

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
VETERANS HOME OF CALIFORNIA - REDDING

PART A	
Position No: 578-114-2167-002	Date:
Class: Registered Dietitian	Name:
Under the direction of the Director of Dietetics, the Registered Dietitian completes nutrition assessments and provides Medical Nutrition Therapy (MNT) for all residents; participates as a member of the interdisciplinary team (IDT), and performs other related work. Provider must have a National Provider Identifier (NPI) and Medicare number linked to the Home in order to provide reimbursable MNT services, and other duties as applicable.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
40%	Complete nutrition assessments for assigned residents within specified time frames. Identify risk factors and nutrition-related problems; coordinate and provide MNT for residents; communicate recommendations to appropriate health care team members and monitor response to plan of care. May accept or transmit verbal or electronically transmitted orders from physicians consistent with an established protocol to implement medical nutrition therapy. Order medical laboratory tests related to medical nutrition therapy with established protocols. Complete documentation in a thorough and timely manner; and submit appropriate charge slips for all resident visits in order for Veterans Homes to be reimbursed for services provided.
30%	Provide follow-up care and documentation as needed according to nutritional risk, nutrition care plan (NCP), and IDT meetings. Provide nutrition counseling, diet intervention, and resident education regarding disease/disability management, food-medication interactions, weight management, diabetes management, health promotion, wellness and other education as needed. Provide in-service training for staff and dietetic interns/students as needed. Assist in the establishment and implementation of policies and procedures dealing with nutritional screening, assessment, and therapeutic diets. Establishes menus and recipes based on quarterly cycles and review menu patterns for use by food production personnel; authorizes substitution or modification of diets. Consult with (SNF) Administrator on matters relating to medical nutrition therapy (MNT) issues for licensed care residents.
10%	Work through the computerized database for resident meal planning, recipe and nutrition analysis, inventory, and assist Food Managers with the purchasing of food. Attend and participate in IDT meetings. Participate in department meetings, home committees, review /revision of diet manual, formulation of policies and procedures, and development and accomplishment of goals and objectives of the department.
10%	Monitor compliance of federal/state regulations, complete meal observations, monitor accuracy of tray assembly, and other quality control monitors as assigned to evaluate effectiveness of resident nutritional care and food service. Communicate with appropriate staff any problems, changes, or recommendations found through meal observations; prepare meal patterns for complicated special diets as needed. Attend in-service training classes and regular monthly staff meetings. Comply with all applicable local, state and federal regulations.
Working overtime is a requirement of this position.	
NON-ESSENTIAL FUNCTIONS	
5%	Perform other related duties as required.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Review charts and electronic communications; assess resident's physical appearance.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff, residents, residents' family and visitors.					X
SPEAKING: Communicate with staff, residents, residents' family and visitors in person and via telephone; interact in meetings.					X
WALKING: Within the home to various units; while obtaining charts; to interview residents, residents' family, staff and visitors.				X	
SITTING: Work station; meetings; training; to write in charts.					X
STANDING: Copy documents; review records.		X			
BALANCING:		X			
CONCENTRATING: Complete nutrition assessments, nutrition diagnosis, nutrition intervention, and nutrition monitoring and evaluation.					X
COMPREHENSION: Critical thinking skills, analytical abilities, theories and best available research findings, current accepted dietetics and medical knowledge; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:				X	
LIFTING 10-25 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons, calculator keys and computer keyboard.					X
REACHING: Answer telephone; use a mouse; print documents; retrieve documents from printer.				X	
CARRYING: Transport charts and binders.				X	
CLIMBING:		X			
BENDING AT WAIST: Use copier; access low file drawers.		X			
KNEELING: Access low drawers.		X			
PUSHING OR PULLING: Open and close file drawers.		X			
HANDLING: Sort paperwork; distribute mail.					X
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.		X			
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.					X

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Human Resources signature: _____ Date: _____