



## **POSITION DESCRIPTION**

### **Registered Dietitian – Home Programs Lead**

Reports to: Nutrition & Fitness Services Manager

Position Status: Non-exempt

Supervises: Department Staff

Effective Date: 3/29/21

### **GENERAL SUMMARY**

The Registered Dietitian Home Programs Lead is responsible to the Nutrition and Fitness Services Manager for the described role of Registered Dietitian (see full Registered Dietitian job description) which includes therapeutic nutrition and nutrition and fitness education of NKC patients, families, caregivers, staff and the public. The registered dietitian is a part of the interdisciplinary team (IDT), and is responsible for providing each patient with an individualized and comprehensive assessment of his or her nutritional needs, developing a plan of care in accord with Conditions of Coverage. The RD evaluates the patient's nutritional status, using the comprehensive assessment to develop and implement the patient's treatment plan and appropriate quality care.

The RD is a part of the Quality Assessment Performance Improvement Team, (QA/PI), and participates in evaluating trends, making recommendations, and following through to achieve improved patient care. The Lead position also includes additional responsibility for supervising Departmental staff in the absence of the Nutrition and Fitness Manager or by direction of the Manager. The Home Programs Lead maintains good communication and discussion with the Lead Registered Dietitian, coordinating processes, but focusing mainly on the differing needs of home dialysis patients and the RDs providing their nutritional care. Additionally, the Home Programs Lead maintains responsibility for Departmental staff training, coordination of nutrition care provided to home dialysis patients, student program home modality training, significant public speaking, as well as representation on various committees affecting the work and role of the Dietitian working with home programs within NKC.

### **DUTIES AND RESPONSIBILITIES**

In addition to Registered Dietitian position duties, the Lead will also:

1. Create, manage, update, and maintain accuracy of home modality nutrition training materials, forms and templates utilized by department staff and nutrition students.

2. Prepare training materials and provide training to all new Registered Dietitian employees as well as on-going mentorship of RD staff about Home Program nutrition issues.
3. Work directly with the Manager to maintain knowledge of current CMS practice standards and maintain appropriate nutrition documentation materials to remain in compliance with said standards.
4. Participate in NKC Team Meetings regarding ongoing medical documentation and long-term organizational planning as it relates to home programs.
5. Facilitate and perform special projects at the direction of the Manager.
6. Performs other duties and responsibilities as may be required.

### **SUPERVISION AND COORDINATION**

1. Supervises Nutrition Students.
2. The position does not regularly supervise other department staff but may do so upon the direction of the Nutrition Services Manager.
3. Coordinates provision of care of home patients with Nutrition Services Coordinator, other RD's, MSWs, care managers, nursing home staff; and physicians.

### **EXTERNAL CONTACTS**

The position has contacts with physicians, caseworkers, patients, and patient families, community service organization representatives, skilled nursing facilities, dietetic internship programs and other health care organizations. Perform public relations tasks, clarify information and deal with problems and to represent NKC Nutrition Services to other organizations.

### **DECISIONS**

The position is responsible to the Nutrition and Fitness Manager for decision-making required for nutrition and fitness department manager when manager is absent.

### **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 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**



3/29/21  
Date



Vice President of Human Resources  
& Chief HR Officer

3/29/21  
Date