

# POSITION DESCRIPTION / PERFORMANCE EVALUATION

Job Title: Registered Dietitian  
 Prepared by: \_\_\_\_\_  
 Date: \_\_\_\_\_

Supervised by: Clinical Nutrition Manager  
 Approved by: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Job Summary:** Plans and delivers nutritional care to patients according to the physicians' diagnoses. Performs as a member of the multidisciplinary care team. Screens newly admitted patients to identify those at nutritional risk. Supervises Nutritional Services Technicians and other support staff. Exercises independent judgment under the general supervision of the Nutritional Services Director.

**DUTIES AND RESPONSIBILITIES:**

3 = Exceeds Performance                      2 = Expected Performance                      1 = Needs Improvement

**Demonstrates Competency in the Following Areas:**

Approves menus and nutritional supplements provided to patients.	3	2	1
Assesses patients' nutritional status according to established standards.	3	2	1
Obtains necessary information from the medical record to determine patient's nutritional status.	3	2	1
Develops nutritional care plans for patients of any age including neonate, child, adolescent, geriatric and terminally ill patients.	3	2	1
Develops nutritional care plans based on the cultural orientation of the patient.	3	2	1
Evaluates the results of nutritional intervention on the patient's nutritional status to determine the need to revise the nutritional care plan.	3	2	1
Improves patient's nutritional status by consulting with physician on appropriate nutritional interventions.	3	2	1
Assists in developing and implementing patient nutrition care programs and ensures consistency of programs.	3	2	1
Interacts professionally with patient/family. Provides nutritional teaching and counseling to patient/family in making desired changes in eating habits.	3	2	1
Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors. Supports and maintains a culture of safety and quality.	3	2	1
Provides food-drug interrelationship information to physician.	3	2	1
Supervises Nutritional Services Technician in conducting nutritional screening and providing nutritional care to patients who are at low or moderate nutritional risk.	3	2	1
Assists in orienting and inservicing new employees to department.	3	2	1
Maintains a good working relationship both within the department and with other departments.	3	2	1
Documentation meets current standards and policies.	3	2	1
Conducts inservice as requested to hospital staff and the community.	3	2	1
Treats patients and their families with respect and dignity.	3	2	1

SUBJECT: NUTRITIONAL ASSESSMENT OF PATIENTS BY THE REGISTERED DIETITIAN	REFERENCE #7009
DEPARTMENT: NUTRITIONAL SERVICES	PAGE: 1 OF: 3
APPROVED BY:	EFFECTIVE: REVISED:

**PURPOSE:**

To evaluate the nutrition needs of individuals based upon appropriate biochemical, anthropometric, physical and dietary data. To recommend appropriate nutrition intake, including caloric supplements, modified diets, enteral and parenteral nutrition. To monitor and document the progress and effectiveness of nutritional intervention.

**POLICY:**

The Registered Dietitian shall complete a nutritional assessment within 48 hours of admission for patients initially screened as having moderate or high nutritional risk.

**MATERIALS:**

- Interdisciplinary Admission Assessment Form
- Nutritional Assessment Form
- Medical Record

**NUTRITIONAL ASSESSMENTS:**

- Nutritional assessments are completed on all patients who have been screened as having moderate or high nutritional risk. The objectives of nutritional assessments done on all specified patients are to:
  - Identify those patients having nutrition-related problems
  - Identify those patients whose primary diagnosis was caused by a nutritional problem
  - Identify those patients whose acute conditions can be alleviated in part by nutritional modes of therapy
  - Identify those patients with chronic nutritionally related problems
  - Identify those patients who have had problems with chronic diarrhea, constipation, indigestion or heartburn in the past month
  - Communicate nutritional observations of concern to other healthcare members

SUBJECT: NUTRITIONAL PLAN OF CARE	REFERENCE #7015
DEPARTMENT: NUTRITIONAL SERVICES	PAGE: 1 OF: 2
APPROVED BY:	EFFECTIVE: REVISED:

**POLICY:**

\_\_\_\_\_ Hospital shall ensure that a plan for nutrition therapy is developed in a multidisciplinary format and implemented for all patients determined to be at nutritional risk.

