

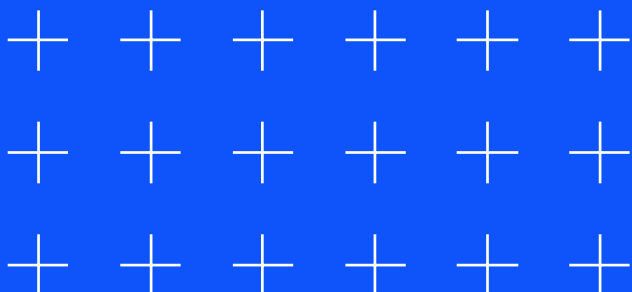
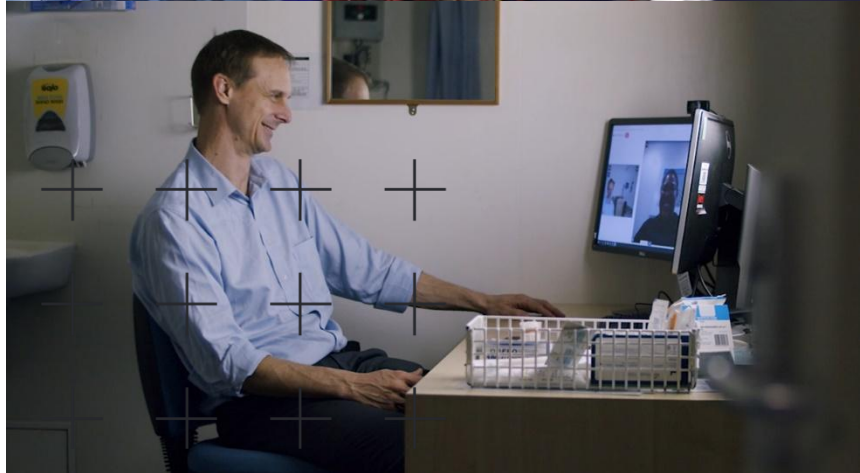


**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Nutrition Assistant

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

Advancing health for everyone, every day.

The Nutrition Assistant works with Dietitians in providing high quality nutritional therapy to patients at moderate to high risk of malnutrition. The Nutrition Assistant also provides services to our Home Enteral Nutrition (HEN) patients including ordering of supplies and financial reporting. In addition to patient related responsibilities, this role involves administrative duties, which are an important part of the ongoing service operation and development.

The Clinical Nutrition department consists of approximately 37EFT and 45 staff across RMH sites. We provide care to our patients within the acute, subacute and community therapy services across all speciality services. We operate a 7-day service across some clinical areas.

- Support quality care to patients in collaboration with and under the direction and supervision of the relevant Dietitian, or other health professional as requested
- Co-managing a clinical patient caseload in liaison with the primary dietitian (identified by the dietitian and/or the nutrition screening process as requiring nutritional monitoring/intervention). Patient caseload includes may include patients on inpatient units or home-based care.
- Collecting and recording information to aid nutritional assessment and monitoring including nutrition risk screening score, anthropometrical measures, dietary intake information and any other relevant data.
- Liaising with the menu monitors/food services and other staff as required regarding patient's therapeutic, cultural or personal food preferences
- Maintain adequate knowledge of hospital menu items, standard portion sizes and menu specifications for all standard and therapeutic menus including energy and protein composition of common foods
- Any other clinical duties as required to support the dietitian in the management of patients requiring nutritional intervention
- Under the direction and / or supervision of the dietitian or other health professional, provide support to patients and/or carers of patients in the COVID care pathway
- Provide feedback to the supervising health professional regarding outcome of interventions
- Support Home Enteral Nutrition program services including ordering, invoicing and maintaining records
- Demonstrate sensitivity to ethical and multicultural issues and work in a culturally sensitive manner
- Demonstrate and maintains professional behaviour and presentation
- Demonstrate efficient time management and the ability to prioritise workload appropriately
- Maintain departmental records and perform general clerical duties
- Assist in ensuring the office and treatment areas are maintained in a clean, tidy and orderly manner
- Assist with preparation and maintenance of departmental resources
- Perform any other duties as directed by Manager of profession or delegate
- Maintain high level professional standards
- Demonstrate effective communication strategies within a multidisciplinary team
- Practice person centred care
- Comply with and implements Health Service and Clinical Service specific regulations
- Utilise time and resources effectively
- Manage risk and actively work toward implementing risk reduction strategies
- Support clinical services across 7 days including rostered weekend shifts

Internal

- ## External

- Department of Human Services
- Post-Acute Care services
- HACC providers
- Community Based Aged Care Services
- Community Services
- Other hospitals, clinical nutrition services and relevant organisations and universities

KEY SELECTION CRITERIA

- Essential:
 - A current Victorian driver's licence
 - High level organisational skills
 - Computer literacy and administration skills
 - Organisation and time management skills
 - Ability to follow instructions under guidance of the relevant health professionals;
 - Demonstrated ability to work collaboratively as part of a team and independently, modelling of interdisciplinary practice and in co-operation with others;
 - Demonstrated effective interpersonal and communication skills both written and verbal;
 - Valid Working with Children's Check, Immunization Assessment and Police Check
- Desirable:
 - Tertiary qualification in Nutrition/Health Sciences/ Biological or Chemical Sciences/Food Science/Food Technology or similar
 - Knowledge of nutrition and therapeutic dietetics and their clinical application
 - Previous student placement within the Parkville Precinct
 - Experience working within a team, preferable in a health-related area
 - Knowledge base of medical terminology
 - Knowledge of hospital food service software systems
 - Experience working with an electronic medical record
 - Previous health sector experience (employment or student placement experience in a hospital setting)

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements
- Completion of mandatory training activities including training related to the National Standards;
- Participation in The RMH and Division/Service specific business planning process:
- Achievement of RMH and portfolio specific KPI targets as they apply to areas of responsibility;
- Participation in and satisfactory feedback through the annual performance review process; and, where applicable, ensure direct reports have individual development plans including an annual review;
- Ability to provide a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

- As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.

- We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.

- RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.

- We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.

- Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Date _____