



**Swan Hill
District Health**
my hospital



Respect – Professionalism – Care – Commitment – Collaboration

Dietitian Grade 1

Applications are invited for a full time Grade 1 Dietitian contract position within the Dietetics Department. Relevant qualifications are required, as per position description.

What does the job entail?

The Dietetics Department has a diverse role that includes clinical services with responsibilities for 59 acute care hospital beds (including dialysis, day procedure and midwifery), 76 Aged Residential care beds and 6 transitional care beds. Dietetics is also involved in a large range of health promotion activities in the local community including maternal & child nutrition, workplace health, women and men's health and youth programs.

The Dietetics Department is staffed by six Dietitians and is supported by an expanding Primary Care Division, including Health Promotion, Counselling, Dental, Community Rehabilitation, Aboriginal Hospital Liaison and Allied Health Departments.

For enquiries please contact Gayle Taylor by email at gtaylor@shdh.org.au or by phone on 03 5033 9337.

Applications including the names of three referees should be forwarded to: Human Resources Manager
Email: Employment@shdh.org.au or address to Human Resources Manager, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria. **Email applications are preferred.**

Applications will only be accepted if they address the Key Selection Criteria and include an APPLICATION FOR EMPLOYMENT FORM.

Closing date: Sunday, 27th May 2018



Position:	DIETITIAN
Classification:	Dietitian – Grade 1 (Year level is dependent on experience).
Department:	Dietetics
Reports to:	Head of Dietetics and Health Promotion
Position Summary:	<p>To provide clinical dietetic services to acute care ward, aged care unit (as required) and community outpatient clinics, in accordance with DAA professional standards and the Dietetics Department protocols.</p> <p>To facilitate the provision of services and programs which engage health promotion, education and evaluation techniques and strategies in promoting wellness and illness prevention.</p>
Responsibilities:	<p>1. Administration</p> <ul style="list-style-type: none"> • Contribute to the effective functioning of the department by ensuring that accurate and appropriate documentation of client information, departmental statistics and education material is kept. • Participate in appropriate professional development activities. • Represent the Department both within the organisation and in the surrounding community. • Participate in planning of the activities of the Department in respect to the needs of the organisation and community. • Participate in the review of the hospital menu via the Menu Review Committee as requested. • Liaise with other Hospital Departments and community services and promote cooperative professional relationships to ensure optimal patient care. • Undertake other duties and responsibilities as designated by the Department Head. <p>2. Clinical</p> <ul style="list-style-type: none"> • To provide clinical Dietetic Services to hospital inpatients, outpatients, community health and MBS eligible clients. • To participate in the development and implementation of high quality evidence based clinical services incorporating efficient and appropriate nutrition risk screening, comprehensive assessment, treatment and education. • Involve client and carers in decision making regarding their care and negotiate agreed plans of action. • Communicate assessment and treatment outcomes appropriately in medical history and to referral source. Provide written reports to relevant external organisations, as required. • Communicate and monitor appropriate meal provision with menu monitor and food service personnel. • Liaise with other members of the Health Care Team to provide a coordinated approach to patient care. • Utilise interpreters with non-English speaking clients and/or carers in line with the organisation's protocols. • Re-evaluate assessments and management plans by monitoring and reviewing patient progress both as hospital in-patient (acute & aged residential), and outpatient (including community health) and review goals to ensure that optimal outcomes are achieved. • Provide Dietetic expertise as a presenter and participate in program

