

## **JOB DESCRIPTION**

**JOB TITLE:** Registered Dietician

**REPORTS TO:** Chief Medical Officer

**DEPARTMENT:** General Medicine / Diabetes Clinic

### **POSITION OVERVIEW:**

1. Provides comprehensive nutritional care to patients identified with special needs and/or those who meet nutritional risk criteria.
2. Provides nutritional care which includes patient assessment and reassessment, patient and family education, interdisciplinary communication, nutritional plan of care development, and documentation of all interventions in accordance with policy and acceptable practice standards.
3. Acts as a competent clinician who provides clinical care in a skilled and effective manner, utilizing appropriate technical and decision-making skills.

### **DUTIES/RESPONSIBILITIES:**

1. Completes Dietary assessment, writes on Progress Notes in the patient's E.H.R., information such as counseling, food substitutions and diet instructions provided to the patient or any pertinent impressions of the patient's ability to cope and/or acceptance of the diet modification.
2. Determines dietary needs of patients from information gathered from patient's chart in consultation with medical staff, and other sources.
3. Calculates special diets ordered by physicians.
4. Calculates weighted diets for patients whose intake must be specifically limited.
5. Observes, analyzes, and records diet program and patient response to diets served to evaluate effectiveness of dietary program, to determine necessary diet changes or supplementary feeding, and to provide dietary information for related medical purposes.
6. Communicates directly with the patient's PCP via the NextGen E.H.R. to ensure care coordination.
7. Undertakes continuous self-improvement, attending applicable training, seminars, in-services and educational classes to maintain skills competency and current knowledge for standard of care and effective practices.
8. Responsible for following all agency safety and health standards, regulations, procedures, policies and practices.
9. Identifies, initiates and implements measures to deliver high quality care to patients and improve services.
10. Responds efficiently and timely to all patient and provider staff needs and inquiries.
11. Ensures excellent customer service to all FHCCGLA patients.
12. Works with the operations managers to manage patient scheduling and flow to address bottlenecks, scheduling issues, etc.
13. Handles patient grievances according to FHCCGLA's Policy & Procedure.

14. Assists in developing, updates & reviews of FHCCGLA Policies & Procedures (P&P's) as needed (with input from all other key personnel).
15. Ensures HIPAA compliance by maintaining strict confidentiality of all patient data and E.H.R./Practice Management System (PMS) according to regulations and FHCCGLA's P&P's.
16. Counsels patients regarding normal and therapeutic dietary needs.
17. Confers regularly and periodically with the C.M.O. to review progress, exchange information and discuss future goals.
18. Assists in planning menus and nourishment lists as needed for conformity with dietary policies and standards based on the patient's primary diagnosis (diabetes, overweight, hypertension, etc.).
19. Develops and conducts in-service training for personnel when appropriate.
20. Assists in the development of applicable sections of FHCCGLA's policy & procedure manual related to nutrition.
21. Oversight of the Nutrition portion of FHCCGLA's Diabetes Program.
22. Train incoming/future Registered Dietitian new hires.
23. Creation of educational materials for Diabetes Programs.
24. Nutritional component of the Hypertension Management Program for patients.
25. May be required to submit written monthly reports to C.M.O.
26. Practices confidentiality regarding all client related matters.
27. Attends the following meetings/trainings:
  - a. Mandatory Quarterly Staff Meeting/Trainings- Quarterly (Jan., Apr., Jul. & Oct.)
  - b. Corporate Risk Management Meeting- Quarterly (Jan., Apr., Jul. & Oct.), as needed (advanced notice will be provided when feasible)
  - c. Clinical & Operations (C&O) Meeting- As needed (advanced notice will be provided when feasible)
  - d. Meetings with FHCCGLA's Executive Leadership, as needed (advanced notice will be provided when feasible)
28. Other pertinent meetings- As scheduled
29. Remains informed of:
  - a. Current legal and regulatory changes related to scope of practice.
  - b. Specific programs/payors, insurances accepted, and services being offered at FHCCGLA.
  - c. All applicable Policies & Procedures
30. Shall conduct group sessions for patients (children with obesity, high cholesterol, etc.).
31. Shall develop Diabetes group classes once a month on a Saturday and conduct a brief one-on-one nutrition session.
32. Will conduct nutritional topic trainings to FHCCGLA Providers on a quarterly basis during the Medical Advisory Committee (M.A.C. Provider) Meetings.
33. Will be responsible to ensure that a monthly Nutrition snippet is provided monthly by the Nutrition Department to add to FHCCGLA's Monthly Newsletter.
34. Shall participate in community outreach events, as needed (on a rotated basis with other staff R.D.'s).
35. All other duties as assigned.

## **MINIMUM QUALIFICATIONS:**

- A bachelor's degree in nutrition or dietetics.
- Current CPR Certification- required to be kept up to date.
- FQHC experience, highly preferred.
- Excellent analytical skills.
- Motivation to take initiative to ensure all tasks performed are completed thoroughly and accurately.
- Excellent writing and verbal communication skills.
- Knowledge of administrative principles and procedures.
- Computer knowledge preferred (e.g., NextGen (E.H.R. & PMS), Microsoft Word and Excel).
- Bilingual English/Spanish and familiarity with the Hispanic culture.
- Access to automobile with valid California driver's license and state mandated automobile insurance.
- Work schedule may include evenings, overtime, and weekends as needed.
- Ability to prioritize workload and work under pressure of deadlines.
- Ability to meet tight time sensitive deadlines.
- Motivated and committed to the provision of high-quality healthcare for indigent and underserved communities.
- Willingness to adapt to changes with regards to the agency's growth and expansion.
- Ability to speak Spanish, preferred.
- At least three (3) years of management experience in acute care hospital.
- Experience in acute psychiatric hospital, highly desirable.
- Registered Dietitian Certification by the Commission of Dietetic Registration (the Credentialing Agency for the American Dietetic Association).

## **ADDITIONAL ELIGIBILITY QUALIFICATIONS:**

1. Ability to work well with others in a professional and team-oriented environment.
2. Well-developed interpersonal skills, friendly personality and able to motivate staff by promoting teamwork.
3. Ability to relate to the public regardless of ethnic, religion and economic status.
4. Excellent communication skills.
5. Willingness to travel.
6. Strong planning and organizational skills.
7. Problem analysis and critical thinking skills.
8. Excellent customer service skills.
9. Knowledge of the following (but not limited to), preferred:
  - My Health LA
  - PPO's
  - HMO's
  - Medicare
  - Family PACT
  - CPSP
  - Medi-Cal
  - Fee-for-Service
  - CHDP
  - Managed Care Plans
  - Every Woman Counts
10. Commitment to the mission and vision of Family Health Care Centers of Greater Los Angeles, Inc.
11. NextGen E.H.R. experience, preferred.
12. Transportation required (based on agency growth may be required to travel to another FHCCGLA clinic site, or to attend meetings, etc., as necessary).

Registered Dietician – Job Description

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_