



DIRECTOR OF CLINICAL NUTRITION – RD, LICENSED NURSE OR CDM

JOB DESCRIPTION	
Department	Clinical Nutrition Services
Reports to	Administrator & DON
Reporting to this position	Indirect Reporting Relationship with the Director of Dietary, FSS, Dietary Cooks, Dietary Aides
Job Classification	Department Manager
Position Purpose	Plans, organizes, supervises and directs all administrative and operational activities of the Nutrition Services Department

Required Qualifications

Minimum requirements include one of the following:

- ❖ Registered Licensed Dietitian. Must be licensed in the state of Alabama.
- ❖ Licensed Nurse or Certified Dietary Manager.
- ❖ Two years' clinical experience as a licensed nurse or CDM. Prior experience in long term care preferred.

Major Duties and Responsibilities

(Note: if the position is filled by a Registered Licensed Dietitian, the facility will not require the services of a consultant dietitian.)

Works in collaboration with the resident's Physician, Consultant Registered Dietitian and other health care professions in assessing the resident's needs and development of plans of care.

Oversees the clinical nutrition services of residents to include assessing resident's nutritional status, developing plans of care with individualized approaches and implementation of those plans. Evaluates the resident's responses to the approaches and adjusts plans as necessary.

Implements facility processes such as the Interviews, Records Reviews, Observations of Nutritional Status, (IRONS) to effectively manage the resident's nutritional status.

Monitors regular and therapeutic diets, including texture of foods and liquids to meet the specialized needs of residents.

Employees of the dietary department have an indirect reporting relationship to the Director of Clinical Nutrition. At times, the Director of Clinical Nutrition may be required to assist in the direction of the dietary department.

Participates in interdisciplinary team and risk meetings.

Participates in QAPI activities when nutrition services are involved.

Nutrition Management Assigned Tasks

- ❖ May assist dietary with the following tasks: recruits, interviews, hires, trains, coaches, evaluates, rewards, disciplines, and when necessary, terminates employees working in the Dietary Services department.
- ❖ Ensures the diet orders in the computerized nutrition system are up to date with the resident's physician orders.
- ❖ Processes new diet orders and diet changes. Keeps meal tickets updated.
- ❖ Assists in managing the residents on a selective menu.
- ❖ Provides oversight of the facility's weighing procedures and provides the facility with residents who require weights more frequently than routine monthly weights.
- ❖ Maintains an assessment of all residents hydration needs and assists in developing a plan of care to meet the needs of residents who are dependent on staff for hydration.
- ❖ Completes the assigned MDS section according to required timeline.
- ❖ Determines resident diet needs and develops appropriate dietary plans in cooperation with consultant registered dietitian and in compliance with physician's orders.
- ❖ Reviews plan of care related to nutritional status. Documents concerns that can be resolved, improved, or addressed to improve the resident's nutritional status and eating function.
- ❖ Reviews, revises, and implements, in cooperation with the interdisciplinary team the resident's nutritional assessment and plan of care.
- ❖ Directs the area of the facility's weekly risk meeting as it is related to the resident's nutritional status.
- ❖ Supports Consultant Registered Dietitian.

Additional Tasks

- ❖ Treats all residents with dignity and respect. Promotes and protects all residents' rights.
- ❖ Establishes a culture of compliance by adhering to all facility policies and procedures. Complies with standards of business conduct, and state/federal regulations and guidelines.
- ❖ Follows appropriate safety and hygiene measures at all times to protect residents and themselves.
- ❖ Maintains confidentiality of protected health information, including verbal, written, and electronic communications.
- ❖ Reports noncompliance with policies, procedures, regulations, or breaches in confidentiality to appropriate personnel. Reports any retaliation or discrimination to HR or compliance officer.
- ❖ Reports any allegations of abuse, neglect, misappropriation of property, exploitation, or mistreatment of residents to supervisor and/or administrator. Protects residents from abuse, and cooperates with all investigations.
- ❖ Reports any occupational exposures to blood, body fluids, infectious materials, and/or hazardous chemicals in accordance with facility policy.
- ❖ Participates in all life safety and emergency drills and trainings. Fulfills responsibilities as assigned during implementation or activation of the facility's emergency plan.
- ❖ Reports work-related injuries and illnesses immediately to supervisor.
- ❖ Follows established infection control policies and procedures.
- ❖ As a condition of employment, completes all assigned training and skills competency.

Personal Skills and Traits Desired/ Physical Requirements/Working Conditions

- ❖ Ability to read, write, speak and understand the English language.
- ❖ Must be a supportive team member, contribute to and be an example of team work.
- ❖ Ability to make independent decisions when circumstances warrant such action.
- ❖ Ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
- ❖ Must have patience, tact, and willingness to deal with difficult residents, family and staff.
- ❖ Must not pose a threat to the health and safety of other individuals in the workplace.
- ❖ Must be able to move intermittently throughout the workday.
- ❖ Meets general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.
- ❖ Ability to work beyond normal working hours and on weekends and holidays when necessary.
- ❖ Ability to assist in evacuation of residents during emergency situations.
- ❖ Ability to bend, stoop, kneel, crouch, perform overhead lifting and perform other common physical movements as needed for the position.
- ❖ May be subject to falls, burns from equipment, and/or odors throughout the day; encounter reactions from dust, tobacco smoke, disinfectants, and other air contaminants.
- ❖ Subject to exposure to infectious waste, diseases and/or conditions which include AIDS, Coronavirus, Hepatitis B, and Tuberculosis.
- ❖ May be subject to hostile or emotional residents, family members, visitors or personnel.
- ❖ Effective verbal and written communication skills and ability to exercise judgement.
- ❖ Basic computer skills.
- ❖ Mathematical and numerical skills.
- ❖ Organizational skills.
- ❖ Positive interpersonal relationship skills, including with persons of all ages and cultures.
- ❖ Current awareness of relevant regulations and standards of care.
- ❖ Works in well-lit, ventilated area. Atmosphere is warm for cooking.
- ❖ May be exposed to heat/cold temperatures in the kitchen/storage areas.
- ❖ Subject to frequent interruptions.
- ❖ Communicates with medical and nursing staff, and other departments.
- ❖ Subject to call-back during emergency conditions.

Universal Precautions Risk Classification Categories:

1. Task may involve exposure to blood and/or body fluids.
2. Tasks do not involve contact with blood and/or body fluids but could result in performing category 1 task.
3. Task do not involve any risk of exposure to blood or body fluids.

*The classification for this description is a **Category 2**.

This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned by the Administrator. Periodic revision may be necessary to reflect changes in expectations placed on long term care by the Department of Health and Human Services (HHS). This job description will be reviewed and/or revised by the Administrator annually and as needed.

Individual performance will be evaluated using the following scale:

1. **Unsatisfactory:** Achieves results which are far less than the standards identified for the performance factors rated.

2. **Needs Improvement:** Achieves results which are less than the standards identified for the performance factors rated. Exhibits the potential to become a competent performer. May be new to job or need skill development.
3. **Meets Standards:** Achieves results which meet the standards identified for the performance factors rated. This rating is the expected level of performance.
4. **Exceeds Standards:** Achieves results which usually exceed the standards identified for the performance factors rated.

Reasonable Accommodation Statement

Consistent with the Americans with Disabilities Act (ADA) and Alabama Civil Rights Laws, it is the policy of Generations of Red Bay to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Human Resources.

EMPLOYEE ACKNOWLEDGEMENT

I have read the above job description and understand the requirements and expectations of the position of Dietary Manager at *Generations of Red Bay*.

Employee's Signature

Date

Administrator's Signature

Date