

POSITION DESCRIPTION: CLINICAL DIETITIAN

THIS POSITION DESCRIPTION IS SUPPORTED BY A ROLE SPECIFIC WORK PROGRAMME

Background	<p>THINK Hauora is a network that designs, delivers and supports primary health care services across Otaki, Horowhenua, Manawatu and Tararua.</p> <p>THINK Hauora has a strong focus on equity and a commitment to collaborating and partnering with others to improve outcomes for our communities.</p> <p>This position description (PD) captures the expected functions of the position and is refreshed annually. The PD is supported by an annual work programme.</p>	
Primary Functions	<p>Clinical Dietitians will work for THINK Hauora and its stakeholders to develop and utilise information to meet current and future strategic aims.</p> <p>The purpose of this role is to:</p> <ul style="list-style-type: none"> To provide dietetic assessment, management and education programme(s) to clients, families/whānau with a chronic illness. To provide and deliver education and support to local primary health care teams, interested health professionals, individuals or groups in a clinic and / or other local community settings To work with the THINK Hauora team to develop and implement population health strategies All Clinical Dietitian services will be consistent with Ministry of Health (MOH) and NZ Guidelines To provide a service that aligns with up-to-date evidence-based practice. Maintain all requirements under the Health Practitioners Competence Assurance Act 2003 Practice under the NZ Dietitians Board scope of practice. Work in partnership with the Director of Māori Health and the Māori Health team to identify objectives relevant to this role that will contribute to strengthening Māori Health outcomes 	
Reports to	Director Clinical Services	
Direct reports	N/A	
Functional Relationships	<p>Internal</p> <ul style="list-style-type: none"> Clinical Quality Team – Dietitians, Clinical Exercise Physiologists, Te Ara Rau (Mental Health), Community Clinical Nurse Long Term Conditions (CCN – LTC’s), Pasifika & Child Health Horowhenua Community Practice (HCP) Corporate Services Other THINK Hauora team members 	<p>External</p> <ul style="list-style-type: none"> Service Users General Practice teams (GPT’s) Integrated Family Health Centre teams (IFHC’s) Specialist and Acute Care Teams Community organisations NGOs Iwi and Māori Health services Pacific Health services Manawatu, Horowhenua, and Tararua Diabetes Trust Home Support services Te Tihi o Ruahine Whānau Ora Alliance

Primary Location	Based at THINK Hauora, 200 Broadway Avenue Palmerston North with travel required within the Horowhenua and Tararua region.
Salary Range	Based on skills and experience
Nature of Position	Permanent, part-time
Hours	Twenty (20) hours per week (0.5FTE), working between Monday to Friday
Status as described in the Vulnerable Children’s Act 2014	In line with the Vulnerable Children Act 2014 and our service agreement with MidCentral DHB, this position has been identified as a Core Worker position.
Health and Safety	All staff and governance at THINK Hauora participate in health and safety management practices, ensure that work is done in a safe environment, reports and works to eliminate, isolate or minimise any hazards, and applies THINK Hauora’s health and safety policies and procedures. Staff must act to ensure that THINK Hauora complies with its responsibilities under the Health and Safety at Work Act 2015 and any subsequent amendments or replacement legislation. Be able to demonstrate actions in an emergency situation that are specific to the workplace and are designed to keep individuals safe.

ORGANISATIONAL VISION, MISSION and VALUES

Our Vision	Tūhonotia te hapori ki te Ora – Connecting Communities for Wellbeing
Our Strategic Aims	<p>Whānau Ora: Developing a Whānau Ora approach to accelerate and ensure equity of Māori health outcomes</p> <p>Equity: Driving equity of outcomes through people, community voice and data</p> <p>Access: Ensuring access to health care is easy, available, cross-sectors</p> <p>Value: Creating value through teams, technology and performance</p> <p>Innovation: Activating innovation, engagement and delivery of excellence</p> <p>Networking: Enabling networking and relationships to achieve partnerships</p> <p>Growth: Driving sustainability through system and alignment focus</p>
Our Values	<p>Trust: Maintaining open and honest relationships</p> <p>Respect: Embracing diversity, uniqueness and ideas</p> <p>Unity: Valuing strengths and skills</p> <p>Accountability: Working in a transparent and responsible manner</p> <p>Courage: Participating with confidence and enjoyment</p>
Equity	THINK Hauora is committed to improving access to services and achieving equity of health outcomes across communities. We provide support and guidance to the wider workforce to do the same. THINK Hauora believes in equity and requires staff to “stop, look, listen and think” about how they can design, develop and deliver services that create and maintain equitable environments to effect change and ensure that whānau flourish.
Commitment to Te Tiriti o Waitangi:	<p>We are committed to Te Tiriti o Waitangi (The Treaty of Waitangi), recognising and respecting the principles of Partnership, Protection and Participation, and the articles of Kawanatanga – governance and the relationship between Treaty Partners, Tino Rangatiratanga – the right to be self-determining in all areas, Oritetanga – authentic contributions that drive equitable access and outcomes and Te Ritenga – honouring the beliefs, values and aspirations of Māori.</p> <ul style="list-style-type: none"> Implementing Te Tiriti o Waitangi articles and principles into the overall governance, planning and delivery of services.

