, problems, and to provide quality performance improvement information for the most effective use of dietitian resources.
- Orders educational materials for prisoners as needed to enhance learning.
- Maintains monthly record of kites, call out, prisoner contacts/counseling, training attended, and food service contacts to document number and time spent with each contact.
- Composes correspondence related to work to communicate, clarify, or inform staff and prisoners as needed.
- Gathers performance improvement information for presentation to Quality Performance Improvement Committee to ensure quality standards.

**Duty 6****General Summary of Duty 6****% of Time 5**

Participates in statewide Department of Corrections Registered Dietitians meetings.

**Individual tasks related to the duty.**

- Monitors and recommends nutrition/food service related policies to ensure continued practicality and appropriateness, and compliance with federal and state standards and regulations.
- Coordinates with other RD's on the most up-to-date medical nutrition therapy for an ever changing and acutely ill prisoner population to provide the most effective nutritional care possible.
- Recommends changes to food service regarding the therapeutic menus to keep up with current research as it relates to different disease states and nutritional care.
- Revises the DOC diet manual as new research and information becomes available supporting revision, to provide current nutritional references for physicians and other health care staff.
- Formulates educational materials to ensure informational consistently between prisons and keep cost at a minimum.
- Coordinates and participates in statewide special task forces as the recognized nutrition authority.
- Actively promotes the MPRI program/process.

**16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.**

Independent judgment is required to carry out assignments that have significant impact on services, programs, and people. Examples include, but are not limited to:

1. Type of therapeutic diet, if any, that is to be implemented. Prisoner, dietitian, food service, and medical records; prisoner custody location, and department transportation costs are affected.
2. Day to day scheduling of call outs, chart reviews, six month diet reviews. Affected are the prisoner, dietitian, food service, nursing staff, and medical records.
3. Determine the educational needs of prisoners, food service personnel, and resulting classes and materials needed.

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

Decisions which involve unfamiliar circumstances or have significant or financial or legal implications.

**18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.**

Hazards associated with work within a correctional institution and with prisoners. Must be able to walk, stand, sit and bend. Must be able to lift 20 pounds and carry 10 feet. Must be able to walk up and down two flights of stairs. Position requires work within the secure perimeter of a correctional facility.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
none			

20. My responsibility for the above-listed employees includes the following (check as many as apply):

Complete and sign service ratings.  Assign work.  
 Provide formal written counseling.  Approve work.  
 Approve leave requests.  Review work.  
 Approve time and attendance.  Provide guidance on work methods.  
 Orally reprimand.  Train employees in the work.

21. *I certify that the above answers are my own and are accurate and complete.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NOTE: Make a copy of this form for your records.

**TO BE COMPLETED BY DIRECT SUPERVISOR**

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

23. What are the essential duties of this position?

Provide dietitian services to facilities.

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

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

This employee works with other health care staff within the health care clinics and infirmary.

**26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

Bachelor's degree in dietetics, food and nutrition, or related field. Continuing education credits necessary to maintain registration I the American Dietetic Association.

**EXPERIENCE:**

Three years professional experience providing dietetic and nutritional services equivalent to a Dietitian/Nutritionist in state service, including one year of experience equivalent to a Dietitian/Nutritionist 11.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of principles of human nutrition and medical nutrition therapy. Knowledge of food services operations, including preparation and sanitation. Ability to inspect and evaluate food preparation and service for conformance with standards. Knowledge of menu planning, principles, and practices. Ability to make clinical judgments involving diet therapy and formulate treatment plan accordingly. Ability to counsel individuals in diet therapy. Ability to communicate effectively with others, both verbally and in writing. Ability to maintain records, prepare reports, and compose correspondence. Ability to implement effective nutritional therapy in a manner that is cost effective and practical for Food Services. Ability to maintain favorable public relations. Ability to maintain composure under stressful situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Eligible to participate in dietetic internship, traineeship or coordinated program approved by the American Dietetic Association.

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

***27. 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's Signature

---

Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

**28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.**

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

---

Appointing Authority's Signature

---

Date