

PART I	DEPARTMENT OF PERSONNEL SERVICES	6.652
	STATE OF HAWAII	6.654
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Class Specifications
for the

DIETITIAN SERIES

Series Definition:

This series includes all classes, the duties of which are to administer, supervise and/or perform professional and scientific dietetic work in a hospital or other similar institution, involving planning and directing the preparation and service of modified and therapeutic, as well as regular, diets. The primary characteristic of positions in this series is the application of full professional knowledge of dietetics directed toward the maintenance and improvement of human health and prevention of diet related illness in a clinic or institution primarily concerned with health services.

The work of all Dietitians in this series includes assessing nutritional needs of individuals and groups and developing therapeutic diet plans, and/or overseeing such work. The work may also include food service management.

The class levels in this series are determined on the basis of significant differences in the characteristics of assigned duties and level of responsibility. Those differences related primarily to variations in the following factors: nature and variety of work; nature of supervisory control exercised over the work; nature and scope of recommendations, decisions, commitments and conclusions; nature and extent of supervisory controls exercised over the work of other employees; managerial responsibilities; and knowledge and abilities required.

This is an amendment to the class specifications for the DIETITIAN SERIES approved on April 6, 1967 and the first class specifications for the new classes DIETITIAN IV & V.

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Director of Personnel Services

DIETITIAN II

6.652

Duties Summary:

Assesses patients' nutritional needs; develops and implements nutritional care plans and therapeutic diets; counsels patients on dietetics; evaluates progress and results and prepares appropriate reports; and performs other related duties as assigned.

Distinguishing Characteristics:

This class involves performance of a variety of professional dietetic assignments under the supervision of a higher level Dietitian in order to gain skill in the application of the knowledge and techniques of the profession to the work activities required in the employing health facility. The work is seldom reviewed while in process, but advice and assistance are available.

Examples of Duties:

Receives assignments designed to enhance professional dietetic training and provide an opportunity to gain practical experience in the performance of the work: interviews patients to obtain background information, diet history including information concerning eating patterns, economic situation, cultural background, and other conditions which influence food preferences and preparation; analyzes the physician's diet prescription (which is expressed in general terms) and information from the medical records; studies reference materials including hospital and dietary department operational policies and procedures, diet manual, menu patterns, nutritional standards, professional literature and medical reference material; considers such factors as the type of diet prescribed, socio-economic and religious background, personal preferences of the patient, capabilities of the food production and service units, possible side effects of medication, and information on the prognosis, medication and treatment methods of common diseases and their relationship to diets; develops nutritional care plan based on analysis of all data obtained; monitors the patient's progress, updates the plan/modifies diet as necessary; may participate with the health team on clinical rounds; may

advise and inform the multi disciplinary health team about the patient's diet and progress; investigates patient's complaints about diet/food; instructs patients and their families concerning the diet plan; makes entries in medical records, and prepares reports.

As assigned or required: coordinates diet therapy and education activities and plans, schedules, conducts and evaluates training programs in nutrition and dietetics for patients, families, and hospital staff, either individually or in groups, concerning nutrition of specific patients, as it relates to particular diseases, or to nutrition in general.

Receives on-the-job training and experience in: applying the techniques of recipe standardization and portion control; the operation and care of equipment; consolidating food orders; maintaining records of food costs and consumption rates; estimating raw food requirements and preparing requisitions for purchases; supervising food preparation and food service activities of nonprofessional employees; preparing work schedules for nonprofessional employees; and checking the accuracy of diet trays before serving.

Knowledge and Abilities Required:

Knowledge of: Dietetic principles and practices; principles of human nutrition; food preparation, purchasing, storage and supply; the quality, grades and costs of foods.

Ability to: Learn to apply the principles of dietetics to all types of clients and in accordance with agency policies; instruct patients in the requirements of diets; acquire the skill and judgment necessary to supervise food preparation and food service operations; instruct others in nutrition and dietetics; maintain accurate records.

DIETITIAN III

6.654

Duties Summary:

Provides responsible professional dietetic services to individual patients encompassing all areas of dietetics; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is characterized by responsibility for independently performing the full range of professional dietetic activities in an institution. A position in this class works under the general supervision of a higher level Dietitian who is responsible for the technical and administrative functions of the unit.

