



POSITION DESCRIPTION

POSITION TITLE:	CLINICAL SERVICE LEADER - DIETITIAN
DEPARTMENT:	PRIMARY CARE
CLASSIFICATION:	CLINICAL SERVICE LEADER - DIETITIAN
UNION:	MGEU TECHNICAL PROFESSIONAL

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	DIRECTOR HEALTH SERVICES PRIMARY CARE
POSITIONS SUPERVISED:	Not applicable

POSITION SUMMARY

Under the general direction of the Director Health Services Primary Care, the Clinical Service Leader – Dietitian is responsible for overseeing the daily clinical service delivery and environmental/operational issues to ensure optimum client care in a safe therapeutic environment. The Clinical Service Leader – Dietitian provides guidance to clinical dietitians and support staff through leadership, mentoring, education, evaluation, and research. The incumbent contributes to the delivery of quality clinical nutrition services by examining, developing, refining and evaluating the body of knowledge and clinical practices and assists in program planning and development. This position assists in recruitment of staff and coordination of clinical work schedules and caseloads. Maintains clinical caseload involving clinical nutrition assessment, interventions and follow-up within the established standards of care.

The position of Clinical Service Leader – Dietitian functions in a manner consistent with, and supports the mission, vision and values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Provides clinical leadership to staff.
- Collaborates in the recruitment, interviewing and hiring of new staff.
- Assists with the orientation and training for new employees to meet staffing needs.

- Monitors staff performance and communicates to the manager, issues which may result in disciplinary action.
- Coaches performance and collaborates in the completion of performance conversations.
- May be required to participate in the clinical supervision of dietetic interns, students, or other healthcare professions.
- Meets regularly with staff to facilitate an environment of trust and open communication.
- Assists with the timely resolution of day-to-day caseload coverage issues resulting from staff absences due to illness, vacation or continuing education.
- Encourages all staff to participate in problem-solving and decision-making to optimize the clinical outcomes in all service areas.
- Utilizes workload measurement information to assist in utilization management and programming.
- Provides leadership to create an environment conducive to effective working relationships.
- Develops and supports effective teams in a culturally diverse workforce.
- Approves non-formulary client specific requests as per Interlake-Eastern RHA policies in collaboration with the Director Health Services – Primary Care.
- Represents the designated service area on various committees within the region if necessary.

Operational Duties & Responsibilities

- Functions in a clinical role and is responsible for client-centered practice for a defined caseload; provides a full range of clinical services as defined in the Registered Dietitian position description.
- Implements regional client care initiatives.
- Implements and evaluates program quality improvement initiatives.
- Participates in the development and maintenance of discipline quality assurance, quality improvement, risk management and utilization review.
- Manages the clinical nutrition quality plan consistent with the overall regional plan.
- Contributes to the regional program process of establishing targets and benchmarks.
- Participates on accreditation teams as requested.
- Ensures statistics and management reports are compiled and distributed.
- Assists in the review and follow up of occurrence reports and implements changes in service or practice where necessary.
- Provides expert clinical consultation, advice and support to Clinical Nutrition staff within the service areas.
- Assists staff in developing clinical skills relevant to clinical service and personal learning interests.
- Participates in the development of education programs by assessing needs, planning, implementing and evaluating professional education and training.
- Supports equity and availability of professional development opportunities.
- Coordinates requests for educational activities from other professionals within the region.
- Acts as a resource to clinical staff for current literature and resources relevant to the service areas.
- Provides expertise and direction for the development of client instructional materials and professional presentations in the designated service area.
- Identifies personal professional development and continuing education needs and participates in the appropriate educational activities.

- Acts as a consultant to outside agencies, other healthcare professionals and students with regard to clinical issues in the designated service area.
- Participates in the clinical service support activities, such as quality improvement, standards development and risk management.
- Ensures that the clinical nutrition practice standards are consistent with the RHA's mission, vision, strategic direction and goals and objectives.
- Participates in the development and revision of standards for clinical nutrition and helps facilitate the implementation and evaluation of these standards for clinical nutrition staff and students in the designated service area.
- Promotes good interpersonal relationships by modelling professional behavior and practice.
- Participates in program planning, staffing analysis and implementation consistent with the regional planning and with the RHA's mission, vision, strategic direction and goals and objectives.
- Facilitates program development to respond to clinical and client needs.
- Assists staff in identifying clinical program needs and priorities.
- Participates in the development and implementation of clinical nutrition goals and objectives.
- Applies current knowledge in the provision of safe, reasonable and prudent client care.
- Maintains a safe work environment and practices within workplace health and safety regulations.
- Adheres to all workplace health and safety regulations, policies and safe work practices.

