

Core
Resource
Set for
PACE


CRSP



SAMPLE JOB DESCRIPTIONS


PACE DIETITIAN



National
PACE
Association

801 North Fairfax Street • Suite 309 • Alexandria, Virginia 22314
Phone: 703-535-1565 • Fax: 703-535-1566 • www.NPAonline.org

SAMPLE A

I. POSITION INFORMATION:

Position Title: Nutritionist

Job Code:

Pay Grade:

Employee's Name:

Employee's SSN:

Reports To (title): Director of Clinical Services

Reports To (name):

Revision Date: (Date)

II. BASIC PURPOSE AND SCOPE:

To assess the nutritional status and dietary needs of (*PACE Program*) patients and plan for the provision of adequate dietary intake to enable client to achieve his/her optimal level of independent functioning. To provide necessary consultation and teaching to clients, families and the health team. To oversee food services, including congregate and home delivered meals. All (*PACE Program*) staff members must demonstrate the knowledge and skills necessary to assess, plan care for and provide service to frail elderly participants according to the assigned responsibilities and (*PACE Program*) standards.

III. RESPONSIBILITIES: UNDER LIMITED SUPERVISION, AND IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS/REGULATIONS, THIS POSITION:

% of Time: **Is Duty Essential?:**

45 % Yes

1. Nutrition Services

- a. Promotes the utilization of nutritional counseling and education through case finding techniques, which promote the growth of the nutrition services within (*PACE Program*).
- b. Maintains productivity per program expectation.
- c. Evaluates patient's nutritional status, utilizing various lab values and physical assessments, obtaining primary care provider's orders as required.
- d. Assesses client's food preferences, methods of preparation and cultural and environmental factors affecting the client's dietary intake.
- e. Participates in the development and revision of the client's plan of care as a member of the interdisciplinary team.
- f. Develops a plan for the provision of food and drink appropriate for the client's physical and medical needs and environmental conditions. Integrates the nutrition treatment plan into the overall plan of care developed by the interdisciplinary team.
- g. Educates the client's family or other caregivers about the need for and preparation of therapeutic diets as part of the treatment plan.
- h. Re-evaluates and revises nutritional plans as necessary to ensure the continued adequacy and appropriateness of the nutritional plan, obtaining primary care provider's orders as necessary.
- i. Reports client's treatment response to the team and primary care provider.

- j. Provides guidance in the selection and preparation of foods and their appropriateness to the overall nutritional treatment plan.
- k. Oversees congregate meal service, home delivered meals, nourishment, inventory and sanitation, supervising paraprofessional staff in the performance of their duties as they relate to nutritional services. Documents the supervision according to established procedures.
- l. Maintains necessary record keeping functions pertaining to clients' care and submits in a timely manner.

45 % Yes

2. Food Services

- a. Identifies capital needs and monitors department purchasing. Completes required order information in conjunction with *(PACE Program)* and monitors receipt of items. Approves food/non-food purchasing (including bulk food orders, nutritional supplements, paper goods and external food/delivery customer bills) monthly and forwards information to *(PACE Program)* Finance Department.
- b. Works with management team to prepare annual budget and manages appropriate areas of the budget.
- c. Monitors monthly meal utilization and identifies strategies/procedures to attain budget allocation goals and key measures. Reports home delivered meal totals monthly. Investigates discrepancies and/or causes for increase in utilization and reports findings.