A position in this class is responsible for assessing the nutritional needs of patients, preparing nutritional care plans and formulating therapeutic diets, instructing patients on diet restrictions and allowances, and preparing special and therapeutic menus. In addition, a position in this class may order food, oversee food preparation and meal service, and assign and review the work of food service personnel.

Examples of Duties:

Interviews patients to obtain background information, diet history including information concerning eating patterns, economic situation, cultural background, and other conditions which influence food preferences and preparation; analyzes the physician's diet prescription (which is expressed in general terms) and information from the medical records; reviews, as applicable, reference materials including hospital and dietary department operational policies and procedures, diet manual, menu patterns, nutritional standards, professional literature and medical reference material; considers such factors as the type of diet prescribed, socio-economic and religious background, personal preferences of the patient, capabilities of the food production and service units, possible side effects of medication, and information on the prognosis, medication and treatment methods of common diseases and their relationship to diets; develops nutritional care plan based on analysis of all data obtained; monitors the patient's progress, updates the plan/modifies diet as necessary; participates with the health team on clinical rounds; advises and informs the multi disciplinary health team about the patient's diet and progress; investigates patient's complaints about diet/food; instructs patients and their families concerning the diet plan; makes entries in medical records, and prepares reports.

As assigned or required: coordinates diet therapy and education activities and plans, schedules, conducts and evaluates

training programs in nutrition and dietetics for patients, families, and hospital staff, either individually or in groups, concerning specific patients, as they relate to particular diseases, or to nutrition in general; develops menus, within the framework of established policies; applies the techniques of recipe standardization and portion control; oversees the operation and care of equipment; consolidates food orders; maintains records of food costs and consumption rates; estimates raw food requirements and prepares requisitions for purchases; food preparation and food service activities of nonprofessional employees; prepares work schedules for nonprofessional employees; and checks the accuracy of diet trays before serving.

Knowledge and Abilities Required:

Knowledge of: Dietetic principles and practices; principles of human nutrition; basic educational principles and teaching methods; methods and techniques of instructing and motivating patients of varying backgrounds; and, for some positions, meal planning, the quality, grades and costs of foods; food preparation, purchasing, storage and supply; kitchen management, including health and safety requirements.

Ability to: Plan therapeutic diets in accordance with medical requirements; maintain effective working relationships with others; maintain records and prepare operational reports; instruct patients in the requirements of diets; interpret, evaluate, reconcile and apply available guide materials; devise instructional and informational materials; keep abreast of new trends in the field of nutrition and diet therapy, and, for some positions, estimate food requirements for large groups; demonstrate and instruct in the preparation of foods; arrange work schedules and supervise the work of others; develop and standardize recipes and convert them to quantity requirements.

DIETITIAN IV

6.655

Duties Summary:

Provides professional dietetic services to individual patients and manages the operations of a food services program of a hospital or similar institution; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by its independent responsibility as the only Dietitian of a hospital or similar institution, providing all dietetic services and managing food services operations under the direction of a hospital manager. The work includes developing nutritional care plans for individual patients, preparing the master menu and regular and special diets, and planning and managing the food services operations. Subordinate staff is primarily engaged in carrying out food preparation and service functions.

The work is performed under general direction of a hospital manager and is reviewed for conformance with overall program objectives and hospital policies.

Examples of Duties:

Interviews patients to obtain background information, diet history including information concerning eating patterns, economic situation, cultural background, and other conditions which influence food preferences and preparation; analyzes the physician's diet prescription (which is expressed in general terms) and information from the medical records; reviews reference material including nutritional standards, professional literature and medical reference material as necessary; considers such factors as the type of diet prescribed, socio-economic and religious background, personal preferences of the patient, capabilities of the food production and service units, possible side effects of medication, and information on the prognosis, medication and treatment methods of common diseases and their relationship to diets; develops a nutritional care plan based on analysis of all data obtained; monitors the patient's progress, updates the plan/modifies the diet as necessary; investigates patient's and staff complaints on food serviced and devises means of getting patients to increase food intake; participates with the health team on clinical rounds; advises and informs the multi disciplinary health team about the patient's diet and progress; investigates patient's and staff's complaints about diets/food; instructs patients and their families concerning the diet plan; makes entries in medical records, and prepares reports; plans, coordinates and implements diet therapy and education activities and plans, schedules, and conducts training programs in nutrition and dietetics for patients, families, and hospital staff, either individually or in groups, concerning specific patients, as they

