



UNION JOB DESCRIPTION

JD5869

JOB TITLE:	Coordinator, Nutrition Services	JOB DESCRIPTION NO.:	5869
CLASSIFICATION:	Dietitian S3 - Over 8 up to 16 FTE (i)	GRID/PAY LEVEL:	H-G-S3 B
COLLECTIVE AGREEMENT:	Health Science Professionals	HSCIS NO.:	30932
UNION:	HSA	JOB/CLASS CODE:	30932
PROGRAM/DEPARTMENT:	Primary Health Care & Chronic Disease Management/Diabetes Programs & Nutrition Services	BENCHMARKS (If Applicable):	
REPORTING TO:	Manager, Chronic Disease Management and Nutrition Therapy Services		
FACILITY/SITE:	Royal Jubilee Hospital; Victoria General Hospital; Nanaimo Regional General Hospital		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Manager, Chronic Disease Management and Nutrition Therapy Services, Geo 1 / 2 or Geo 3 / 4, the Coordinator, Nutrition Services coordinates clinical nutrition services at Nanaimo Regional General Hospital (NGRH) or Victoria General Hospital (VGH) or Royal Jubilee Hospital (RJH) by performing duties such as supervising and coordinating work activities of dietitians and designated staff. Provides nutrition support mentorship to site dietitians and interns and ensures department standards are maintained for patients on nutrition support throughout assigned facilities. The Coordinator provides practice leadership, coordination of nutrition education activities, supports quality improvement initiatives, assists with establishing goals, objectives, policies and procedures of the department. Provides clinical nutrition care to assigned inpatients and/or outpatients.

Supports and facilitates the preceptorships of dietetic interns in the Island Health Dietetic Internship Program. Supports and facilitates clinical research projects in nutrition, as required.

Travels to various Island Health sites as required. Transportation arrangements must meet the operational requirements of Island Health in accordance with the service assignment and may require the use of a personal vehicle.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Supervises and coordinates the work activities of assigned staff to ensure adherence to professional practice standards, established policies, procedures and clinical practice standards by performing duties such as:

- Facilitates and supports evidence based nutrition practice
- Collaborates with program leadership;
- Establishes department priorities;
- Provides clinical guidance;
- Coordinates and adjusts schedules according to workload to ensure staff levels meet operational requirements;

- Facilitates resolutions to workplace conflicts to ensure department standards are met
- Liaises with Staffing office regarding scheduling guidelines and payroll issues.

2. Provides quality, cost effective nutrition care to assigned in-patients and/or outpatient in consultation with other members of the health care team by:

- Interprets and/or prescribing diet orders and/or enteral and parenteral feeding orders;
- Assesses the patient's nutrition status;
- Develops and implements the patient's nutrition care plan
- Monitors and evaluates the effectiveness of the nutrition care plan
- Provides nutrition education for patients and their families, and staff as necessary;
- Effectively communicates and collaborates with interdisciplinary care team including participation in care conferences and/or huddles
- Documents nutrition care in the patient's health record and ensures patient care continuity

3. Serves as the nutrition support resource dietitian to site dietitians and dietetic interns. As the clinical specialist for nutrition support, supports dietitian practice at their site to evaluate the effectiveness of nutritional support of enterally and parenterally fed patients by performing case reviews and consultations with the care team.

4. Liaises with Clinical Practice Leader and Leader/Coordinator counterpart(s) throughout Island Health regarding consistency and continuity of nutrition care and application of Nutrition Services policy and common procedures.

5. Implements and monitors quality improvement initiatives to support knowledge translation of evidence based practice, meet legislative requirements, department and Island Health objectives.

6. Participates in the development of department goals/objectives and policies/procedures for Nutrition Therapy Services.

7. Coordinates with Nutrition Services Quality Improvement Lead to plan and run in-service education for staff.

8. Participates in recruitment and annual performance review of assigned staff by identifying staffing needs and vacancies and facilitating staff recruitment in collaboration with Leader/Manager; planning and directing staff orientation; completing performance evaluations for designated staff to promote performance and professional development.

9. Supports and facilitates the preceptorship of dietetic interns in the Island Health Dietetic Internship Program by working with the Island Health Dietetic Internship Coordinator and staff dietitians to facilitate preceptorships of dietetic interns at assigned sites including scheduling, orienting, supervising, mentoring and evaluating dietetic interns. Supports dietetic internship research activities.

10. Participates in the development of the operating, capital equipment and workload budgets by compiling and providing information to the Leader/Manager on such matters as staffing and scheduling, statistics and workload distribution, projected clinical nutrition expenses, relevant Requests For Proposals (RFP) and purchasing decisions for the department.

11. Assumes responsibility for site-specific purchasing of supplies in accordance with approved budget and approved additional expenditures.

12. Represents Nutrition Therapy Services at various site-specific inter-disciplinary and operational meetings. Serves as a resource person concerning diet and nutrition both internal and external to Island Health.

13. Participates as a member of the Nutrition Services Quality Improvement Committee.

14. Participates as a member of various Food and Nutrition Services joint committees.

15. Supports patient and staff safety through incident reporting, site inspections, violence prevention, and privacy requirements.

16. Ensures equipment and area maintenance for assigned site(s).

17. Initiates, implements and evaluates practice based research projects with approval of the Leader/Manager. Research activities may include practice evaluation, determination of clinical outcomes and collaborative clinical studies involving other departments.

18. Performs other related duties as required.

QUALIFICATIONS:

Education, Training And Experience

Bachelor's Degree from a recognized university with a major in Nutrition/Dietetics or equivalent. Completion of a dietetic internship accredited by Dietitians of Canada. Current licensure in a practicing category with the College of Health and Care Professionals of BC as a Dietitian.

Post-graduate education in Nutrition Support. Certified Nutrition Support Clinician designation from the American Society of Parental and Enteral Nutrition (ASPEN).

Eligible for membership in Dietitians of Canada. Minimum two years' recent related experience in clinical dietetics in acute care facilities. Minimum two years' recent related experience in an administrative or supervisory capacity. Minimum five years' recent related dietetic experience, encompassing a broad base of dietetic practice including acute care and nutrition support, and may also include Food Service Administration, Community Nutrition, Long Term Care, Dietetic Internship, and program planning, or an equivalent combination of dietetic experience. Experience working with dietetic interns is an asset.

Valid BC driver's license.

Skills And Abilities

- Ability to establish and maintain effective work relationships with patients and their families, members of the medical team, departmental employees and representatives of outside agencies.
- Ability to coordinate activities and liaise with medical and nursing staff, patients and the food service provider.
- Ability to organize workload, set priorities and work with minimal supervision.
- Ability to communicate effectively both verbally and in writing.
- Self-directed.
- Ability to plan, implement, organize, prioritize, and problem solve.
- Confidently able to use computers, including Microsoft Office (Outlook, Word and PowerPoint).
- Ability to find creative solutions to problems and to develop alternate strategies to support quality improvement initiatives.
- Strong interpersonal skills and ability to resolve conflict.
- Ability to manage competing demands in a dynamic environment.
- Ability to apply a level of decision making which involves exercising judgment in complex and diverse situations; planning and implementing major initiatives which have organizational or practice implications
- Ability to use a problem-solving approach which includes formulation and testing of ideas/solutions drawn from limited data and speculation/hypothesis.
- Ability to function in a multiplicity of roles that are complex and diverse in terms of job responsibilities (e.g. education, program support and development).