10% Yes

3. General

- a. Knows and adheres to the philosophy and goals of *(PACE Program)*.
- b. Maintains a quiet and safe environment for clients, visitors and staff.
- c. Keeps confidentiality of client records, reports and discussions.
- d. Participates in formulation and maintenance of *(PACE Program)* policies and procedures.
- e. Participates in *(PACE Program)* Committees as requested by the Director of Clinical Services.
- f. Advises the Director of Clinical Services in ways and means to establish better accountability of *(PACE Program)* services to clients and referral sources. Integrates the nutrition treatment plan into the overall plan of care developed by the interdisciplinary team.
- g. Attends and participates in scheduled staff meetings and client care meetings as requested.
- h. Maintains flexibility in schedule and responds to unexpected emergencies and changes in workload in order to fulfill responsibilities.
- i. Utilizes supplies and equipment economically.
- j. Informs the Director of Clinical Services of "unusual incidents."
- k. Identifies nutrition service delivery problems and uses good judgment in their solution.
- l. Pursues professional growth through continuing education process.
- m. Is professional in appearance and manner in the clinical area; recognizes own limits and seeks help and guidance from the Director of Clinical Services as appropriate; responds in a positive manner to constructive criticism; serves as a role model for students and staff members.
- n. Optionally holds membership in professional organizations.
- o. Pursues professional growth through the continuing education process and presenting and publishing scholarly papers.
- p. Performs other related duties as required.

Management reserves the right to add, delete or otherwise alter assigned duties at any time. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The minimum qualifications listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

IV. MINIMUM QUALIFICATIONS:

- A. **Required Education:** Masters of Science Degree and registration with the American Dietetics Association.
- B. **Required Experience:** Knowledge in the principles and practices of nutritional counseling and education. Two or more years experience.
- C. **Required Skills:** Ability to work effectively with culturally, economically and educationally diverse populations essential, and form positive interpersonal relations in dealing with a wide range of staff as well as external contacts. Strong organizational and time management skills.
- D. **Required Certifications/Licensing:** Registration with the American Dietetics Association.
- E. **Desired or Preferred Knowledge, Skills, and/or Abilities:** Addresses clients, families, employees and colleagues with appropriate name and titles; answers telephone properly and takes messages accurately; works well with clients, showing tact, consideration and an encouraging attitude to secure cooperation; maintains a collegial relationship marked by respect and cooperation with team members and other health care providers; is flexible in response to unexpected emergencies and changes in workload and staffing, and works where appropriate with minimal supervision.

V. POSITION DIMENSIONS:

- | A. Number of Employees Supervised: | Directly | Indirectly |
|------------------------------------|----------|------------|
| Exempt Full-time: | _____ | _____ |
| Exempt Part-time: | _____ | _____ |
| Nonexempt Full-time: | _____ | <u>2</u> |
| Nonexempt Part-time: | _____ | _____ |
| Other: | _____ | _____ |
- B. **Exposure to Confidential Material:** Extensive
 - C. **External Contacts:** Extensive
 - D. **Equipment Used:** Kitchen equipment, PC
 - E. **Budget Accountability:** \$0
 - F. **Other Dimensions/Job Measures:**
 - G. **Work Schedule:** M-F

VI. WORKING CONDITIONS, PHYSICAL DEMANDS AND OCCUPATIONAL EXPOSURES:

"occasionally" means 1% to 33%; "frequently" means 34% to 66%; "continually" means 67% to 100%.

| A. Physical Demands: | Never | Occasionally | Frequently | Continually |
|--|-----------|--------------|------------|-------------|
| 1. Employee must: | | | | |
| sit | ___ | ___ | _x_ | ___ |
| stand | ___ | ___ | _x_ | ___ |
| walk | ___ | ___ | _x_ | ___ |
| crawl | _x_ | ___ | ___ | ___ |
| kneel, squat or crouch | ___ | _x_ | ___ | ___ |
| bend | ___ | _x_ | ___ | ___ |
| climb | ___ | _x_ | ___ | ___ |
| balance | ___ | _x_ | ___ | ___ |
| talk or hear | ___ | ___ | ___ | _x_ |
| taste or smell | ___ | ___ | _x_ | ___ |
| reach above shoulder-level | ___ | _x_ | ___ | ___ |
| manipulate foot controls/pedals | ___ | _x_ | ___ | ___ |
| 2. Employee must: | | | | |
| 1 lift up to 10 lbs | ___ | _x_ | ___ | ___ |
| lift up to 25 lbs | ___ | _x_ | ___ | ___ |
| lift up to 50 lbs | ___ | _x_ | ___ | ___ |
| lift over 50 lbs | ___ | _x_ | ___ | ___ |
| carry up to 10 lbs | ___ | _x_ | ___ | ___ |
| carry up to 25 lbs | ___ | _x_ | ___ | ___ |
| carry up to 50 lbs | _x_ | ___ | ___ | ___ |
| carry over 50 lbs | _x_ | ___ | ___ | ___ |
| 3. Position requires use of hands for: | | | | |
| repetitive movement | ___ | ___ | _x_ | ___ |
| simple grasping | ___ | ___ | ___ | _x_ |
| firm grasping | ___ | ___ | ___ | _x_ |
| pushing/pulling | ___ | ___ | _x_ | ___ |
| fine manipulation | ___ | ___ | ___ | _x_ |
| writing/printing | ___ | ___ | _x_ | ___ |
| twisting/turning | ___ | ___ | ___ | _x_ |
| feeling | ___ | ___ | _x_ | ___ |
| typing/PC/keyboard use | ___ | _x_ | ___ | ___ |
| 4. Employee must use neck in: | No | Yes | | |
| static position | _x_ | ___ | | |
| frequent flexing | ___ | _x_ | | |
| frequent rotating | ___ | _x_ | | |
| 5. Employee must lift, tug, pull, transport or restrain human or animal subjects: | | | | |
| a) no <u> x </u> , yes _____ | | | | |
| b) alone _____, with help _____ | | | | |
| c) adults _____, children _____, infants _____, large animals _____, small animals _____ | | | | |

| | Never | Occasionally | Frequently | Continually |
|---|--------------|--------------|--------------|-------------|
| 6. This position requires: | | | | |
| use of ramps | ___ | <u> x </u> | ___ | ___ |
| use of ladders | ___ | <u> x </u> | ___ | ___ |
| use of stairs | ___ | <u> x </u> | ___ | ___ |
| working at unguarded heights | <u> x </u> | ___ | ___ | ___ |
| operation of machinery or tools | ___ | <u> x </u> | ___ | ___ |
| driving vehicles | ___ | ___ | ___ | ___ |
| ability to accurately identify and distinguish colors | ___ | ___ | <u> x </u> | ___ |

7. This position requires:
 visual abilities no ____, yes x
 Explain _____

hearing abilities no ____, yes x
 oral abilities no ____, yes x
 Explain _____

interpersonal/human relations abilities no ____, yes x
 Explain: _____

analytical, mathematical, memorization or other intellectual abilities no ____, yes x

B. ENVIRONMENTAL FACTORS / OCCUPATIONAL EXPOSURES:

| | Never | Occasionally | Frequently | Continually |
|-------------------------------------|-------|--------------|------------|-------------|
| 1. Employee is exposed to: | | | | |
| loud noise | ___ | <u> x </u> | ___ | ___ |
| chemicals | ___ | <u> x </u> | ___ | ___ |
| pharmaceuticals/drugs | ___ | ___ | ___ | ___ |
| gases or fumes | ___ | <u> x </u> | ___ | ___ |
| electricity/high voltage | ___ | <u> x </u> | ___ | ___ |
| radiation | ___ | ___ | ___ | ___ |
| dust or airborne particles | ___ | <u> x </u> | ___ | ___ |
| asbestos | ___ | ___ | ___ | ___ |
| bio-hazardous materials /substances | ___ | ___ | ___ | ___ |
| infectious diseases | ___ | <u> x </u> | ___ | ___ |
| bacteria | ___ | <u> x </u> | ___ | ___ |
| viruses | ___ | <u> x </u> | ___ | ___ |
| body fluids | ___ | <u> x </u> | ___ | ___ |
| blood borne pathogens | ___ | <u> x </u> | ___ | ___ |
| Other _____ | ___ | ___ | ___ | ___ |
| _____ | ___ | ___ | ___ | ___ |

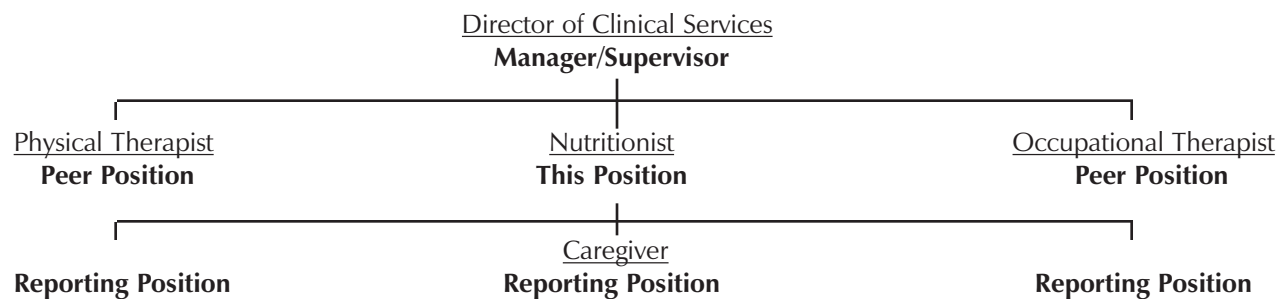
2. Physical environment:
 inside , outside , extreme heat , extreme cold ,
 wet/humid conditions , dry/arid conditions

3. Other exposures or potential hazards:

no , yes

Explain: _____

VII. ORGANIZATION CHART:



Type of supervision received:

Supervision is present to establish and review broad objectives relative to basic position duties and clinical responsibilities.

Type of supervision given:

- No supervision given to others
- Functional supervision
- Bona-fide supervision

VIII. SUPERVISOR’S ADDITIONAL COMMENTS:

PREPARED BY:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Incumbent Name: _____ Phone: _____

Incumbent Signature: _____ Date: _____

Supervisor Name: _____ Phone: _____

Supervisor Signature: _____ Date: _____

Human Resources Approval: _____

Date: _____

SAMPLE B

I. IDENTIFICATION

Position Title: Clinical Dietitian

Date Completed: (Date)

Department:

Cost Center(s) #:

HR Use Only JOB CODE:

Area Dir. Title: Director, (PACE Program)

Work Location(s):

II. PRINCIPAL ACCOUNTABILITIES (SUMMARY)

SUMMARY OF THE PRINCIPAL JOB DUTIES, RESPONSIBILITIES AND PROJECTS

Principal accountabilities include planning, supervising, directly participating in and documenting all aspects of the nutritional care of (PACE Program) participants. Performs nutritional assessment and provides nutrition education for (PACE Program) participants requiring intervention. Acts as a resource to the health care team. Coordinates serving of meals, monitors/coordinates kitchen facilities to ensure standards are met. Coordinates with catering services to ensure catered meals meet needs of (PACE Program) participants. Participates in Quality Assurance activities. Participates in (sponsor) committees, where appropriate. Provides education to other health care professionals, as well as outside groups, as appropriate.

III. POSITION REQUIREMENTS

| | Minimum | Desired |
|--|---|--|
| Education, credentials, licenses: | B.S. in Dietetics w/ ADA Registration & (State) Licensure | Master's Degree |
| Specialized knowledge: | General clinical Knowledge of adult learning principles | Nutritional supplements, diabetes education or renal diets as appropriate |
| Kind & length of experience: | Dietetic internship | 1-2 years hospital experience for any outpatient counseling |

WORKING CONDITIONS/PHYSICAL DEMANDS REQUIRED: Adheres to (PACE Program) policies with exposure to any patient physical situation in regard to standard precautions (Infection Control and Safety). Required to wear OSHA-approved fitted mask with TB patients.

| Activity | Rarely | Occasionally | Frequently | Consistently | Activity | Rarely | Occasionally | Frequently | Consistently |
|----------------|--------|--------------|------------|--------------|--------------------------|--------|--------------|------------|--------------|
| Walking | | | X | | Manual Dexterity | | | | X |
| Sitting | | X | or X | | Use of Hands | | | X | |
| Pushing | X | | | | Talking | | | X | |
| Pulling | X | | | | Hearing | | | | |
| Climbing | | X | | | · Normal Conversation | | | | X |
| Stooping | | X | | | · Other Sounds | | | X | |
| Kneeling | X | | | | Vision | | | | |
| Reaching | | X | | | · Acuity, Near | | | | X |
| Lifting | | | | | · Acuity, Far | | | X | |
| · Over 50 lbs | X | | | | · Color Vision | | | | X |
| · Under 50 lbs | | X | | | Standing | | | | X |

Patient Care Providers Only: Incumbent must be trained to provide assessment, treatment or care for patients of all ages with additional education focused on treatment and care of adult and geriatric patients.

IV. PERFORMANCE MEASURES & STANDARDS

Identify the major results/standards your position is expected to achieve. List five (eight max.) standards in order of importance. Describe in one sentence the essence of each standard.

| | % Weight |
|--|-----------------|
| 1. Performs initial nutrition screening upon assessment, developing care plans and monitoring participant progress. Reassessment is done every six months thereafter. Interacts with health care team members, as appropriate, to accomplish these tasks @ day health center, nursing home or participants’ homes. | 25% |
| 2. Monitor monthly weights, taking into account medical diagnosis, drug nutrient interactions, changes in chewing, swallowing, mood changes, hydration status, intake, skin breakdown. | 10% |
| 3. Provides nutrition counseling for (PACE Program) participants, using appropriate materials. Discusses diet principles and other information as appropriate about shopping, food preparation, etc. | 10% |
| 4. Participates in educational activities, developing or presenting monthly group classes; developing or selecting/improving educational materials; or presenting in-services to own department or other departments. | 10% |
| 5. Participates in patient care conferences, multidisciplinary team activities, committees, etc., as appropriate. Consults with MD/RNP and staff, making appropriate recommendations; treats all people with respect, maintains confidentiality of (PACE Program) participants, and strives toward service excellence. | 20% |
| 6. Oversee maintenance/cleanliness and orderliness of serving kitchen. Monitor portion control; appropriate serving of food, purchasing and inventory. | 20% |
| 7. Works on projects for the department, small or large, as appropriate; participates in department quality improvement activities. | 5% |
| | 100% |

V. PROBLEM SOLVING

Typical problems this position must resolve to achieve the standards listed in section IV. This may include initiative, degree of autonomy, accountability for errors, interpersonal situations with customers, peers and/or subordinates.

1. There is a shortage of staff, due to vacation or illness. In order to try and cover those things that need to be done most, must prioritize which duties/participants should be attended to first. This requires flexibility and teamwork.
2. A patient, on assessment, is found to have an inappropriate diet (calories, consistency, diagnosis-related, or according to diet PTA). On the assessment, appropriate diet recommendations are made. Depending upon the importance of change, the physician may be communicated in writing; or the physician may be contacted to ask about immediate change per verbal order. This requires initiative, patience and good communication skills.
3. A participant is irate over meal being offered/served. It requires listening to the problem, with apology. In follow-up, it may be necessary to check multiple systems to isolate/influence and resolve the issue.
4. On receiving nutritional counseling, a patient is very negative and gives indications of non-compliance. It may be helpful to discuss more in-depth reasons behind attitude, such as current habits that need to be changed, how to follow the diet while eating out, or other obstacles.

VI. POSITION STRUCTURE

Incumbent(s) report to what position? Operations Manager

Other positions report to the same position: Social Worker, Intake and Marketing, Occupational Therapy, Physical Therapy, Recreational Therapy

Incumbent is member of following PACE team/committees: Interdisciplinary Care Team, QA, Nutrition, Diabetes Education

Departments/cost centers that report directly to this position: Central Support, Social Services, Administration Services, Restorative Therapies.

Titles that report directly to this position? CNA/Kitchen helper

of FTEs that report to this position? __1__ Directly __2__ Indirectly

Annual operating budget? __\$ __Revenues __\$ __Expenses

Supervisory responsibility? Please check all that apply.

____ Not applicable __X__ Assists _____ Recommends _____ Performs

Management Approval _____

Date: _____