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| | <ul style="list-style-type: none">• Acknowledging Te Tiriti o Waitangi articles and principles that underpin our strategy.• Being responsive to Māori interests and ensuring these are protected. |
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KEY RESPONSIBILITIES AND COMPETENCIES

Dietetic Assessment	<ul style="list-style-type: none">• Provide dietetic assessment, management and education programmes to clients, their family (whānau), other health care professionals and the population, in a range of settings• Provide dietetic intervention in accordance with MOH and NZ Guidelines Group Evidence Based Best Practice Guideline December 2003 and any subsequent updates• Use the nutrition care process to assess, diagnose, plan, implement, monitor, evaluate and document client care• Develop and deliver individual and group education programmes to empower clients, families and whānau to self-manage their health condition(s) and maximise their wellbeing• Provide services in the most efficient manner but also consider the most appropriate environment to the client e.g. including but not limited to medical centres, Māori providers, outreach clinics, the clients home, marae, other community providers• Promote and maintain client privacy and dignity
Improve Health Outcomes of Māori	<ul style="list-style-type: none">• Engage and further develop relationships with Iwi and Māori• Build and strength relationships with Māori and Pasifika providers• Build cultural competency and support the development of cultural competence in the team• Support sustainable organisational commitment to THINK Hauora 2019 – 2025 Strategy, Ka Ao, Ka Awatea, Whānau Ora, Ka Pō,• Support personal commitment in professional dietetic practice
Resource(s)	<ul style="list-style-type: none">• Act as an effective resource for the client, family (whānau) and other healthcare professionals• Follow protocols which have been developed with other health professionals• Refer clients to other services and consumer groups where appropriate• Provide education to other health professionals as required
Client Centred Approach	<ul style="list-style-type: none">• Aim for a ‘people-centred’, holistic approach with a focus on self-management• Work with the client, General Practice and/or Māori provider and other THINK Hauora team members, to develop and document one comprehensive plan of care, which wraps around the client and includes all the support services that the client requires• Advocate for clients• Ensure the service is delivered in a way that recognises the benefits of health improvements are not shared equally be all sectors of society, (particularly Māori & Pasifika & those on low incomes) and addresses this disparity.
Communication	<ul style="list-style-type: none">• Maintain effective liaison and communication – internally and externally.• Attend and participate in team and staff meetings• Develop systems to ensure internal communication requirements are met• Develop systems to ensure consult letters are sent to GPs and other Health Professionals as appropriate• Maintain relationships with General Practice’s, recognising that they are one of our primary stakeholders and act promptly to ensure the smooth running of hosted dietetic clinics• Promote the dietetic service to internal and external health providers and the community to ensure we meet the community’s health need• Maintain relationships with consumer groups
Comply with Contracts	<ul style="list-style-type: none">• Participate in a team approach to achieve contractual compliance.• Timely reporting on requested reports to Managers, Boards and DHB

	<ul style="list-style-type: none"> • Maintain up to date and accurate records and datasets in the Practice Management System (PMS) • Triage referrals – see clients and discharge in a timely manner within contractual requirements 	
Service Development & Quality Improvement	<ul style="list-style-type: none"> • Manage workload to ensure delivery of a high-quality dietetic service • Participate in service development initiatives as agreed with Team Leader • Assist in internal clinical audit as and when required • Assist with developing and maintaining appropriate operational policies and procedures • Demonstrate a Continuous Quality Improvement approach • Keep up to date with dietetic research and findings • Have an innovative and agile approach. 	
Participation	<ul style="list-style-type: none"> • Provide leadership, mentoring and participate in team development activities • Provide professional peer support to other team members • Work in a consultative manner within the team 	
Knowledge / Skills & Professional Development	<ul style="list-style-type: none"> • Apply knowledge and skills gained from study and research • Provide nutrition advice based on a research approach to practice • Provide a service that aligns with up-to-date evidence-based practice • Reflect critically upon own practice • Maintain and develop professional competency and extend knowledge • Maintain on-going professional development and clinical competence • Attend programmes/conferences as agreed • Engage with professional organisations • Maintain all requirements under the Health Practitioners Competence Assurance Act 2003 • Practice under Dietitians Board NZ scope of practice. 	
Health and Safety	<ul style="list-style-type: none"> • Report and work to eliminate, isolate or minimise any hazards. • Participate in health and safety management practices for all employees 	<ul style="list-style-type: none"> • Ensure that work is done in a safe environment. • Apply the organisation’s health and safety policies and procedures.

