

## CLINICAL DIETITIAN SUPERVISOR

Work in this class involves the supervision, coordination, administration, and management of clinical dietetics in the Dietary Department at a Department of Human Resources hospital or mental retardation center. Work includes planning, developing, coordinating and administering service for nutritional care of hospitalized patients provided by a staff of registered dietitians and dietetic technicians. Employee may also prepare nutritional assessments for an assigned patient population, provide training for the dietary staff, serve as preceptor for dietetic trainees, and provide inservice training/consultation for the medical treatment team as requested. Employee reports to the Food Service Director.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee establishes goals for the division and sets priorities and deadlines for completion of the goals, which may be integrated into the departmental goals. This employee may be involved in planning special projects pertaining to nutrition, its effects, and relationship to healing process. Work involves, in conjunction with the Administrative Dietitian and other clinical dietitians, planning the special diet menus and diet patterns for the patient population. Planning is done on weekly and quarterly basis according to the needs of the patient population and treatment teams, and annually on any budget projections for personnel or special equipment.

Organizing and Directing - Employee is responsible for making work assignments for the clinical dietitians and the dietetic technicians, and continuously evaluates the quality of nutritional service being delivered to the staff population. Employee develops policies and procedures for workflow of the dietitians within the institution and implements accordingly. Major decisions are discussed and reviewed by the Food Service Director.

Budgeting - Budget recommendations for personnel or special equipment are forwarded, with justification, to the Food Service Director for review and approval.

Training - Employee plans inservice training program for intra- and inter-department staff including health professionals and evaluates staff to determine the needs and effects of training programs. Work includes serving as preceptor for dietetic trainees and dietetic technicians.

Setting Work Standards - Employee develops and/or enforces policies and procedures for the assigned staff based on those of the Food Service Director, the institution, the Joint Commission on Accreditation, as well as state and federal standards.

Reviewing Work - Employee reviews work through review of records, staff meetings, weekly supervisory conferences, on-site observation, and input from the nurses, doctors, and Food Service Director.

Counseling and Disciplining - Employee is involved in both formal and informal disciplinary actions. Guidance is received from the Director as needed.

Performing Other Personnel Functions - Employee recruits and recommends the hiring or terminating of employees in consultation with the Food Service Director. Employee conducts annual performance evaluations and makes recommendations regarding salary increases.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is dynamic because of factors including variable patient caseloads, variety of nutritional problems, due to both physical and mental disabilities, incorporation of nutritional care plans into comprehensive treatment team plan and the necessity to meet nutritional requirements of patients with specialized needs within budgetary restraints.

Variety of Work Supervised - Employee is responsible for supervising dietetic trainees, dietetic technicians, and dietitians who, in turn, provide services for a wide variety of both physically and mentally handicapped patients.

Number of Employees Responsible For - Two to seven employees.

III. EXTENT OF SUPERVISION RECEIVED: Employee functions independently, but interacts with the Food Service Director as needed. Employee attends regularly scheduled meetings for the management staff of the Dietary Department.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Staff works in all areas of the institutions and are exposed to a variety of physically and emotionally handicapped patients who may have contagious diseases and are exposed daily to patients who are potentially dangerous and combative.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of the accepted principles and practices of nutrition and dietetics. Considerable knowledge of diet therapy and disease. Knowledge of current trends and professional practices in clinical dietetics. Ability to assess, design, and implement nutritional care plans for individuals. Ability to effectively manage and communicate with a group of subordinates. Ability to evaluate and direct the work of subordinates and maintain good working relationships.

Minimum Education and Experience - Bachelor's degree in foods and nutrition, dietetics, or related area from an appropriately accredited institution and completion of an ADA approved coordinated undergraduate program or Dietetic Internship with the ADA Commission on Dietetic Registration eligibility preferred and two years of experience in dietary in a clinical setting, one of which may be in administration and supervision; or a master's degree in foods and nutrition or a related area from an appropriately accredited institution with completion of an ADA approved Dietetic Internship with the ADA Commission on Dietetic Registration eligibility preferred; or an equivalent combination of education and experience.

Administering the Class - Candidates should provide documentation from their respective university or college certifying Commission eligibility and/or indicating completion of an ADA dietetic internship. If Commission registered, candidates may provide registration number.