



POSITION DESCRIPTION

CKD Registered Dietitian

Reports to: CKD Program Manager

Position Status: Exempt

Supervises: No One

Effective Date: 6.27.19

GENERAL SUMMARY

The CKD Registered Dietitian is responsible to the CKD Program Manager for group and individual nutrition/fitness education and services to CKD patients. The CKD Dietician will focus on growing the program and updating curricula and educational materials related to CKD nutrition. This position will perform outreach/education to area Nephrologists, healthcare providers, individuals impacted by CKD, and the lay public.

DUTIES AND RESPONSIBILITIES

1. Conduct healthy lifestyle education classes and individual sessions for CKD patients and their families/caregivers focusing on cardiovascular and kidney health alongside exercise and wellness.
2. Develop and maintain relationships with providers outside NKC, including nephrology offices, transplant centers, hospitals and other agencies to promote and facilitate access to nutrition education and services for CKD patients.
3. Give presentations and/or provide public speaking for community groups, agencies, NKC staff or other healthcare providers on CKD nutrition and fitness topics as assigned.
4. Participate in curriculum development, implementation, and evaluation of materials and programs for patient nutrition education.
5. Review data and share findings related to CKD Nutrition services provided.
6. Remain current on the Rules and Regulations of the Medicare ESRD Program as it pertains to the provision of nutrition and fitness; keep informed of current nutrition professional standards and practices especially those involving CKD state of the art practices and programs.
7. Perform CKD operational support duties alongside the CKD Program Assistant as directed by the CKD Manager such as referral processing, patient scheduling, and preparing class materials.
8. Responsible for continuous review to improve personal work process with everyday Kaizen's (continuous quality improvement).
9. Other duties as assigned.

SUPERVISION and COORDINATION

This position does not supervise anyone.

EXTERNAL CONTACTS

The position has contacts with patients, families, caregivers, physicians, caseworkers, nutrition professional associations, community service organization representatives and other health care organizations, and academic institutions.

JOB CONDITIONS

1. Must be able to communicate effectively in English on the telephone, in writing, and in person.
2. Must be able to use a computer keyboard, mouse, and pull-down windows in an efficient manner. Must be able to demonstrate use of appropriate software after training. Proficiency with MS Word, PowerPoint, Access, and Excel is preferred.
3. Duties and responsibilities are performed in office, clinical dialysis unit, physician offices, other healthcare organizations, and other community settings.
4. Physical activities require the ability to write, talk, hear, keyboard.
5. The position requires visual acuity to read and write.
6. May require lifting/carrying/pushing/pulling of up to 25 pounds.
7. This position requires Washington driver's license, car and a WA RD license; regular travel to other NKC facilities is required as well as occasional travel to non-NKC facilities.
7. Must be able to teach and make public presentations.

CUSTOMER SERVICE STANDARDS

Staff is responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; show courtesy; recognize customer's needs; respect privacy.
2. **CONCERN:** Listen to customers; express appreciation, be non-judgmental; take responsibility.
3. **CONFIDENCE:** Show a positive attitude; take personal initiative; inform; educate and reassure; provide prompt follow-up.
4. **CONDUCT:** Hold appropriate conversations; maintain a professional appearance; establish teamwork; show professional competency.

EDUCATION AND EXPERIENCE

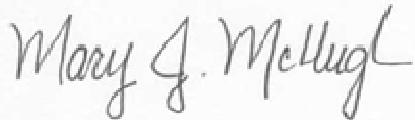
The CKD Registered Dietitian must have a Bachelor's degree and must be a registered dietitian with the Commission of Dietetic Registration.

A minimum of one year prior professional experience in clinical nutrition as a registered dietitian is preferred.

The CKD Registered Dietitian must demonstrate competency in clinical practice, adult education, interpersonal communication skills and leadership.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.

REVIEW AND APPROVAL

A handwritten signature in black ink that reads "Mary J. McHugh".

Vice President, Administrative Operations
and External Relations

6.27.19

Date

A handwritten signature in black ink that reads "Robert P. Papp".

Vice President of Human Resources
& Chief HR Officer

6.27.19

Date