PERSONAL SPECIFICATIONS	
Qualifications	<ul style="list-style-type: none"> • New Zealand Registered Dietitian • Current Annual Practising Certificate • Dietitian prescriber or willingness to complete
Essential	<ul style="list-style-type: none"> • Demonstrated high standard of clinical practice and expertise • Excellent verbal and written skills • Ability to work independently and as part of a team • Commitment to working collaboratively • Demonstrated experience delivering & educating clients, families and health professionals

	<ul style="list-style-type: none"> • An understanding of the Principles of the Treaty of Waitangi and a knowledge of and commitment to integrating Māori values, concepts and tikanga concerning kai into work practice • Commitment to working with all cultures and priority populations • Commitment to continuing professional development • Competent in MS Office suite • Ability to use primary care information systems e.g. MedTech • Networks within the Think Hauora community • Professional dietetic networks both regionally and nationally • Understands the relevance and impact of culturally appropriate service provision both internal and external to the organisation • Experience of developing and implementing culturally responsive strategies across all levels of an organisation. • Experience of working with diverse populations. • Resilience and ability to juggle many demands and respond in a crisis • Demonstrates leadership attributes • Excellent interpersonal skills with the ability to work with a variety of people in a multicultural setting • Maturity and understanding of life experience • Sense of humour • Full & clean NZ Drivers Licence
Desirable	<ul style="list-style-type: none"> • Dietetic experience with chronic care focus • Demonstrated flexibility and ability to effect change in a changing system • Experience in the development of written resource material • Ability to undertake research, evaluate and implement strategies • Demonstrated sound knowledge and experience of working with of health promotion concepts and practices

SKILLS AND KNOWLEDGE		
<p>The following level of Knowledge and Skills are required for the role. These are grouped under the Core, Information and Knowledge and Leadership and Management dimensions of the THINK Hauora Interdisciplinary Knowledge and Skills Framework (IKSF). You must be at, or working towards, the level identified in each area (see levels below).</p> <p>Level 1: Beginner Level 2: Competent Level 3: Proficient Level 4: Expert</p>		
DIMENSION 1: CORE KNOWLEDGE AND SKILLS (MANDATORY)		
C1 Teamwork	L2	Collaborates with interdisciplinary team members, sharing knowledge, skills and expertise to achieve coordination and continuity of care
C2 Communication	L2	Communicates effectively with clients and team using a range of communication techniques
C3 Ethical Practice	L2	Complies with ethical codes, principles, and legislation, encouraging others to do so
C4 Māori Cultural Responsiveness	L2	Acknowledge three broad areas of Māori cultural responsiveness in primary care service delivery: Māori Health; Treaty of Waitangi; and Cultural safety
C5 Health, Safety and Risk Management	L2	Monitors and maintains health and safety of self and others
C6 Service Improvement	L2	Contributes to the improvement of services
C7 Quality Improvement	L2	Maintain quality in own work and encourage others to do so
C8 Personal Development	L2	Develops own knowledge and skills and provides information to others to help their development
DIMENSION 2: HEALTH AND WELLBEING (FOR CLINICIANS)		
HWB1 Promotion of health and wellbeing and prevention of adverse effects on health and wellbeing	L3	Plan, develop and implement programmes to promote health and wellbeing and prevent adverse effects on health and wellbeing
HWB2 Assessment and health and wellness planning to meet health and wellbeing needs	L3	Assess health and wellbeing needs and develop, monitor and review care plans to meet specific needs
HWB3 Provision of care to meet health and wellbeing needs	L3	Plans, delivers and evaluates care to meet health needs of people with a greater degree of dependency
HWB4 Self-management and self-management support to meet health and wellbeing needs	L3	Enable people to address specific needs in relation to health and wellbeing

HWB5/HE Heath Educations and Health Literacy	L3	Implements and evaluates health education approaches
HWB6/LS Lifestyle: Nutrition and Weight Management	L3	Implements and evaluates approaches to meet nutritional needs of individuals and groups
HWB6/LS Lifestyle: Physical Activity	L3	Implements and evaluates approaches to assist individuals and groups to improve their physical functioning
HWB6/LS Lifestyle: Smoking Cessation (Generic)	L3	Gives brief advice for smoking cessation based on national guidelines and standards of practice
DIMENSION 4: INFORMATION AND KNOWLEDGE (IK)		
IK1: Data Collection	L2	Modify, structure, maintain and present data and information
IK2: Data Analysis	L2	Gather, analyse and report a limited range of data and information
IK3: Using data to drive service improvement	L2	Maintain knowledge and information resources and help others to access and use them
DIMENSION 5: TRANSFORMATIONAL LEADERSHIP AND MANAGEMENT		
TLM1 Managing self and personal skills	L2	Manages and organises self while taking account of the needs and priorities of others
TLM2 Providing Direction: Strategic and Operational Planning	L2	Clearly and enthusiastically communicates organization vision, objectives and operational plans
TLM3 Leading and managing change	L2	Defines and initiates change, identifying leverage points for change in processes and work habits
TLM4 Leading and building interdisciplinary teams: working with people	L2	Allocate and monitor the progress and quality of work in area of responsibility
TLM5 Purchasing and Financial management: Using Resources	L2	Coordinate, monitor and review the use of resources
TLM6 Performance and Service Improvement	L2	Encourages improvement and innovation by creating a climate of continuous service improvement
TLM7 Service and Project management	L2	Organise specific aspects of services and/or projects
TLM8: Public relations and marketing	L2	Undertake public relations and marketing activities

EMPLOYEE ACCEPTANCE

This Position Description has been agreed between:

Management Representative (print then sign) Date:

and

Employee (print then sign) Date: