

POSITION DESCRIPTION

POSITION TITLE	Chief Dietitian
DIRECTORATE	Community Programs
RESPONSIBLE TO	Executive Director of Community programs
DIRECT REPORTS	
AWARD	Medical Scientists and Pharmacists Award 2003
CLASSIFICATION	Grade 3
EMPLOYMENT STATUS	Permanent Part Time
HOURS PER FORTNIGHT	64
DATE OF CREATION/AMENDMENT	May 2012
CREATED/AMENDED BY	Chief Dietitian

POSITION OBJECTIVE

The role of the Chief dietitian is to provide managerial and clinical direction to the Dietetic Department.

RESPONSIBILITIES & PERFORMANCE INDICATORS

Liaise with other departments and disciplines to ensure person centred care of the highest standard is delivered.

Oversee the provision of evidenced based best practice for clinical care, including assessment and care planning

Manage, lead, direct and motivate a small team of staff

Provide contract work to other health services where required.

Continuously participate in quality activities

Produce and submit progress reports to the Executive Director of Community Programs on a regular basis to ensure departmental KPI's are being met

Effectively manage the departmental budget to ensure it remains within allocation.

Actively seek new initiatives and innovation to better the quality of care at Castlemaine Health

QUALIFICATIONS

Essential:
Bachelor of Dietetics or Higher Dietetic Qualification, Accredited Practising Dietitian program.
A Current drivers licence,

Desirable:

Post graduate experience in management or demonstrated equivalent experience
Experience or qualification in aged care
Experience in rehabilitation service.

KEY SELECTION CRITERIA

- The ability to lead, direct, motivate and manage a small team
- Eligibility for membership with Dietitians Association of Australia
- Excellent organisational and time management skills
- Budget management experience
- Previous experience in a management role
- Excellent written and verbal communication skills

OCCUPATIONAL HEALTH & SAFETY

Each employee has the right to a safe working environment and they should advise their supervisor of any risk or condition likely to result in accident or injury. Each employee has the responsibility to take reasonable care of his or her own health and safety, to comply with Castlemaine Health's Occupational Health and Safety policies and procedures and to participate in appropriate safety education and evaluation activities.

HOSPITAL POLICIES & PROCEDURES

It is every employee's responsibility to access and have knowledge of relevant policies and procedures that relate to their employment. All hospital-wide policies and procedures can be accessed on the Castlemaine Health Intranet site.

PERSON CENTRED CARE

Person Centred Care (PCC) is a philosophical approach to how we provide care to patients and interact with other customers, including staff of Castlemaine Health. PCC is based on the principles of respect, value of the individual and the need to deliver service in an environment that supports people's physical, emotional, social and psychological needs. PCC is underpinned by a culture of collaboration and partnership and all staff of Castlemaine Health are required to adhere to these principles.

RISK MANAGEMENT

Castlemaine Health supports an organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are to be accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

PERFORMANCE MANAGEMENT

It is a condition of employment that employees participate in the Performance Management Planning and Review program on a regular basis.

QUALITY IMPROVEMENT

Each employee has a responsibility to participate and commit to ongoing quality improvement activities.

EMPLOYMENT PRINCIPLES

Castlemaine Health is committed to the employment principles that reinforce the public sector values. These principles ensure:

- Employment decisions are based on merit
- Employees are treated fairly and reasonably
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights & Responsibilities Act 2006
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment

VALUES & CONDUCT

Employees are required to comply with the values outlined in the State Services Authority Code of Conduct as it applies to Castlemaine Health.

Responsiveness
<ul style="list-style-type: none">• providing frank, impartial and timely advice to the Government• providing high quality services to the Victorian community• identifying and promoting best practice
Integrity
<ul style="list-style-type: none">• being honest, open and transparent in their dealings• using powers responsibly• reporting improper conduct• avoiding real or apparent conflicts of interest• striving to earn and sustain public trust at the highest level
Impartiality
<ul style="list-style-type: none">• making decisions and providing advice on merit without bias, caprice, favouritism or self-interest• acting fairly by objectively considering all relevant facts and applying fair criteria• implementing Government policies and programs equitably
Accountability
<ul style="list-style-type: none">• working to clear objectives in a transparent manner• accepting responsibility for their decisions and actions• seeking to achieve best use of resources• submitting themselves to appropriate scrutiny
Respect
<ul style="list-style-type: none">• treating others fairly and objectively• ensuring freedom from discrimination, harassment and bullying• using their views to improve outcomes on an ongoing basis
Leadership
<ul style="list-style-type: none">• actively implementing, promoting and supporting these values
Human Rights
<ul style="list-style-type: none">• making decisions and providing advice consistent with human rights• actively implementing, promoting and supporting human rights

ADDITIONAL REQUIREMENTS

- This position description is subject to review and amendment at any time, as appropriate and as approved by the relevant Director.
- To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle.
- The successful applicant will be required to provide a current Police Records Check prior to commencement. A Working With Children Check may also be required for particular positions.

ACCEPTANCE OF THE POSITION

I understand, agree to and accept the role as outlined in accordance with this position description

NAME (please print)			
SIGNATURE		DATE	

REPORTING MANAGER

Signed on behalf of Castlemaine Health

NAME (please print)			
TITLE			
SIGNATURE		DATE	