



OUTPATIENT MEDICAL CENTER, INC.

JOB DESCRIPTION / EVALUATION (All Functions)

Employee Name _____ Anniversary Date _____

Job Title Name **Registered Dietitian (RDN)**

90-Day ____ Annual ____ Transfer ____ Promotion ____ Review Period ____ to ____

Demonstrates understanding of the role in:

MANDATORY REQUIREMENTS MET:	<u>YES</u>	<u>NO</u>
HAZARDOUS MATERIALS/OSHA REQUIREMENTS		
SAFETY (FIRE, FACILITY, ETC)		
INFECTION CONTROL		
EMERGENCY PLANS		
FOLLOWS DRESS CODE		
PROFESSIONAL ATTITUDE		
OBSERVES CONFIDENTIALITY		
COMPLETES WORK TIMELY		
EQUIPMENT		
SECURITY		
REGULAR ATTENDANCE		
PARTICIPATES IN EDUCATIONAL OPPORTUNITIES		

Explanation:

The following statements describe the primary duties and requirements of this position and are not intended to be an exhaustive list of all responsibilities, duties, or skills required.

JOB SUMMARY:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Additional duties may be assigned.

A. Position Title: Registered Dietitian

JOB RELATIONSHIP:

REPORTS TO: Chief Medical Officer

SUPERVISORY RESPONSIBILITIES: NA

QUALIFICATIONS:

1. EDUCATION:

- Bachelor's degree in Dietetics, Nutrition, Food and Nutrition, or related field from an accredited institution.
- Registered Dietitian Nutritionist (RDN) credential through the Commission on Dietetic Registration (CDR).
- Licensed Dietitian/Nutritionist in the applicable state, if required.
- Knowledge of medical nutrition therapy, nutrition assessment, and evidence-based nutrition practices.
- Strong communication, counseling, and interpersonal skills.
- Proficiency with electronic medical records and standard computer applications.
- Ability to work effectively both independently and as part of a multidisciplinary team.

2. LICENSES, REGISTRATION AND/OR CERTIFICATIONS REQUIRED:

- Master's degree in nutrition, Dietetics
- One to three years of clinical dietetics experience
- Specialty certifications such as:
 - Certified Diabetes Care and Education Specialist (CDCES)
 - Certified Specialist in Oncology Nutrition (CSO)
 - Certified Specialist in Gerontological Nutrition (CSG)
 - Certified Specialist in Renal nutrition (CSR)

3. Job Knowledge, Skills & Abilities:

- Expertise in nutrition assessment and counseling techniques.
- Understanding of chronic disease management and prevention.
- Knowledge of regulatory and accreditation standards.
- Ability to analyze nutritional data and develop effective interventions.
- Strong organizational and time management skills.
- Commitment to patient-centered care and continuous professional development.

4. PHYSICAL DEMANDS:

- Prolonged periods of sitting, standing, and walking.
- Ability to communicate effectively with patients, families, and staff.
- Ability to use standard office and clinical equipment.
- Occasional lifting of up to 25 pounds may be required.

5. WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

6. WORK HOURS:

The normal work period consists of 80 hours/two weeks; sometimes more hours, sometimes less hours, or as needed to provide departmental coverage according to patient demand.

JOB DESCRIPTION/EVALUATION: Registered Dietitian (RDN)

WORK ENVIRONMENT:

Work is performed in a well-lit, air-conditioned medical environment and administrative office setting.

Evaluation OF PERFORMANCE/COMPETENCY

INDICATORS OF PERFORMANCE LEVELS:

5 = Excellent Performance - far exceeds standards with minimal supervision.

4 = Outstanding Performance - consistently exceeds standards with minimal supervision.

3 = Meets Job Requirements - Performance meets core requirements and expectations.

2 = Marginal Performance – work falls below acceptable levels, and improvement is needed.

1=Unsatisfactory Performance – work is well below expected level.

