



JOB DESCRIPTION # 28.4

TITLE: Consultant Dietitian

FUNCTIONAL TITLE: Dietitian

JOB CATEGORY: Consultant Dietitian

REPORTS TO: Administrator

BASIC FUNCTIONS: Coordinates the Dietary Department's daily nutritional services provided to resident of Seven Hills at Groton.

QUALIFICATIONS:

- Bachelor's degree in food and nutrition from an accredited institution required.
- Two years experience in a hospital or skilled nursing facility preferred.
- Registration with the American Dietitian Association and licensure in the state of Massachusetts.

SCHEDULE: As per contract, the Consultant Dietitian will work ten hours per week.

JOB DESCRIPTION: The following includes, but is not limited to, the responsibilities of the Consultant Dietitian.

RESPONSIBILITIES AND OBJECTIVES:

- Assists in the planning, developing, organizing, implementing, evaluation, and directing of the Dietary Department, its programs and activities.
- Meets with the Administrator, medical and nursing staff, as well as other related departments in planning food service programs as needed or requested.
- Participates, evaluates and implements recommendations from the facility's Performance Improvement Committee as needed or requested.
- Serves on various committees of the facility as required by existing regulations and as appointed by the administrator, such as the Eating Skills Team.
- Assists in developing, implementing, and maintaining an ongoing Quality Improvement Program for the dietary department as needed or requested.

- Participates in survey inspections conducted by authorized government agencies as needed or requested.
- Develops and maintains dietary objectives and standards.
- Assists in developing, implementing and coordinating department policies and procedures, resident care plans and dietary manuals.
- Completes nutritional assessments every six months for residents under 22-years-of-age and once annually for residents over 22-years-of-age; plus quarterly updates.
- Assures that menus are developed, maintained, approved, and filed in accordance with established policies and procedures and in compliance with physician orders.
- Signs and updates Interdisciplinary Care Plans for all residents on a monthly basis.
- Provides on-going nutritional consultations for residents as requested by the staff and families.
- Provides nutritional education to physicians, residents, and/or other health care team members.
- Obtains and provides documentation of professional liability insurance.
- Maintains and provides documentation of registration with the American Dietetic Association and licensure with the state of Massachusetts.
- Works in coordination with the Director of Nursing, Administrator and Food Service Manager to assure that Seven Hills at Groton is in compliance with nutritional-related state regulations.
- Submits a written summary of work completed on a monthly basis to the Director of Nursing, Food Service Manager and the Administrator.
- Maintains an updated nutrition Kardex and updated clinical nutritional binder containing individual po and/or tube feeding analysis information for all residents.
- Reviews tube feeding labels monthly to assure that the feeding specified on the label is identical to feedings ordered by Seven Hills at Groton medical staff.
- Seven Hills at Groton agrees to pay the consultant dietitian \$33.00 per hour for ten hours weekly during the agreement period. No paid time off, medical or dental benefits are included as part of this description/agreement.

WORKING CONDITIONS / PHYSICAL REQUIREMENTS:

- Regular office environment, but must move intermittently throughout the facility.
- Must function independently, have flexibility and personal integrity.
- Must work effectively with other departments.
- May be exposed to contagious illness.

EXPECTATIONS:

- Performs all assigned tasks in accordance with established policies and procedures.
- Cooperates with interdepartmental personnel and departments within the facility to assure services are properly maintained to meet the needs of the residents.
- Maintains resident rights and confidentiality at all times.

STATUS: Exempt with consultant status.

STATE CONTRACT CROSS REFERENCE TITLE: N/A

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date