



Te Marae Ora (TMO) Ministry of Health  
**GOVERNMENT OF THE COOK ISLANDS**  
 PO Box 109, Rarotonga Cook Islands Phone (682) 29664 www.health.gov.ck

**POSITION SUMMARY**

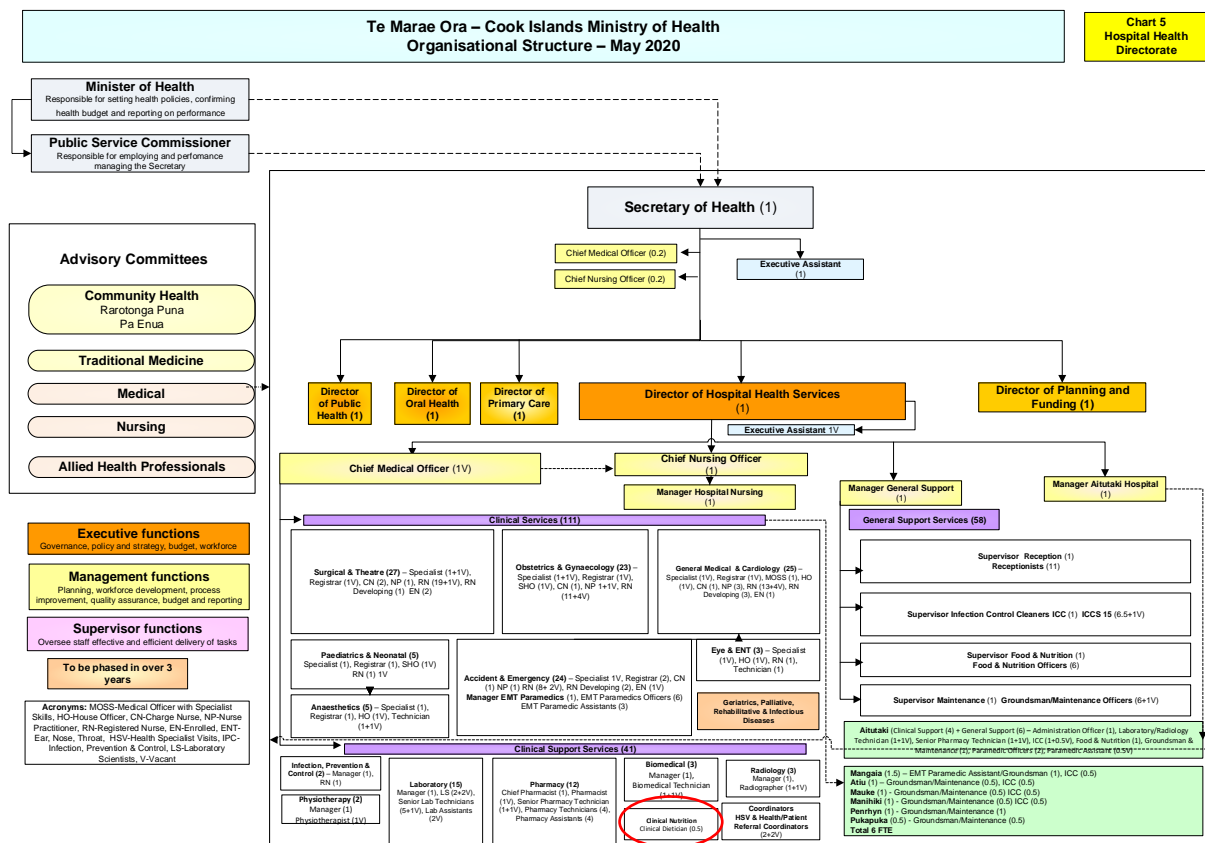
<b>Job Title:</b>	Clinical Dietician
<b>Division:</b>	Hospital Health
<b>Responsible To:</b>	Chief Medical Officer (CMO)
<b>Responsible For:</b>	Nil
<b>Job Purpose:</b>	This role provides advice and counselling on diet, food and nutrition to patients/clients and communities on behalf of Te Marae Ora (TMO) Ministry of Health. This role provides information, research and scientific evidence on clinical dietary information and illnesses resulting from poor nutrition or diets. This role also designs tailored nutrition programmes to support patients/clients eat and live healthy.
<b>Job Classification:</b>	G – T4 Mid-level specialist
<b>Date updated:</b>	May 2020

