

## Position Description

<b>Title</b>	Casual Dietitian, Women's Health
<b>Department</b>	Nutrition and Dietetics
<b>Classification</b>	Dietitian Grade 2 ( AJ1-AJ4)
<b>Agreement</b>	Medical Scientists, Pharmacists and Psychologists Victorian Public Sector Enterprise Agreement 2021 - 2025
<b>Responsible to</b>	Manager – Nutrition and Dietetics

### About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

### Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is **'Creating healthier futures for women and babies'**. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

### Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

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## About the department/unit

The Nutrition and Dietetics Department provides comprehensive nutrition services to hospital inpatients and outpatients, professional colleagues, and the broader community. Our dietitians have specialist knowledge of nutrition throughout all stages of the life cycle. We provide expert advice on a range of issues including fertility and pregnancy, neonatal nutrition, weight and eating concerns, diabetes, oncology, pelvic floor and older women's health. Staff are also involved in research and student training. The department is part of the Allied Health and Clinical Services Directorate.

## Position purpose

This position is primarily responsible for contributing dietetic advice and medical nutrition therapy within our women's outpatient service, with additional involvement across inpatient services, student training and research. There will also be opportunity for involvement in a range of departmental projects.

## Key responsibilities

### Clinical Expertise/Skills

The key clinical responsibilities include:

- Proficient use of our electronic medical record (Epic)
- Ensure prompt response to referrals
- Provide comprehensive nutritional care across an allocated clinical workload, including assessment, planning and implementation, monitoring, safe discharge, and follow-up
- Working closely with multidisciplinary teams, patients and families regarding optimal nutritional care for each patient
- Modification of service delivery in line with evidence-based practice where necessary
- Making recommendations re nutritional supplementation, enteral or parenteral feeding where necessary
- Maintaining accurate and comprehensive documentation of clinical care
- Your allocated clinical workload may include a general (non-maternity) diet outpatient clinic, a maternity outpatient clinic, a specialist pelvic pain outpatient clinic and some inpatient cover.
- All clinical roles are required to provide support for leave cover where appropriate.

### Leadership and Advocacy

You will be responsible for leadership and advocacy relevant to your clinical workload, including:

- Advocating for the role of nutrition in all clinical care
- Acting as a consultant to hospital staff, members of the community and other health care agencies on matters pertaining to nutrition associated with your clinical responsibilities.

### Communication

You will be required to:

- Communicate effectively with patients, their carers and clinical teams to deliver high quality patient care outcomes
- Ensure that written material is in line with the Women's communication guidelines, is relevant to the recipient and written in a way that optimizes understanding and encourages engagement
- Hand over relevant information relating to planned work, work in progress and other relevant responsibilities.

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## **Education and training**

You may be involved in a range of education and training activities, including:

- Student clinical placements and lectures
- Professional development of departmental staff relevant to your clinical workload
- Lectures and in-services to hospital staff and external forums relevant to your clinical workload.

## **Practice improvement, Service development and Research**

You will strive to improve your clinical service by:

- Maintaining knowledge and skills as per the requirements for Accredited Practising Dietitian (APD) status
- Participating in the development and reporting of agreed quality activities associated with your workload
- Undertaking special projects, clinical audits and engaging in research studies relevant to your workload.

## **Information and data management**

The management of data influences and directly affects patient care, patient decisions, and ultimately the quality and reputation of our service delivery. All staff are responsible and accountable to ensure that (within their area of work):

- Data recording and reporting (including RWH external reporting) is timely, accurate and fit for purpose
- Data management policies and control processes are complied with
- Data issues or problems are immediately reported to supervisors/managers.

## **Safe practice and environment**

You will be aware of and work in accordance with Hospital policies and procedures, including:

- Occupational Health and Safety
- Infection Control
- Risk Management
- Mandatory competencies
- Performance Development
- Equal Employment Opportunity
- Confidentiality
- Compliance with all COVID and vaccination requirements.

## **Professional responsibilities**

- Adhere to professional and ethical standards as outlined in the Dietitians Australia (DA) Code of Professional Conduct.
- Deliver clinical care in line with the Women's statement of priorities, departmental goals, key performance indicators (KPIs) and other relevant deliverables.
- Plan and manage your workload to ensure adequate time to meet the objectives of the position.
- Foster teamwork and information sharing among all disciplines within the Women's.
- Undertake professional development relevant to the position and in line with the DA APD program.
- Participate in staff supervision and performance appraisal programs.

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- Comply with statutory responsibilities such as Occupational Health and Safety Act 2004, Freedom of Information Act 1982, The Victorian Public Sector Code of Conduct.

### **Other responsibilities**

- Active engagement in other department activities such as staff meetings, quality projects, accreditation requirements and planning activities.

### **Key Performance Indicators (KPI's)**

Key performance measures are your ability to meet the responsibilities of the position listed above. Individual KPIs will be discussed and agreed upon with your manager as part of your Performance Development plan within the first six months of your appointment to the position. KPIs are likely to include:

- Referrals responded to in a timely manner
- Clinical care according to agreed protocols
- Compliance with required documentation and handover standards
- Regular attendance at and active participation in multidisciplinary meetings and staff meetings
- Timely completion of mandatory competencies
- Positive contribution to the Nutrition Department's planning processes
- Evidence of professional development in line with the requirements of an APD.

