

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

	RPA #	Position Control Approval: cm	Date: 10/14/2025
Employee Name	Division Hospital Administrator		
Position No / Agency-Unit-Class-Serial 455-548-2168-XXX	Unit Nutrition Services		
Class Title Pre-Registered Dietitian	Location Atascadero State Hospital		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R19	Work Week Group 2	Class Ranges

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under the supervision of a Registered Dietitian, performs duties in compliance with the California (B & P) Code section 2585-2586. Assists to provide Medical Nutrition Therapy (MNT) including nutrition assessments, develops and implements nutritional care plans, and provides education for clients/patients in a state facility according to Hospital and Nutrition Services Policies/Procedures/Standards of Care. Participates as a member of the interdisciplinary team.

50%	<p>Under the supervision of a Registered Dietitian, Nutrition Assessment, Monitoring and Evaluation</p> <ul style="list-style-type: none"> • Completes nutrition assessments utilizing the Nutrition Care Process for each assigned patient. • Attends and consults with members of the treatment and interdisciplinary team. • Initiates a more intensive MNT plan for patients identified at higher nutritional risk. • Addresses weight changes, diet changes and other issues as referred or requested; and those scheduled for nutrition review. • Monitors and evaluates effectiveness of nutrition interventions and outcomes. • Participates in multidisciplinary disease or medication management clinics as assigned. • Provides routine visitation at least weekly to assigned units. Assists in identifying potential referrals. • Observes meal service and consumption for assigned units at least monthly and more frequently as needed to assess and monitor nutritional status. Includes on-unit observation for patients fed long-term on units and short-term cases as needed. • Maintains current patient profile information on assigned patients. Includes weights, current diet, special instructions, food preferences, and allergies/intolerances.
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	<ul style="list-style-type: none"> • Assists and advises clinical personnel on specific nutritional needs of patients and interprets prescription for special MNT diets. • Applies evidence-based practice to provide nutrition services in compliance with regulatory standards.
20%	<p>Under the supervision of a Registered Dietitian, Nutrition Therapy Plan Implementation</p> <ul style="list-style-type: none"> • Implements nutrition interventions in collaboration with the treatment/interdisciplinary team. This includes diet modifications; food/drug, and nutrition education and counseling; and coordination of care. • Communicates to Nutrition Services staff and monitors the individualized patient meal/nourishment plans. • Provides consultation to unit staff and patients as problems or questions arise regarding MNT. Examples: providing input for the treatment/interdisciplinary team regarding the patient’s nutritional status, progress, and level of functioning in nutrition related skills; attending the Treatment Planning Conference per request or priority; reviewing nursing care plans and team conference reports for nutritional relevancy; and providing feedback to unit management when needed. • Participates in department meetings, professional practice groups and hospital committees.
15%	<p>Under the supervision of a Registered Dietitian, Performance Improvement/Resource and Training Functions</p> <ul style="list-style-type: none"> • Implements facility goals and objectives including Continuous Quality Improvement/Performance Improvement (PI) activities; maintains active membership as directed on department and/or hospital committees. • Evaluates activities pertaining to work assignment and makes recommendations for work improvement. This to include, as assigned, managing an area of clinical responsibility (e.g., diet menu analysis, new products, clinical forms, etc.), participating in clinical project planning and implementation (e.g., Diet Manual updates) and act as the diet office liaison. • As directed, assists in the orientation of new staff; provides training to Nutrition Services and other hospital staff (e.g., Food Sanitation and Safety, Diet Manual updates). • Liaisons with assigned programs and departments in providing and receiving information relevant to Nutrition Services and resolving PI issues. • Maintain competence in diet office functions. • Completes other duties as assigned for operational needs.
10%	<p>Under the supervision of a Registered Dietitian, Plans and Provides Nutrition Group Education</p> <ul style="list-style-type: none"> • Develops lesson plans, curriculum and maintains current and appropriate education materials. • Delivers group education opportunities for patients and ancillary staff.

