

**GENERAL DESCRIPTION OF CLASS**

The DIETETIC TECHNICIAN provides technical support to clinical dietitians by obtaining patient nutritional, social, and medical data; calculating therapeutic diets; evaluating menu selection of patients; and keeping up-to-date records on patients' nutrition.

**DISTINGUISHING FEATURES**

This is a single classification and not currently part of a series of classes.

**DUTIES AND RESPONSIBILITIES**

- 1. Patient Screening.** Typical tasks: interviews patients to obtain nutrition history, food tolerances and allergies, and social information such as food preparation habits and cooking facilities; inquires about food preferences and chewing or swallowing difficulties; reads patient charts and medical records to obtain medical information such as height, weight, laboratory test values, diagnosis, medical history, medications, and diet order; consolidates information for use by dietitian in developing nutrition care plan.
- 2. Patient Care.** Typical tasks: assists patients in making menu selections (including between meal snacks) appropriate for healing and proper nutrition; assists dietitian with patient education by providing publications to patients and answering questions; updates patient nutrition records; observes food production lines to check food quality and ensure that menus are followed accurately as trays are being prepared; updates information in dietitian's files for new patients and pulls records when patients check out; some employees in this class calculate and mix infant formulas; calculates and charts calorie count results in the medical record.
- 3. Miscellaneous.** Typical tasks: maintains supplies of menus, educational materials, and report forms; copies articles and professional papers as requested; performs library research at the request of dietitians; uses nutritional tables to perform nutritional breakdown analyses for outpatient food consumption studies; answers telephones, files, and assists clerical staff as necessary; investigates food service concerns; some positions monitor usage of tube feeding nutrition and infant formula and maintain computerized patient food service production system.

**RELATIONSHIPS WITH OTHERS**

Employees in this class have daily contact in person with patients to gather information necessary to design a diet plan, provide educational information, and answer questions regarding their nutritional program. They also have daily contact in person with medical staff to exchange information or respond to requests for materials and with food service staff to check food quality and accuracy of tray contents.

**SUPERVISION RECEIVED**

Employees in this class receive general supervision from the chief clinical dietitian or other administrative

superior. Regularly assigned duties are performed as patient population requires and are reviewed for accuracy daily when the clinical dietitian uses the work to prepare diet plans. Special assignments are given by the chief clinical dietitian and are reviewed weekly or upon completion for accuracy and compliance with department procedures and institution standards of care.

#### **GENERAL INFORMATION**

Positions in this class are primarily found in hospitals, clinics, or other health care facilities. They require the willingness to work in the environment associated with the position's location and purpose. In addition, they require the willingness to maintain a sympathetic and understanding attitude toward mentally ill, mentally retarded, handicapped, and/or physically ill patients. Some positions require the willingness to work overtime, on-call, and/or rotating schedules.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSA)**

General knowledge of nutrition food values and therapeutic nutrition.  
 General knowledge of dietary and nutritional terminology.  
 General knowledge of methods of nutritional therapy and their application to patient treatment.  
 General knowledge of food preparation and food service procedures.  
 Basic knowledge of human biology.  
 Basic knowledge of interviewing techniques.  
 Basic knowledge of math including addition, subtraction, multiplication, division, and percentages.  
 Basic knowledge of the metric system, weight, and volume.

Skill in educating patients and families about food selection and preparation.

Ability to observe and interview patients to obtain necessary needed information.  
 Ability to assist patient in making menu selections appropriate for healing and proper nutrition.  
 Ability to communicate verbally with patients and agency staff to gather, provide, or exchange information and answer questions.  
 Ability to work with patients under stress of illness.  
 Ability to observe and report responses of patients.  
 Ability to organize work efficiency and make appropriate decisions concerning work methods.  
 Ability to learn and work within specific agency policies and procedures affecting assigned work.

Some positions in this class may require the following:

Ability to calculate and mix infant formulas.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 4/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty

performed by all positions in this class.