

HUMAN RESOURCES MANUAL

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STATEMENT

Park Place Seniors Living (Park Place) will have standardized position descriptions for all workers based on relevant standards of practice and/or provincially-mandated expectations and Park Place policy.

PURPOSE

To provide standardized, specific expectations and role description of every staff member's role and responsibilities.

PROCEDURE

DEPARTMENT: Food Services

JOB TITLE: **Dietitian**

REPORTS TO: Site Leader

JOB SUMMARY:

As an integral member of the interdisciplinary care team, the Dietitian is responsible for the planning, monitoring and approving of menu foods. The Dietitian provides therapeutic services to individual residents. The Dietitian works in collaboration and consults with the Food Services Manager to ensure food services meet all legislative standards, Park Place policy and resident satisfaction. Treats residents with dignity and demonstrates an attitude of caring. The Dietitian ensures a commitment to resident safety and to our "culture of safety" as per Park Place Strategic Directions.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. In collaboration with the interdisciplinary care team and the resident and/or family, assesses all residents upon admission, annually and whenever there is a significant change in status to complete a documented, in-depth nutritional assessment, based on the resident's needs, abilities and goals.
2. Provides consultation to the Food Services Manager in planning the menu and textured diets, and other dietary matters as they arise. Approves the rotating menu.
3. Performs swallowing assessments and makes recommendations on diet textures, feeding techniques and safety precautions.
4. Counsels Residents and family members on therapeutic diets, and other nutritional concerns.
5. Prescribes dietary supplements as appropriate (e.g., resident with weight loss, wounds) and monitors their effectiveness and use.
6. Monitors quality of food served to residents and resident's acceptability of items served.
7. Provides staff in-service education on nutrition related topics (e.g. dysphagia, therapeutic diets).
8. Responsible for routinely reviewing resident weight data and following up with an in-depth nutritional assessment and plan revision as appropriate.

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9. Coordinates and participates in MDS data entry by communicating with and observing the resident and communicating with interdisciplinary team members and family.
10. Responsible for both the Minimum Data Set (MDS) and the Resident Assessment Protocols (RAPs) as it pertains to nutrition, which includes but is not limited to: care plans, progress notes, assessments, profiles and/or tracking.
11. Documents complete, accurate and relevant data for every Resident according to Park Place policies.
12. Acts as a role model by demonstrating professionalism, empathy, trust and respect in all interpersonal relationships, and recognizes personal impact on team dynamics.
13. Takes the Dietitian lead in the Park Place Home's quality improvement/performance measurement initiatives and processes including follow-up with summary and action plan implementation to meet or exceed best practice and Accreditation Standards.
14. Focuses on quality of care and safety assurance and improvement by taking a leadership role in PPSL site committees (e.g. Site Leadership, Resident Council).
15. Performs other related duties as needed.

HEALTH AND SAFETY RESPONSIBILITIES:

- Responsible to read, understand and comply with Park Place's and provincially-mandated Occupational Health and Safety policies and safe work practices.
- Involved in all aspects of the Health and Safety Program including:
 - Uses safe work procedures,
 - Promotes health and safety policy and awareness,
 - Makes safety suggestions.
 - Reads OHS minutes posted.
- Responsible to take every reasonable precaution to protect the safety of residents, self, other workers and the general public.
- Reports any near miss, injury, accident or equipment damage to supervisor immediately and completes required reports.
- Corrects and/or reports unsafe conditions.
- Sets a good example.

QUALIFICATIONS:

- University degree in Food and Nutrition from an approved university.
- Current Registration in the applicable province's regulatory College for Dietitians.
- Two (2) years recent related experience in gerontology, rehabilitation, complex/long term care an asset.
- Knowledge of provincial Food Premises regulations, Provincial/Health Authority regulatory requirements and Residents' Bill of Rights.

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SKILLS AND ABILITIES:

- Ability to communicate effectively in English, both verbally and in writing.
- Proven ability to organize work.
- Proficient computer skills. Knowledge of PointClick Care/POC/eMar preferred.
- Ability to work in teams collaboratively and communicate with others in a respectful manner.
- Physical ability to carry out the duties of the position.
- Passing of a criminal background check, including vulnerable sector search where required.

EQUIPMENT USED:

Computer, facsimile and photocopier

PHYSICAL DEMANDS:

Requires a significant amount of walking, sitting and standing throughout the shift. An average amount of squatting, bending, kneeling and reaching.

HEALTH AND SAFETY RISKS — ENVIRONMENT

Physical: Burns, Strain on shoulder, neck and back, cuts/scrapes
 Environmental: Draft, dust exposure, working alone situation, using equipment with moving parts
 Chemical: Cleaning and disinfectants
 Biological: Exposure to communicable diseases, i.e. colds, influenza, GI.
 Radiation: Remote
 High Risk Element: Ergonomics, slips/trips/falls, psychological and falling objects related to checking of equipment and work area frequently.