**PROCEDURE:**

- Based on the results of the nutritional screening, assessment and results of diagnostic tests, the Registered Dietitian will formulate a plan for nutrition therapy in collaboration with other disciplines as appropriate. All patients assessed as having moderate to high nutritional risk will have an individualized plan of care. The exception will be the patient of good nutritional status with good oral intake.
- The plan for nutrition therapy will be entered in the computer (or documented in the medical record) within 48 hours of the patient’s admission. After collaborating with Nursing, Social Service, Pharmacy and physicians as appropriate, the Registered Dietitian will develop the plan of care that is individualized for each patient’s needs.
- The therapeutic diet must be prescribed and authenticated by the practitioner(s) responsible for the care of the patient.
- The planning for care, treatment and services will include the following:
  - Care planning is based on data collected from patient assessments with integration of those assessment findings in the care planning process.
  - Developing a plan for care, treatment and services that includes patient care goals that are reasonable and measurable.
  - The needs of the patient, goals, time frames, required services and the service settings are critical considerations in determining the plan for care.
  - Regularly reviewing and revising the plan for care, treatment and services.
  - Determining how the planned care, treatment and services will be provided.
  - Documenting the plan for care, treatment and services.

SUBJECT: MEAL SERVICE TO PATIENTS	REFERENCE #7102
DEPARTMENT: NUTRITIONAL SERVICES	PAGE: 1 OF: 2
APPROVED BY:	EFFECTIVE: REVISED:

**POLICY:**

- There is close communication between the nursing staff, the Nutritional Services Director and the Registered Dietitian, so any problems concerning the patient food service may be quickly and easily solved.
- All diet orders, as prescribed by the physician, are given to the Nutritional Services Department in writing by the Nursing Services Department. The physician's diet order must be recorded in the patient's medical record before the diet can be served.
- Tray service is used for all patients.
- Trays are identified by menus (for selected, regular and all modified diets) and cards (for patients who have not selected their own menu), are marked with the patient's name, room and bed number and placed on each tray.
- Trays are assembled according to accompanying menu in the Nutritional Services Department, placed on carts and delivered to the patient care units by Nutritional Services staff. Nursing Services Department delivers the trays to the patients.
- When patients have completed the meal, trays are picked up by the nursing staff, put on carts used for soiled trays and the carts are returned to Nutritional Services staff.
- Any special food request made by patients during mealtime will be called to the Nutritional Services Department by the nursing staff. The Nutritional Services Department is responsible for delivering it to the patient care unit.
- Relatives or friends of patients on modified diets are not permitted to bring food or beverages to patients without permission of the nursing staff. The Nursing Services Department will check with the Registered Dietitian to see if the food is allowed on the specific diet.
- Alternatives or changes in a patient's diet are recorded in the patient's medical record by the physician and the nursing Kardex by the nurses. The diet change is called into the Nutritional Services Department and recorded accordingly.
- Disposable items are used entirely for isolation trays.

SUBJECT: NUTRITIONAL SERVICES GUIDELINES FOR NURSING SERVICES	REFERENCE #7106
DEPARTMENT: NUTRITIONAL SERVICES	PAGE: 1 OF: 3
APPROVED BY:	EFFECTIVE: REVISED:

**PURPOSE:**

- To supply nursing staff with a guide of procedures by the Nutritional Services Department.
- To specify the proper means of communicating information from the patient care units to the Nutritional Services Department.

**POLICY:**

- Diet Orders:
  - Diet orders will be collected from each nursing station by the Nutritional Services Department at \_\_\_\_\_ AM for breakfast using the Diet List.
  - For lunch and dinner, the second copy of the Diet List will be used.
  - Once a diet is ordered, this order will prevail until a change of diet is received. A canceled diet will not be served until reordered. It is best to send the diet order prior to the meal that it is to take effect. If the order is late for some reason, you may call Extension \_\_\_\_\_, Nutritional Services Department, but make sure the order is written in the diet changes for the next meal.
  - The diet orders or changes are major sources of communication between the Nutritional Services and Nursing Departments and it is imperative that accurate information is transmitted. Information should include the following:
    - Room and bed number, patient's name (last and then first), then the diet order. When calling a diet order, please state in this order, as it is easier to copy onto the diet sheet.
  - Note changes for lunch and dinner diet on the Diet List. This form will be picked up at \_\_\_\_\_ AM for lunch and \_\_\_\_\_ PM for dinner. Reasons for diet changes include:
    - Discharge
    - Transfer
    - New Admission