

DUTY STATEMENT
DSH3002 (Rev. 04/2026)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date
Employee Name	Division Department of State Hospitals		
Position No / Agency-Unit-Class-Serial	Unit Nutrition Services		
Class Title Registered Dietitian (Safety)	Location Patton		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID 19	Work Week Group: 2	Pay Differential
Other			
Provide medical nutrition therapy utilizing the nutrition care process; complete nutritional assessments through a priority system. Responsible for the development, provision, and coordination of nutrition education in focused areas of wellness, nutrition awareness, self-management, and skill development; active member of the Interdisciplinary Team. Write and plan menus to meet nutritional adequacy and participate in recipe development. Have a specific assigned responsibility in the area of clinical or administrative.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).		
40%	Nutrition Care Complete comprehensive initial and annual nutrition assessments, brief notes, updates, consults, referrals, and discharge summaries within the policies of the department and hospital, The Joint Commission (TJC), and other regulatory agencies. Follow the Nutrition Care Process. Collect and analyze data utilizing evidence-based standards; formulate nutrition diagnosis by identifying the nutrition problem; plan and implement nutrition intervention; formulate goals and determine a plan of action; monitor progress, measure and evaluate outcome indicators; document response to education and intervention. Interpret, develop, and implement modified diet prescriptions. Develop individualized meal plans incorporating patients' prescriptions, allergies, intolerances, and preferences. Enter and analyze patient data using the computer software, Computrition. Generate reports.		
30%	Nutrition Education Develop, coordinate, and conduct nutrition education groups for patients, dietetic interns, nursing staff, physicians, and other health care professionals. Develop education materials, lesson plans, curriculum and audio/visual aids for one-to-one and/or group education for patients on topics such as general health, wellness, drug-nutrient interactions, and specific medical conditions such		

	as Overweight/Obesity, Diabetes, Renal Disease, Hypertension, Hyperlipidemia, and Dysphagia/Swallowing Disorders. Develop, coordinate, and provide multi-discipline nutrition education programs to patients to enhance knowledge and skills for self-management, lifestyle, and behavior changes. Develop, implement, and evaluate food safety education to promote safe food handling during patient activities. Participates in department Hazard Analysis and Critical Control Points (HACCP) training. Evaluate educational need, motivation, and level of understanding. Evaluate the effectiveness of nutrition education. Aggregate and analyze outcome-based data to modify and/or develop new curriculum. Educate Dietetic Interns through preceptorship, teaching, and evaluating supervised practicum work. Provide leadership and consultative services to inter-/intra- departments in developing, coordinating, and implementing nutrition policies and procedures. Participates in hospital-wide functions and activities to promote nutrition health and wellness.
20%	Conduct patient meal observations to determine patient tolerance to diet and assess and evaluate appropriateness of education and intervention. Complete a monthly review of patient meal service and operations, checking for accuracy of therapeutic diets, portion control, food temperatures, and customer service. Provide leadership, technical assistance, and consultative services to other healthcare professionals and support staff on the implementation of nutrition goals and interventions. Write patient menus in collaboration with warehouse, main kitchen, and cafeterias using Computrition. Update time/temperature control for safety (TCS) foods on Form 919. Participate in recipe development and modification and retherm instructions
10%	Integration of Patient Care Participate in the Interdisciplinary Team for patient treatment planning and progress towards goals. Confer with other healthcare professionals to coordinate medical and nutritional needs of a patient. Document integration of the patient's nutrition objectives, education, and interventions into their plan of care utilizing the Wellness and Recovery Model Support System (WaRMSS).

	Attend and provide input into Wellness and Recovery Plan and other multidisciplinary conferences as needed.
Required Competencies	SUPERVISION RECEIVED: The Registered Dietitian is under the direction of the Assistant Director of Dietetics. SUPERVISION EXERCISED: The Registered Dietitian provides no direct supervision over employees but may have lead responsibility over less experienced employees. The Registered Dietitian provides professional guidance over dietetic interns as assigned under the supervision of the Assistant Director of Dietetics. ABILITY TO: Apply the principles and practices of nutrition and dietetics, including medical nutrition therapy; assess nutrition status and develop nutrition care plans; communicate nutrition concerns and recommendations with the interdisciplinary team; provide effective nutrition education and training; and analyze situations accurately and adopt an effective course of action. KNOWLEDGE OF: Principles, practices, and theories of nutrition and dietetics including medical nutrition therapy; methods of planning, preparing, and serving food to a large number of persons; and the special dietary requirements of developmentally or mentally disordered forensic clients or patients, pediatric and geriatric populations, and other client or patient groups. TECHNICAL PROFICIENCY (SITE SPECIFIC): Knowledge of various computer programs including Computrition, InfoPath, WaRMSS, Microsoft Office, Academy of Nutrition and Dietetics (AND) Nutrition Care Manual, Glucometer, accessing pertinent patient data reports, and E-mail. ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever 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 of controlling the spread of pathogens appropriate to job class and assignment. HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards. THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior in accordance with policy.

	CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively. RELATIONSHIP SECURITY: Demonstrates 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.
License or Certification	It is the employee's responsibility to maintain a license, credential, or required registration pertinent to his/her classification on a current basis. Any failure to do so may result in termination from Civil Service. Possess registration with the Commission on Dietetic Registration (CDR) of the Academy of Nutrition and Dietetics (AND).
Training	The employee is required to keep current with the completion of all required training.
Other Information	Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. The employee is required to work any shift and schedule in a variety of settings and security areas 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. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions. 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). Classification (Employee Signature) Print Name Date

	I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.		
	_____	_____	_____
	Classification (Supervisor Signature)	Print Name	Date
	_____	_____	_____
	Classification Reviewing Supervisor Signature	Print Name	Date