ESSENTIAL JOB FUNCTIONS	1	2	3	4	5
1. Conduct comprehensive nutrition assessments and evaluate nutritional needs.					
2. Develop, implement, and monitor individualized nutrition care plans.					
3. Provide medical nutrition therapy for individuals with acute and chronic health conditions.					
4. Counsel patients, residents, clients, and family members regarding dietary modifications and healthy lifestyle choices.					
5. Monitor and document patient progress and outcomes in accordance with established standards.					
6. Collaborate with physicians, nurses, therapists, and other healthcare professionals to coordinate care.					
7. Review laboratory data, medical histories, and medications to assess nutritional impact.					
8. Develop and deliver nutrition education materials, presentations, and wellness programs.					
9. Participate in interdisciplinary team meetings and care planning conferences.					
10. Ensure compliance with federal, state, local, and organizational nutrition regulations and policies.					
11. Monitor food service operations for nutritional adequacy when applicable.					
12. Maintain accurate and timely documentation in electronic health record systems.					
13. Stay current on nutrition science, regulatory requirements, and best practices.					

JOB DESCRIPTION/EVALUATION: Registered Dietitian (RDN)

ESSENTIAL JOB FUNCTIONS	1	2	3	4	5
14. Compliance Checklist to ensure programs follow all required procedures and documentation.					
15. Monitoring and quality improvement process, such as the Continuous Quality Improvement Plan (CQIP) to track program performance and make data-driven adjustments.					
16. Alignment with early learning guidelines to ensure services meet developmental and educational standards					
17.					
18.					
19.					
ENVIRONMENT OF CARE/SURVEILLANCE OF INFECTION	1	2	3	4	5
1.					
2.					
3.					
4.					
HUMAN RESOURCES	1	2	3	4	5
1. Follow Grievance policy when applicable.					
2. Participate in continuing education opportunities.					
3. Attend Staff Meetings.					
PERFORMANCE IMPROVEMENT	1	2	3	4	5
1. Participate in CQI activities.					
2. Utilize and require others within the department to utilize the Plan, Do, Study, Act (PDSA) performance improvement model.					
3. Keeps appropriate individuals aware of issues, changes and/or pertinent problems. Advise appropriate personnel of situations requiring follow-up attention.					
4. Suggest practical solutions in response to changing regulations, customers and department need.					
FISCAL	1	2	3	4	5
1. Indicate and submit accurate time and attendance according to policy.					
2. Properly utilizes and maintains equipment and supplies.					
3. Utilize cost effective thinking/measures on a daily basis.					
INTERPERSONAL	1	2	3	4	5
1. Serve as a positive influence on others by interacting confidently and productively on a consistent basis.					
2. Communicates accurately and effectively to achieve needs.					
3. Oral and written communication is accurate, timely and professional.					
4. Employee greets people in a friendly manner when they first arrive in the area; demonstrates an unsolicited willingness to help by making eye contact; helps new staff members feel welcome by introducing self and offering assistance.					
5. Wear facility identification and proper dress while at work.					
6. Represent the health center in the community in a professional manner with participation in health fairs, school functions, and other volunteer activities.					

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EQUIPMENT UTILIZATION	1	2	3	4	5
1. Computer and printer					
2. Copier					
3. Telephone					
4. PlateLens					
5. Chronometer					
6. Macrofactor					
7. Electronic Health Record and Practice					
8. Use of standardized tools like the Home Visiting Rating Scale, ITES-R/3, and FCCERS-R/3 to assess program quality and family outcomes.					
9.					

Rating Key:

INDICATORS OF PERFORMANCE LEVELS:

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TOTAL POINTS (PTS) _____**TOTAL INDICATORS (IND)** _____**TOTAL PTS/IND** _____

This job description is not all-inclusive. The employee will also perform other reasonable, related business duties as assigned by the Chief Executive Officer. The Board of Directors and the Chief Executive Officer reserve the right to change job responsibilities, duties, and hours as needed. This document is for management communication only and is not intended to imply a written or implied contract of employment.

JOB DESCRIPTION/EVALUATION: Registered Dietitian (RDN):**EVALUATOR'S COMMENTS:**

EMPLOYEE COMMENTS:

_____ **Continue employment with all benefits** _____

_____ Continue probation for 30, 60, or 90 days (circle one) with a written improvement plan. _____

If a written improvement plan has been given, my signature below documents my receipt of such plan.

Signature of Employee	Date
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Date

Date

Date

6