

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

REGISTERED DIETICIAN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise nutrition staff, evaluate patient nutritional information, determine patient eligibility for nutritional program participation, and provide public education concerning nutrition, diet, and food management. Duties and responsibilities include planning and conducting new staff orientations, assigning work to staff, assisting management with interviewing, hiring, and disciplining personnel, evaluating nutritional needs of patients, identifying nutritional risks, determining program eligibility, educating patients on diabetes care, providing nutritional information to patients, delivering educational presentations to the public, and maintaining records. Reports to Nursing Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Evaluates nutritional services provided to a community of patients; identifies trends and needs for services of target populations by using health and nutritional surveillance data, health statistics, demographic data, and related data sets included in the health department's patient management information system; develops nutrition counseling plans and nutrition services to address identified needs; obtains administrative support for specific nutrition interventions; implements nutrition counseling plans and nutrition services which address the identified needs; uses patient feedback surveys and other collection methods to conduct continuous evaluations of nutrition services; communicates intervention outcomes to staff members and administration.

Conveys nutrition information and plans medical nutrition therapy (MNT) for patients who are at high nutritional risk; counsels patients in a one-on-one or group setting; interviews patients to assess their literacy level, cultural background, and readiness to learn; educates patients on diabetes care, and other nutrition issues by using instructional aids; develops a variety of teaching methods and tools, such as posters or manuals; initiates group interaction by asking questions, discussing topics, and clarifying issues; discusses with patients mutually acceptable plans of action to deal with nutrition issues at hand.

Assesses patients' nutrition status; analyzes medical information including cholesterol and blood glucose levels, biochemical, or anthropometric data to identify lab value fluctuations, how food interacts with patients' medications, or other nutrition related information; questions patients to collect information about their dietary intake and dietary behavior; review medical and social history in patients' files; evaluates the effectiveness of nutrition intervention by questioning patients about their compliance with nutrition care plan recommendations and by observing if patients' nutrition status is improving.

Prepares reports and materials to meet legal and program requirements; records data, notes, or other information from the patients' nutrition counseling, education, and medical nutrition therapy (MNT) into patients' medical files; writes justifications for recommendations made or actions taken; develops appropriate plans of action to correct issues identified by patient surveys or other evaluation methods; assists management with legislative and congressional inquiries by preparing and writing draft responses.

Rutherford County, Tennessee • Registered Dietician

Provides technical nutrition consultation to staff of agencies and institutions on behalf of individuals or special populations; contacts organizations, individuals, and agencies that can offer medical care and social services assistance to patients; shares information with and provides data to staff or health facilities, health department programs, and agencies within the community that can offer medical care and social services to patients; serves as a nutrition expert on multi-agency committees and answers questions or concerns from agencies within the community.

Follows up on patients identified as being at high nutritional risk through nutrition assessment or referrals; visits patients' homes; assesses home environments for factors affecting health; observes family eating patterns and health practices; counsels patients to ensure they are complying with nutrition care plans; makes referrals and recommendations based on visit findings.

May supervise subordinate nutrition staff; plans and conducts new staff orientation and training, and in-service seminars for current staff; assigns work to staff; reviews work; conducts performance evaluations; assists management with personnel transactions such as interviewing, hiring, and administering disciplinary actions.

Operates a motor vehicle, personal computer, general office equipment, audio/visual equipment, cooking instruments, caliper, scale, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e-mail, Internet, or other computer programs.

Monitors inventory of department equipment, forms, and supplies; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement materials.

Communicates with supervisor, employees, volunteers, interpreters, other departments, medical providers, hospital personnel, patients, program participants, the public, schools/universities, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends various meetings, serves on committees, and makes presentations as needed.

Maintains a comprehensive, current knowledge of applicable policies, procedures, program guidelines, and nutritional information; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends conferences, workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include answering telephone calls, recording messages, scheduling appointments, making copies, sending/receiving faxes, filing documentation, processing incoming/outgoing mail, or performing light housekeeping tasks.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Master's degree in Human Nutrition, Dietetics, or closely related field; supplemented by one (1) year previous experience and/or training involving nutrition, patient assessment, public education, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain proof of registration in active status as a Registered Dietician with the Commission on Dietetic Registration. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dust, odors, temperature and noise extremes, traffic hazards, disease, or pathogenic substances.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: In hall way and around building

Surface: Hard floors

Estimated Total Hours: 2 Maximum Continuous Time: 45 minutes

2. SITTING

Tasks: At desk

Estimated Total Hours: 5 Maximum Continuous Time: 2

3. LIFTING/CARRYING

Objects:

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs			X		
26-50 lbs					X
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

4. PUSHING/PULLING

Objects: Chairs, grocery carts, opening drawers.

Height of hands above floor during push: 3- feet

5. BENDING/SQUATTING/KNEELING

Tasks: Turning scale on, gathering supplies or charts, plugging in devices.

Frequency: Daily

6. REACHING

Tasks: Getting paperwork, charts, and supplies out of cabinet or shelving areas.

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Up or Down	Daily	<5 minutes	<1 lb.
21-36"	N/A	Rare/Never	N/A	N/A

7. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature		X
Noise	X	
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	95 % of time
Outside	5 % of time

8. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping		X
General Cleaning	X	
Handling Trash		X

9. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Calculator, computer, copier, educational tools, fax machine, food labels, food models, glucose meters, kitchen items (knives, oven, refrigerator, etc.), nutrition handouts, pedometers, pencils, pens, projector, scale, stadiometer, tape measure, telephone, vehicle.

10. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Hourly or Daily
Grasp	X		Hourly
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Hourly

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date