

Nutrition Assistant Competency Profile

Description of Work:

Positions in this banded class support and extend the services provided by the clinical dietician in the provision of the nutritional care of patients. Work requires knowledge of the accepted principles and practices of nutrition and/or dietetics. Employees in this class ensure the accurate transmission of diet orders from nursing service to tray line; ensure accurate recording of and processing of new diet orders, diet changes, and between meal nourishments; provide assistance in the selection and provision of food and food substitutes for patients in healthy and diseased conditions; and assist with menu writing; provide nutritional consultation under direct supervision; and collect and assimilate a variety of patient information for use by higher level professionals in the development of nutritional assessments and care plans.

ROLE DESCRIPTIONS BY COMPETENCY LEVEL		
Contributing	Journey	Advanced
<p>Employees at this level perform duties to assure the accurate, efficient, and satisfactory delivery of adequate nutrition to patients. Work at this level involves entry – level nutrition and food service skills in order to provide basic nutritional services to patients. Work typically involves the distribution and collection of selective menus; receiving & checking diet orders with corresponding menus; tallying food orders; submitting collated diets to the kitchen; and maintaining accurate records of patient diets.</p>	<p>Employees at this level support and extend the services provided by a nutritionist, dietician, or physician through the provision of nutritional care of patients. Work at this level involves a general knowledge of the accepted principles and practices of nutrition and dietetics. Employees at this level are typically responsible for collecting/assimilating information for use by higher level professionals in the development of nutritional assessments and care plans; and assisting in the preliminary analysis of data. May participate in qualifying patients for nutritional studies.</p>	<p>Employees at this level independently support services provided by a nutritionist, dietician, or physician through the provision of nutritional care of patients. Work at this level involves thorough knowledge of the accepted principles and practices of nutrition and dietetics. Employees at this level are typically responsible for collecting/assimilating data within established protocols. May assist in data trending and analysis. May be involved in direct routine patient care following prescribed orders or protocols.</p>

Note: Competency statements are progressive and not all competencies apply to every position/employee. Evaluate only those that apply. For positions with some supervision consider the highest level of professional work performed.

Nutrition Assistant Competency Profile

Competency	Definition
Knowledge - Program	Possession of knowledge of program procedures, methods, and practices and their application to specific situations; ability to demonstrate and apply this knowledge in performance of patient care tasks.
Information/Records Administration and Data Analysis	Applies knowledge of data/information collection methods and program knowledge to compile, assimilate, organize, and store data/information; reviews, compiles, summarizes, and analyzes data/information.
Communication	Ability to present information to individuals or groups; ability to deliver presentations suited to the characteristics and needs of the audience. Ability to convey information clearly and concisely to groups or individuals either verbally or in writing to ensure that they understand the information and the message. Ability to listen and respond appropriately to others.

Knowledge-Program

Possession of knowledge of program procedures, methods, and practices and their application to specific situations; ability to demonstrate and apply this knowledge in performance of patient care tasks.

Contributing	Journey	Advanced
1. Demonstrates a basic knowledge of nutrition, food preparation, and food service.	1. Demonstrates a general knowledge of accepted principles and practices of nutrition and dietetics, to include diet therapy, feeding techniques, & food service operations.	1. Demonstrates a thorough knowledge of accepted principles and practices of nutrition and dietetics to include practical application.
2. Follows an established routine set forth by a higher level professional, such as, a physician, clinical dietitian, or nurse.	2. Follows prescribed orders from other health care professionals or established protocols with little variation.	2. Follows prescribed orders from other health care professionals or established with moderate variation.

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Information/Records Administration and Data Analysis

Applies knowledge of data/information collection methods and program knowledge to compile, assimilate, organize, and store data/information; reviews, compiles, summarizes, and analyzes data/information.

Contributing	Journey	Advanced
1. Distributes, collects, and tallies menu selections to ensure the accurate transmission of diet orders from nursing service to patient tray line.	1. Collects/assimilates a variety of information to be used by a higher level nutritionist/dietician in preparing nutritional assessments. May require basic preliminary data analysis.	1. Collects routine and non-routine information to be used in assessment, analysis, and preparing nutritional/health care assessments or data analysis for more complicated situations.
2. Maintains accurate and timely records of patient diets.	2. Maintains accurate and timely records of patient charts to include dietary/health observation.	2. Maintains accurate and timely records of patient charts to include dietary/health/behavioral observations.

Communication

Ability to present information to individuals or groups; ability to deliver presentations suited to the characteristics and needs of the audience. Ability to convey information clearly and concisely to groups or individuals either verbally or in writing to ensure that they understand the information and the message. Ability to listen and respond appropriately to others.

Contributing	Journey	Advanced
1. Communicates effectively with patients & personnel regarding menu selection, diet orders, and basic nutrition inquiries.	1. Communicates effectively with patients and personnel in order to obtain relevant information for the development of nutritional assessments, nutritional care plans, and dietary instructions for patients.	1. Communicates effectively with patients, family members and other health care professionals to carry out nutritional/health care plans. May provide direction for others. Provides basic patient instruction.
2. NA	2. Interprets the purpose of research to participants and explains data collection procedures that will need to be followed.	2. Interprets purpose of research project to patients, family members and other health care professionals.

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Recommended Minimum Training Guideline: Completion of high school plus one year of experience involving general food service with special emphasis on health care dietetics, or closely related health care experience, or an equivalent combination of education and experience.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.