### **Key selection criteria**

#### **Essential Criteria**

- Bachelor of Nutrition and Dietetics or equivalent tertiary qualification
- Eligibility for Membership of Dietitian's Australia
- Eligibility for status as an Accredited Practicing Dietitian
- At least two years' experience as a clinical dietitian in a hospital setting.
- Experience in women's health nutrition, including pregnancy and diabetes in pregnancy and disorders of gut-brain interactions
- Proficiency in a range of computer programs and platforms especially Microsoft Office suite, search engines, electronic medical records, etc.
- Ability to effectively work within a multidisciplinary team.

#### **Desirable Criteria**

- Experience in working with clients from a range of social, cultural and gender backgrounds
- Experience in managing small projects including project development, multidisciplinary engagement, and evaluation and reporting.

#### **Attributes**

- Embodies the Women's values of courage, passion, discovery and respect
- Well-developed interpersonal skills with a desire to engage with your team
- A "Can do" and flexible approach
- Ability to balance competing and conflicting priorities.

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## Organisational relationships

There are a number of internal and external parties this position relates to:

### Internal relationships

- Clinical and administrative staff within the Nutrition Department
- Medical, nursing & midwifery, allied health & clinical support services and members of other multidisciplinary teams
- Food Service staff.

### External relationships

- Training universities
- Dietitians Association of Australia or similar professional groups.

## Inherent Requirements

There are a number of critical work demands (inherent requirements) that are generic across all positions at the Women's. The generic inherent requirements for this position are detailed below. These may be added to with more specific inherent requirements, if required, by your manager and Occupational Health and Safety.

Physical Demands	Frequency
<b>Shift work</b> – rotation of shifts – day, afternoon and night	N/A
<b>Sitting</b> – remaining in a seated position to complete tasks	Frequent
<b>Standing</b> – remaining standing without moving about to perform tasks	N/A
<b>Walking</b> – floor type even, vinyl, carpet,	Frequent
<b>Lean forward / forward flexion from waist</b> to complete tasks	Rare
<b>Trunk twisting</b> – turning from the waist to complete tasks	Rare
<b>Kneeling</b> – remaining in a kneeling position to complete tasks	Rare
<b>Squatting / crouching</b> – adopting these postures to complete tasks	Rare
<b>Leg / foot movement</b> to operate equipment	N/A
<b>Climbing stairs / ladders</b> – ascending and descending stairs, ladders, steps	Rare
<b>Lifting / carrying</b> – light lifting and carrying less than 5 kilos	Occasional
– Moderate lifting and carrying 5–10 kilos	Rare
– Heavy lifting and carrying – 10–20 kilos.	Rare
<b>Push/Pull of equipment/furniture</b> – light push/pull forces less than 10 kg	Occasional
– moderate push / pull forces 10–20 kg	Rare
– heavy push / pull forces over 20 kg	Rare
<b>Reaching</b> – arm fully extended forward or raised above shoulder	Rare
<b>Head / Neck Postures</b> – holding head in a position other than neutral (facing forward)	Rare
<b>Sequential repetitive actions in short period of time</b>	
– Repetitive flexion and extension of hands wrists and arms	Rare
– Gripping, holding, twisting, clasping with fingers / hands	Rare
<b>Driving</b> – operating any motor-powered vehicle with a valid Victorian driver's license.	N/A
Sensory demands	Frequency
<b>Sight</b> – use of sight is integral to most tasks completed each shift	Prolonged/Constant
<b>Hearing</b> – use of hearing is an integral part of work performance	Prolonged/Constant
<b>Touch</b> – use of touch is integral to most tasks completed each shift.	Prolonged/Constant
Psychosocial demands	Frequency
<b>Observation skills</b> – assessing / reviewing patients in /outpatients	Frequent
<b>Problem Solving</b> issues associated with clinical and non-clinical care	Frequent
<b>Attention to Detail</b>	Prolonged/Constant

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Working with distressed people and families	Occasional
Dealing with aggressive and uncooperative people	Rare
Dealing with unpredictable behaviour	Rare
Exposure to distressing situations	Occasional

#### Definitions used to quantify frequency of tasks / demands as above

Prolonged / Constant	70–100 % of time in the position
Frequent	31–69 % of time in the position
Occasional	16–30% of time in the position
Rare	0–15% of time in the position
Not Applicable	

### Employee awareness and responsibilities

- Be aware of and work in accordance with Hospital policies and procedures, including:
  - Code of Conduct
  - Confidentiality
  - Data Accountability Framework
  - Infection Control
  - Occupational Health and Safety
  - Patient Safety
  - Performance Development Management
  - Respectful Workplace Behaviours
  - Risk Management.
- Be respectful of the needs of patients, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
- Undertake other duties as directed to meet relevant standards and recognized practice.
- Our vision is a future free from violence in which healthy, respectful relationships are the norm. The Women's expect all staff to contribute to a culture that promotes gender equity, respect and a safe working environment.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to Victorian women.
- Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for the Royal Women's Hospital to undertake a national Police check.
- The Women's expects staff to identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients.
- Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.

### Vaccination requirements

As this role has direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), hepatitis B, chicken pox, MMR (measles, mumps, rubella) and may include hepatitis A, and complete screening for tuberculosis.

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Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

As this role has limited direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), chicken pox and MMR (measles, mumps, rubella).

Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

### **Declaration**

**By accepting this position description electronically I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.**

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**Developed date:** 13/01/2026

**Developed by:** Colleen Oliver

**Date of next review:** 13/01/2027

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