relate to particular diseases, or to nutrition in general; prepares the regular diet menu for the hospital based on nutritional considerations, availability and cost of foods, staffing required for preparation and service, and preferences of patient population; plans cycle menus; makes estimates and prepares standard modification and therapeutic menus; applies the techniques of recipe standardization and portion control; directs employees in the operation and maintenance of equipment; consolidates food orders; maintains records of food costs and consumption rates; determines raw food requirements and prepares requisitions for purchases; supervises the receipt and storage of food preparation and food service activities of nonprofessional employees and ensures that standards of quality and sanitation are maintained; prepares work schedules for and makes assignments to employees; trains and supervises subordinates; approves time sheets; initiates action for disciplinary action, grievance, hiring, reassignments, promotions, etc.; makes sanitary and safety inspections and takes corrective action; develops department policies, procedures and guidelines; prepares informational handbooks and manuals; checks the accuracy of diet trays before serving; coordinates the dietary service with other hospital departments; provides dietary consultation services to other agencies as needed; performs short and long range planning for the dietary service; prepares budget estimates for food, supplies, equipment and personnel.

Knowledge and Abilities Required:

Knowledge of: Dietetic principles and practices; principles of human nutrition; food preparation, purchasing, storage and supply; meal planning; kitchen management, including health and safety requirements; methods and techniques of instructing and motivating patients of varying backgrounds; the quality, grades and costs of foods; principles and practices of training employees; principles and practices of supervision and the planning and organizing of food service operations.

Ability to: Plan therapeutic diets in accordance with medical requirements; estimate food requirements for large groups; direct the preparation of regular and special diet foods; arrange work schedules and supervise the work of others; maintain effective working relationships with others; maintain records and prepare operational reports; develop and standardize recipes and convert them to quantity requirements; maintain food and cost control; instruct patients in the requirements of diets;

interpret, evaluate, reconcile and apply available guide material; devise instructional and informational material; keep abreast of new trends in the fields of nutrition and diet therapy.

DIETITIAN V

6.656

Duties Summary:

Plans, organizes, coordinates and directs the dietetic and food services operations of a hospital or similar institution; and performs other related duties as assigned.

Distinguishing Characteristics:

This class involves responsibility for managing all dietetic services and food services operations in a hospital or similar institution under the direction of a hospital manager. The work includes overseeing the preparation of nutritional care plans for individual patients and regular and special diets, and planning and managing the food services operations.

Supervision is exercised over a significant staff of professional and sub-professional subordinates engaged in carrying out the dietetic and food service activities.

The work is performed under general direction of a hospital manager and is reviewed for conformance with overall program objectives and hospital policies.

Examples of Duties:

Supervises the preparation of nutritional care plans and therapeutic menus; oversees the provision of nutrition/dietary education to patients, families and institutional staff; investigates patient's and staff complaints on food served; prepares the regular diet menu for the hospital based on nutritional considerations, availability and cost of foods, staffing required for preparation and service, and preferences of patient population; plans cycle menus; maintains records of food costs and consumption rates; determines raw food requirements and prepares requisitions for purchases; supervises the receipt and storage of food and food preparation and food service activities of nonprofessional employees and ensures that standards of

quality and sanitation are maintained; trains and supervises subordinates; approves time sheets, work schedules; initiates action for disciplinary action, grievance, hiring, reassignments, promotions, etc.; makes sanitary and safety inspections and takes corrective action; develops department policies, procedures and guidelines; prepares informational handbooks and manuals; coordinates the dietary service with other hospital departments; investigates staff complaints about dietary service; provides dietary consultation services to other agencies as needed; performs short and long range planning for the dietary service; prepares budget estimates for food, supplies, equipment and personnel.

Knowledge and Abilities Required:

Knowledge of: Dietetic principles and practices; principles of human nutrition; food preparation, purchasing, storage and supply; meal planning; kitchen management, including health and safety requirements; the quality, grades and costs of foods; principles and practices of training employees; principles and practices of supervision and the planning and organizing of dietetic and food service operations.

Ability to: Supervise the planning of therapeutic diets in accordance with medical requirements; estimate food requirements for large groups; direct the preparation of regular and special diet foods; arrange work schedules and supervise the work of others; maintain effective working relationships with others; maintain records and prepare operational reports; develop and standardize recipes and convert them to quantity requirements; maintain food and cost control; interpret, evaluate, reconcile and apply available guide material; devise instructional and informational material; keep abreast of new trends in the fields of nutrition and diet therapy.