**AGENCY VISION AND VALUES**

**Vision:** All people living in the Cook Islands living healthier lives and achieving their aspirations.

**Values:** Respect, People focused, Equity, Quality, Integrity and Accountability

**ORGANISATIONAL STAFFING STRUCTURE**



## KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6) Job Holder is accountable for:	Key Performance Indicators (SMART) Job Holder is successful when:
<p><b>Strategic and operational excellence</b></p> <ul style="list-style-type: none"> <li>• Provide reports to the CMO and clinicians on nutrition programmes</li> <li>• Maintain effective networks with clinicians and other health professionals to strengthen services</li> <li>• Ensure health information systems are robust and inform quality patient care, clinical support and decisions</li> <li>• Ensure protocols, standards and guidelines promote quality care</li> <li>• Maintain professional integrity by delivering functions in adherence with Government policies and legislation</li> <li>• Provide timely and accurate reports</li> <li>• Perform other duties as required</li> </ul>	<ul style="list-style-type: none"> <li>• Quality advice is provided promptly</li> <li>• Effective relationships maintained with clinicians and health professionals</li> <li>• Health information systems are robust and support informed decision making</li> <li>• Protocols, standards and guidelines are implemented effectively</li> <li>• Policy and legislative compliance</li> <li>• Timely and accurate reports</li> <li>• Service areas and TMO operates effectively</li> </ul>
<p><b>Patient care</b></p> <ul style="list-style-type: none"> <li>• Assess patient/clients medical and nutritional status and plan special diet and specialised nutrition support</li> <li>• Counsel patient/client about their lifestyle and eating habits</li> <li>• Provide nutritional information to the food industry and community groups to promote healthy living</li> <li>• Conduct follow-up appointments to reassess medical and nutritional status</li> <li>• Educate patient/client, families and communities on the role of food in disease management and how to make healthier choices</li> <li>• Work collaboratively with clinicians to prepare appropriate interventions</li> </ul>	<ul style="list-style-type: none"> <li>• Diets and meal plans are designed according to patient/client needs and preference</li> <li>• Quality counselling services provided</li> <li>• Food sector stakeholders and communities receive accurate advice and up-to-date information</li> <li>• Follow-up appointments contribute to improved patient/client care</li> <li>• Patients, families and communities are well informed to make healthier choices</li> <li>• Integrated patient/client care</li> </ul>
<p><b>Quality care</b></p> <ul style="list-style-type: none"> <li>• Implement food and nutrition guidelines</li> <li>• Advise clinicians, allied health and food and nutrition staff on nutritional options to meet patient/client needs</li> <li>• Review medical records and document nutritional-related treatment plans in the patient information system</li> <li>• Monitor and evaluate patient/client progress with individual meal plans</li> <li>• Report unusual findings/results to the clinician as soon as possible</li> <li>• Evaluate psychosocial and behavioural factors affecting food access and preparation</li> <li>• Stay abreast with developments in the food and nutrition field</li> </ul>	<ul style="list-style-type: none"> <li>• Food and nutrition guidelines implemented effectively</li> <li>• Meal plans (inpatient menus) are specific and customised</li> <li>• Patient/client records are up-to-date</li> <li>• Patients/clients adhere to customised meal plans</li> <li>• Prompt notification to clinicians for intervention</li> <li>• Targeted interventions developed to meet individual needs</li> <li>• Advice and work performance continuously improved</li> </ul>