<p>5%</p>	<p>Under the supervision of a Registered Dietitian, Plans and Provides Nutrition Group Education</p> <ul style="list-style-type: none"> • Develops lesson plans, curriculum and maintains current and appropriate education materials. • Delivers group education opportunities for patients and ancillary staff. <p>Safety/Security/ Infection Control/Emergency Response</p> <ul style="list-style-type: none"> • Conducts self with professionalism and maintains requirements in safety, security, infection control, emergency response, and a non-hostile work environment. Examples: Adheres to infection control and health/hygiene standards, e.g., hand hygiene, no smoking/tobacco/etc. on grounds, personal hygiene, dress code. Standard universal precautions, reports infectious/communicable diseases, completes annual health review in birth month. Follows established food safety procedures when assisting with food production/service for inspections, emergencies, etc. Visually inspects work area for safety alerts and immediately reports hazards; submits work order if needed; follows body ergonomics; uses equipment safely; uses chemicals and equipment per SDS (Safety Data Sheets); informs supervisor immediately when involved in a major or minor injury/accident; follows procedures for the control of contraband and reports missing contraband immediately; maintains secure work area; reports & documents patient adverse behavior; adheres to relationship security requirements; responds appropriately in red light emergencies, shakedowns, or interruption of routine operations; reports to work as scheduled or directed during hospital or community emergencies/implements role/participates in alternate feeding plans; maintains a non-disruptive, non-hostile work environment; follows requirements in nondiscrimination, sexual harassment prevention, patient rights, abuse prevention, codes of conduct, treatment of others with professionalism, respect, and courtesy.
<p>Other Information</p>	<p>Supervision Received: Supervised by the Dietetics Assistant Director or employee assigned to act in his/her capacity.</p> <p>Supervision Exercised: Provide direction in the provision of nutrition services during an emergency.</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>KNOWLEDGE OF: Principles, practices and theories of nutrition and dietetics; including MNT; methods of planning, preparing, and serving food to a large number of persons; and special dietary requirements of mentally or developmentally disabled persons.</p> <p>ABILITY TO: Apply the principles and practices of nutrition and dietetics; including MNT; assess</p>

nutritional status and develop nutrition care plans; communicate nutritional data to the written record and to the health care team; explain dietetic requirements to clients/patients, staff, and others; keep records and prepare reports; analyze situations accurately and adopt an effective course of action.

REQUIRED COMPETENCIES

ANNUAL HEALTH REVIEW

All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards.

CPR

Maintain current certification as indicated by local facility.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

DIVERSITY, EQUITY, AND INCLUSION

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY

Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

SITE SPECIFIC COMPETENCIES

- Assess nutritional status for the adult or geriatric male.
- Provide for and monitor age-related nutritional needs.

- Applies and demonstrates knowledge of correct methods in providing nutrition education and counseling to patients.
- Effectively interfaces with the interdisciplinary treatment team while providing consultation to develop and implement the MNT treatment plans.

TECHNICAL COMPETENCIES

- Applies knowledge of MNT in a psychiatric setting.
- Applies and demonstrates knowledge in providing drug-nutrient counseling on psychiatric medications.

LICENSE OR CERTIFICATION

Certification of completion of an accredited Dietetic Internship/supervised practice program and eligible to take the Dietitian Registration exam by the Commission on Dietetics Registration of the Academy of Nutrition and Dietetics.

TRAINING CATEGORY - 3

The employee is required to keep current with the completion of all required training.

PHYSICAL DEMANDS – See attached

WORKING CONDITIONS:

Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date

Reviewing Supervisor's Signature

Date

**Physical Requirements of Position
PRE-REGISTERED DIETITIAN (2168)**

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public	X					
With inmate, patients, or clients				X		
With co-workers					X	
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.		X				
26 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting				X		
Standing			X			
Walking			X			
Running	X					
Crawling	X					
Kneeling	X					
Climbing	X					
Squatting	X					
Bending (neck)			X			
Bending (waist)		X				
Twisting (neck)			X			
Twisting (waist)		X				
Reaching (above shoulder)		X				
Reaching (below shoulder)			X			
Pushing & Pulling			X			
Power Grasping	X					
Handling (holding, light grasping)			X			
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)				X		
Walking on uneven ground		X				
Driving	X					
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals	X					
Working at heights	X					