

**CENTRAL MONTANA MEDICAL CENTER
MANAGEMENT POSITION DESCRIPTION**

Position Title	Registered Dietitian	Grade	
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Department	Food Service/ Clinical Nutrition	Exempt	X
Immediate Supervisor	CCO		
Supervisor next in line	CEO	Workweek	40

POSITION SUMMARY

Accountable to the CEO/administrator to continuously direct/administer, interpret, evaluate, revise nutrition services. Write and initiate policies and procedures relating to the food service department. Responsible for coordination of nutrition services and other facility services so as to provide optimal quality nutritional care. Responsible for counseling/instruction of individuals/families in nutrition principles. Interprets, evaluates and utilizes pertinent current research and problem solving techniques relating to quality nutritional care. Serves as a consultant on nutritional care for nursing & medical staff.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

Registered Dietitian (national registration), Licensed Nutritionist in the state of Montana, with a minimum of a Bachelor of Science Degree in an American Dietetic Association accredited program at a qualified university or college.
Bachelor of Science Degree to include a major in foods, nutrition, food service management, with emphasis on both the clinical and administrative aspects. Minimum of one year professional experience is preferred.

ESSENTIAL FUNCTIONS/DUTIES:

(Must be able to perform with or without accommodation)

- 1 Supports and demonstrates Central Montana Medical Center's Vision, Mission and Values Statements.
- 2 Maintains documentation and meets requirements for Quality Assurance/Improvement.
- 3 Participates in meetings and events as required or requested.
- 4 Completes required productivity reports in a timely manner.
- 5 Formulates menus and menu patterns providing extension of menus for special diets. Supervises the preparation and serving of food.
- 6 Prepares and is accountable for capital and expense budget for clinical nutrition departments.
- 7 Plans, organizes, presents and evaluates education in regard to policies/procedures, programs, equipment, etc.
- 8 Communicates both verbally and in writing with physicians, ancillary departments, administrator, and quality assurance/improvement staff to ensure quality nutritional care.

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9	Attends professional meetings and conferences to keep informed in current practices and trends in food service and clinical nutrition. Plans and conducts inservice education for nursing, food service and clinical nutrition staff.
10	Performs concurrent and ongoing review of all patient/resident records to assure quality nutritional care and appropriate documentation. Revises current standards of care resultant of review of patient/resident records. Encourages staff input on change, analysis, needs, etc.
11	Speaks publicly regarding CMMC programs, services, and acts as a resource person as requested. Serves on community committees.
12	Makes patient/resident visits as necessary to ensure quality nutritional care. Participates in patient/resident care plan meetings and other committees as required.
13	Serves as a consultant on nutritional care to outside facilities, entities.
14	Performs other duties as assigned/requested.

Knowledge, Skills, Abilities:

Knowledge of:

- Laws and regulations related to hiring, disciplining, and counseling employees.
- Laws regarding liability.
- CMMC policies and procedures and standards of nutritional care.
- Resource services related to food service and clinical nutrition.
- State and federal regulations and requirements for food service and clinical nutrition services.
- Budgeting process.
- Programs and services provided at CMMC.

Ability to:

- Communicates verbally and in writing, performs advanced mathematical computations, actively listens researches & compiles facts and data, writes policies/procedures.
- Teaches, counsels, interviews, problem solves, makes decisions, prioritizes, organizes, delegates, and takes disciplinary action.
- Deals effectively with all personality types, handling problems tactfully and efficiently.
- Manages numerous projects/problems at the same time with constant interruptions.
- Works the hours needed to complete the duties of the position, adapts to fluctuations in work load, and takes responsibility for managing own hours appropriately.
- Uses tact and is sensitive to food service staff, other staff, physicians, patients, residents, families, and community.
- Assumes additional duties as necessary.
- Analyzes all aspects and ramifications of given situations in terms of overall function of food services and CMMC.
- Understands clinical and administrative food service and nutrition skills required to work and evaluate staff performance.
- Develops budget and works within framework.
- Responds appropriately in crisis situations.
- Evaluates own need for education and satisfies needs through self-study, conference attendance, professional certification, continuing education classes, reading, and sharing with peer groups outside facility.
- Organizes, plans and directs programs related to food service and clinical nutrition.

OCCUPATIONAL EXPOSURE for this position:

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	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
X	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

	Radiation	
	Noise	
	Other (Specify)	

PHYSICAL DEMANDS:
(Essential functions strength rating for position - see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently
X	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

Employee's Signature	Supervisor's Signature	Date