<b>Teamwork</b> <ul style="list-style-type: none"> <li>• Demonstrate the Public Service and TMO values and contribute to positive team culture</li> <li>• Participate in relevant training and professional development</li> <li>• Contribute to the division's goals with great ideas and excellent performance</li> <li>• Complete performance appraisals in a timely manner and continuously improve work performance</li> </ul>	<ul style="list-style-type: none"> <li>• Public Service and TMO values practised</li> <li>• Training improves performance</li> <li>• Division achieves its targets</li> <li>• Excellent performance</li> </ul>
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## WORK COMPLEXITY

Indicate most challenging problem solving duties typically undertaken (3-4 examples):

1	Ensuring patients/clients are able to adhere to their meal plans
2	Conduct research on healthy food and eating patterns suitable to local context
3	Able to assess nutrition needs and provide solutions for individuals or patients

## AUTHORITY

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. (Explain the authority if any)

<b>Financial</b>	Nil
<b>Staff</b>	Nil
<b>Contractual</b>	Nil

## FUNCTIONAL RELATIONSHIPS

The requirement for human relations skills in dealing with other personnel and external contacts. (List the external and internal types of functional relationships)

Internal	Nature of Contact	External	Nature of Contact
TMO Executive and CMO Clinicians, allied health and general support staff Public health staff	Service delivery, training, reporting ( <i>Medium</i> ) Patient/individual menu plans, reporting ( <i>Medium</i> ) Promotional and educational community programmes ( <i>Light</i> )	Patient/client, communities and visiting specialists Allied Health Council Govt. Agencies & Development Partners	Treatment/meal plans, nutritional information ( <i>Interact/Serve</i> ) Registration, review and investigation ( <i>Incidental</i> ) Reporting, planning, nutrition programmes ( <i>Incidental</i> )

## QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

Essential: (least qualification to be competent)	Desirable: (other qualifications for job)
<ul style="list-style-type: none"> <li>• Bachelor of Science (Food Science and Nutrition) or equivalent</li> <li>• Current Annual Practising Licence</li> </ul>	<ul style="list-style-type: none"> <li>• Post graduate qualification in Dietetics or Nutrition</li> </ul>

## EXPERIENCE

Essential: (least number of years to be competent)	Desirable: (target number of years you are looking for)
<ul style="list-style-type: none"> <li>• Minimum five years' experience working as a clinical dietician in hospital settings</li> </ul>	<ul style="list-style-type: none"> <li>• Over five years' experience working as a clinical dietician in hospital settings</li> </ul>

## KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
<b>Expert</b>	<ul style="list-style-type: none"> <li>• TMO food and hygiene guidelines</li> <li>• Food and nutrients, including nutrients needed for human health</li> <li>• Health, nutrition, food preparation techniques and cultural beliefs/behaviours relating to food</li> </ul>
<b>Advanced</b>	<ul style="list-style-type: none"> <li>• Understanding of national legislation: Health Act</li> <li>• Excellent standard of written and spoken English and Cook Islands Maori</li> <li>• Ability to consult and interact with colleagues, doctors, patients, families to obtain critical information to ensure patient care meets standard requirements</li> <li>• Diagnose health problems to a high degree of accuracy</li> <li>• Ability to analyse situations where there may not be sufficient information, apply critical thinking and provide medical solutions</li> <li>• Excellent working relationships with clinicians, nurses and others</li> </ul>
<b>Working</b>	<ul style="list-style-type: none"> <li>• Able to articulate TMO's vision through service delivery</li> <li>• Excellent interpersonal, communication and accurate reporting writing skills</li> <li>• Ability to undertake research to find information not easily available</li> <li>• Up to date with food and nutrition trends and practices</li> <li>• Proficient user of Microsoft office and information systems</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• Population health trends and issues in the Cook Islands</li> <li>• Knowledge of relevant advice/practice for nutrition-related disorders</li> </ul>

## CHANGE TO JOB DESCRIPTION

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

### Approved:

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Secretary of Health

\_\_\_\_\_

Date

\_\_\_\_\_

Employee

\_\_\_\_\_

Date