Other Responsibilities:

- Fosters and supports an environment of clinical enquiry and research.
- Supports the development and implementation of discipline specific and interdisciplinary research studies within the service area.
- Facilitates program evaluation and outcome studies within service area.
- Maintains continuing education standards as specified and monitored by College of Dietitians of Manitoba.
- Carries out critical self-evaluation and sets learning goals on an annual basis.
- Maintains and expands knowledge and skills in dietetic practice through journal reading and by attending courses, rounds, conferences, etc.
- Maintains membership and participates as an active member in Dietitians of Canada and College of Dietitians of Manitoba.
- Follows regional policies and procedures.
- Assists in the resolution of professional practice issues or concerns.
- May be required to perform other duties and functions related to this job description not exceeding above stated skills and capabilities.

Interprofessional Practice:

- Seeks out, integrates and values as a partner, the input and ongoing involvement of each patient/client/resident/family/community when designing and implementing care and services.
- Understands one's own role and the roles of other health providers to appropriately establish and achieve patient/client/resident/family/community goals.

- Applies the principles of cultural proficiency, team dynamics and group processes to enable quality patient care and effective interprofessional collaboration to emerge in everyday practice.
- Applies leadership principles that support a collaborative practice model including shared decision-making and accountability for one's own actions.
- Consistently communicates in a respectful, responsive, and responsible person-centered manner.
- Engages self and others, including the patient/client/resident/family/community in a positive manner to constructively address disagreements as they arise.
- Engages in relationships with care, dignity and respect regardless of race, ethnicity, culture, ability or language proficiency.
- Pursuant to the Regional Health Authority Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Bachelor of Science Degree, Human Nutritional Sciences, dietetic or related area from an accredited Canadian university program or the approved equivalent if internationally educated required. Masters degree preferred.
- Graduate of a recognized dietetic internship program or planned experience, which has been accredited by the applicable certifying body.
- Completion of, and ongoing participation in, relevant courses, workshops etc. to address continuing education requirements.
- Must be a Registered Dietitian with the College of Dietitians of Manitoba.
- Membership with the Dietitians of Canada (DC) required.
- Cardiopulmonary Resuscitation (CPR) Training requirements for this position shall be in accordance with the Interlake-Eastern RHA policy.

REQUIRED KNOWLEDGE:

- Knowledge of the regulations and scope of practice documents that guide the practice of Clinical Nutrition and relevant support workers.
- Working knowledge of healthcare administration and systems, and implications for clinical nutrition.

EXPERIENCE REQUIRED:

- A minimum of three (3) years recent, relevant clinical nutrition experience.
- Experience in clinical nutrition program planning, development and evaluation required.
- Previous supervisory experience preferred.

SKILLS/COMPETENCIES:

- Demonstrated leadership, coaching and mentoring abilities in an interdisciplinary team environment.
 - Ability to initiate and support change.
 - Good organizational, problem-solving, critical thinking and decision-making skills.
 - Ability to critically evaluate and apply relevant knowledge to practice.
 - Ability to function in a computerized environment.
 - Demonstrated ability to ensure that the provision of clinical nutrition services meets the professional standards of practice.
 - Ability to work with minimal direction.
 - Excellent interpersonal, team building and role-modelling skills.
 - Effective written and verbal communication skills.
 - Ability to facilitate continual improvements in the performance of professional services.
 - Demonstrated expertise in adult education preferred.
 - Good understanding of research processes.
 - Involvement in education and research.
 - Valid Manitoba driver's license.
 - Mental and physical ability to meet the demands of the position.
 - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - Will be required to travel throughout the region as duties may require.
 - Must be able to work under stress and time constraints.
 - May be exposed to infectious diseases, blood and body fluids, toxic materials, noise, allergens, physical and emotional stress.
 - May encounter aggressive and/or agitated clients/visitors.
 - May be required to occasionally work extended hours.
 - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.

- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

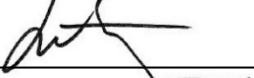
Created: September 2024
Date

Revised: _____
Date



Approved by: _____
Regional Manager/ Supervisor Date

Approved by:  _____
Executive Lead/ CEO October 22, 2024
Date

Reviewed by:  _____
Executive Lead, Human Resources October 22, 2024
Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed position descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.