	<p>development for client groups within the clinical and community setting.</p> <ul style="list-style-type: none"> • Contribute to and be responsible for the evaluation, development and implementation of clinical programs in conjunction with senior staff. <p>3. Primary Care</p> <ul style="list-style-type: none"> • Ensure the development and implementation of effective community and individual health promotion programs that raise awareness and empower members of the community to improve health through good nutrition. • Promote Dietetics, particularly the services provided by this organisation, by speaking to staff and community groups as required. • Act as a resource for staff, individuals and community groups, including outlying district health services (as per service agreement) on issues relating to Nutrition and Dietetics. • To review and modify, as required, existing programs and ensure efficient use of service time to meet the needs of the community appropriately.
Key Selection Criteria	<ol style="list-style-type: none"> 1. Bachelor or Masters of Nutrition & Dietetics or equivalent, membership of the DAA and current APD status. 2. Excellent knowledge of current clinical nutrition and dietetic practice and commitment to professional development. 3. Demonstrated ability or experience as a practising Dietitian in clinical and community settings. 4. Excellent written & verbal communication skills including problem solving ability & computer literacy 5. Demonstrated abilities in working independently, flexibility, initiative, and time management. 6. Communicate a clear understanding of quality improvement and customer service. 7. Demonstrated commitment to patient centred care & multidisciplinary teamwork supported by effective interpersonal communication, networking and collaboration skills. 8. Sound knowledge of community health principles and a commitment and/or experience in providing primary health services in the community. 9. Current Victorian Drivers Licence. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Previous experience with enteral nutrition. 2. Demonstrated ability or experience as a practising clinical Dietitian in sub-acute settings. <p>Qualifications/Skills Experience/Competencies: Current member of the Dietitians Association of Australia & current Accredited Practising Dietitian Status.</p> <p>Must be able to obtain a Medicare Provider number for SHDH site/s as required and commit to the contracted 100% donation model of MBS revenue to SHDH.</p>
Salary/Award:	In accordance with the Medical Scientists Award.
Infection Control:	<ul style="list-style-type: none"> • Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. • The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
Continuous Quality Improvement:	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe,

	<p>high quality health care.</p> <ul style="list-style-type: none"> • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols • We recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.
Person Centered Care:	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>Recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Just Culture:	<p>All staff are expected to support a Just Culture in which reporting is actively encouraged, with an emphasis on learning from issues that arise as opposed to blaming those involved.</p>
Hardwiring for Excellence Values - Standards of Behaviour	<p>SHDH strategic direction has a specific focus on developing strong leaders by improving communication and accountability across the continuum. In line with the SHDH Organisational Values and Standards of Behaviour Charter 2017, staff are expected to align and demonstrate these behaviours, not 'sometimes' but 'always' so as to create and maintain a culture of high performance.</p>
Privacy and Confidentiality:	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
Mandatory Training:	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for your safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Review:	<p>Completion of My Work Plan on a yearly basis.</p>
Date Written	<p>May 2011</p> <p>March 2017</p>

Reviewed:	
Managers Name:	
Managers Signature:	
Employees Name:	
Employees Signature:	

The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants curriculum vitae

Position Applying for	
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General Information

Name			
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Address			
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Contact	<u>Home phone</u>	<u>Mobile</u>	<u>Email</u>
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Are you of Aboriginal/Torres Strait Islander Origin? No Aboriginal Torres Strait Islander
(This question is voluntary)

Do you wish to be identified under this category? Yes No

Are you an Australian Citizen or Permanent Resident: Yes No

If no, what is your current Visa status – Visa type _____ Expiry date/...../.....

Do you require sponsorship? Yes No

Where did you hear about the position you are applying for?

Newspaper

Internet

Swan Hill District Health Website

Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is casual / relieving unless otherwise indicated.

- 6 months probationary period
- Requirement to work any shift
- Requirement to work in any department (rotation)

Hours of Work – SHDH operates on a 24 hour, 7 day week, 3 shift basis, and you may be called upon to work/relieve on any of these shifts. If you are unable to work any of the shifts, please indicate below:

Unavailable to work: _____

Normal hours of work are 40 in each week worked on an ADO each month. This is only applicable to Full Time employees. Part time employees will have a minimum hours set but may be called upon to work up to 38 hours per week at normal pay.

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice:- (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ Date:/...../.....

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:

Email address: hrmanager@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585