

Position Description

Position title	Senior Food Service Dietitian - Grade 3
Department / Division	Nutrition & Food Services
Classification	Grade 3 Year 1 to Grade 3 Year 4 (AK1-AK4)
Position reports to	Nutrition & Food Services Manager
No. of direct & indirect reports	N/A
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently

The Royal Children's Hospital
<p>The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards https://www.rch.org.au/quality/child-safety/.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at www.rch.org.au</p>

ROLE CONTEXT
<p>The Department of Nutrition and Food Services at The Royal Children's Hospital incorporates the clinical dietetic service, the Main Kitchen that caters for inpatient meals and the Central Formula Room that produces formula, enteral feeds and fortifies expressed breast milk to meet the nutritional needs of patients.</p> <p>Dietitians provide services to inpatient medical/specialty units and to specialist outpatient clinics and are available to consult on all aspects of infant and child nutrition including assessment, recommendations for nutritional management, implementation of therapeutic diets, enteral feeding and tube weaning within the hospital setting. We</p>

are a registered NDIS Nutrition service to provide disability-related nutrition supports to eligible patients. We also support a large number of families on our Home Enteral Nutrition Program.

The Nutrition and Food Services Department sits within the Allied Health Directorate within the Division of Ambulatory Services in the organisational structure at the Royal Children's Hospital.

ROLE PURPOSE

The Senior Food Service Dietitian is responsible to the Nutrition and Food Services Manager for the development, implementation, review and auditing of nutrition and food service menus, policies, procedures, standards and practice. Services will be provided at the highest clinical standard and will be delivered to ensure that the nutritional and dietary requirements of our patients are met.

KEY ACCOUNTABILITIES

- Demonstrate appropriate senior food service leadership for the Nutrition and Food Service interface.
- Undertake and manage a food service workload and provide specialist knowledge and skills in this area as directed by the Nutrition and Food Services Manager.
- Auditing and review of menus/recipes to ensure the provision of safe and nutritionally adequate diets across the spectrum of clientele serviced by the Royal Children's Hospital Food Services, including the Early Learning Centres
- Maintaining and updating the Delegate menu ordering system and EMR coding system to ensure the effective and efficient integration of dietetic therapeutic diets with high quality food service systems to meet the complex needs of our RCH patients.
- Investigation and communication of reported VIHMS food related incidents.
- Commitment to specific food service portfolios as required by the Nutrition and Food Service Manager which may include auditing, development and implementation activities based on quality improvement processes.
- Act as a resource for Dietitians, Food Service staff, Infant Formula room staff, other hospital staff and members of the community in relation to Food Services to ensure patient and ward needs are addressed effectively and provision of high-level nutrition care.
- Participation in relevant hospital, community or professional forums, networks or committees relevant to practice.
- Continuous improvement of work practices within the Nutrition and Food Services department.
- Identify and initiate the development of clinical and food service practices, quality and service enhancements, procedures and protocols, based on evidence and in compliance with relevant practice/corporate guidelines/policies.
- Maintain knowledge of relevant regulatory requirements and standards.
- Responsible for the development, implementation and coordination of quality activities in line with accreditation standards for food service related dietetic services.
- Supervision of food service staff including compliance with RCH occupational health and safety policies and procedures, mandatory training requirements, infection control policies and involvement with food service staff performance appraisals.
- Teaching and training of food service staff. This includes co-ordinating the food service teaching and training education program provided for Nutrition and Food Service department staff at the Royal Children's Hospital.
- Teaching and training of students. To act as the principal food service supervisor for student placement programs and provide lectures and tutorials to students within this specialist area. In addition, coordinate the Dietetic student food service training program in liaison with the Student Education team leader, including undergraduate and postgraduate students and work experience students.

QUALIFICATIONS AND EXPERIENCE

- Eligibility for full Membership of the Dietitians Australia (DA)
- Eligibility for the Accredited Practising Dietitian Program.
- Minimum 7 years' experience in dietetics, including sound background knowledge of food services
- Professional dietetic performance at an advanced level.
- Experience working in food services, including supervision of food service staff and students.
- Knowledge and ability to manage current issues related to food safety and food standards.
- Knowledge of standards of nutrition/dietetics code of ethics.
- Experience in implementing quality and strategic plans and projects.
- Experience in effectively working within and leading a multidisciplinary team.

Desirable:

- Membership of the Institute of Hospitality in Healthcare
- Attained or working towards post-graduate qualifications in a relevant area.
- Experience, training and/or interest in paediatric nutrition.
- Experience or knowledge of Delegate menu ordering system or equivalent.
- Post-basic training in paediatric nutrition.

KEY SELECTION CRITERIA

- Demonstrated understanding of menu planning principles and application/translation of complex therapeutic nutrition management to the food service environment.
- Demonstrated understanding of food safety principles in a high risk food service setting.
- Demonstrated experience in implementing quality improvement programs and projects and a commitment to improving performance.
- Demonstrated conflict resolution skills including negotiation skills and the ability to solve problems.
- Sound problem-solving skills and ability to apply these in new applications of practice.
- Demonstrated commitment to ongoing education and skill development relevant to area of practice.
- Demonstrated experience in the use and maintenance of electronic menu management systems.

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated

August 2024