Click here to link to instructions **All positions in OHA require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.**

STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date: 04/26/2022

Agency: Oregon Health Authority

Division: Oregon State Hospital

☐ New ☒ Revised

This position is:
☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc – Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Dietitian 2
b. Classification No: 6271 **c.** REPR Code: OAI
d. Position No: WD: ; PPDB:
e. Working Title: Dietitian
f. Agency No: 44300
g. Section Title: Dietitians
h. Employee Name:
i. Work Location (City — County): Salem - Marion / Junction City - Lane
j. Supervisor Name:
k. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

l. FLSA: ☒ Exempt ☐ Non-Exempt If Exempt: ☐ Executive ☒ Professional ☐ Administrative ☐ Computer **m.** Eligible for Overtime: ☐ Yes ☒ No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

OHA values health equity, service excellence, integrity, leadership, partnership, innovation, and transparency. OHA's health equity definition is "Oregon will have established a health system that creates health equity when all people can reach their full potential and well-being and are not disadvantaged by their race, ethnicity, language, disability, age, gender, gender identity, sexual orientation, social class, intersections among these communities or identities, or other socially determined circumstances. Achieving health equity requires the ongoing collaboration of

all regions and sectors of the state, including tribal governments to address: the equitable distribution or redistribution of resources and power; and recognizing, reconciling, and rectifying historical and contemporary injustices." OHA's 10-year goal is to eliminate health inequities.

The Oregon State Hospital (OSH) Division is aligned with the Oregon Health Authority's core values of partnership, service excellence, leadership, integrity, health equity, innovation, and transparency. In our practice, these values are expressed through:

Service Excellence:

- Understanding and responding to Oregon public health needs and the people we serve
- Pursing our commitment to innovation and science-based best practices
- Fostering a culture of continuous improvement

Leadership:

- Building agency-wide and community-wide opportunities for collaboration
- Championing public health expertise and best practices
- Creating opportunities for individual development and leadership

Integrity:

- Working honestly and ethically in our obligation to fulfill our public health mission
- Ensuring responsible stewardship in public health resources

Health Equity:

- Eliminating health disparities and working to attain the highest level of health for all people
- Ensuring the quality, affordability, and accessibility of health services for all Oregonians
- Integrating social justice, social determinants of health, diversity, and community

Partnership:

- Working with partners and communities to protect and promote the health of all Oregonians
- Seeking, learning from, and respecting internal and external ideas and opinions
- Exploring and defining the roles and responsibility of public health staff and partners

Innovation:

- We are not satisfied with the status quo if there are new and better ways to meet the needs of the people we serve. We bring creativity, experience, and openness to our search for solutions to problems. We pursue opportunities to develop new evidence to evolve our practices.

Transparency:

- We communicate honestly and openly, and our actions are upfront and visible. We provide open access to information and meaningful opportunities to provide input and participate in our decision-making.

Oregon State Hospital (OSH), overseen by the Oregon Health Authority, is a Joint Commission and Centers for Medicare and Medicaid Services (CMS) certified psychiatric hospital with campuses in Salem and Junction City. The division operates a 16-bed Secure Residential Treatment Facility (SRTF) in Pendleton. OSH is OHA's largest division, employing more than 2,900 staff and serving over 1,800 people annually.

OSH provides evidence based, patient centered psychiatric treatment to a clinically complex population in a safe, therapeutic environment. Within this setting employees are expected to collaborate effectively, demonstrate empathy, and conduct themselves professionally while upholding the hospital's recovery focused mission.

Every position supports OSH's vision to inspire hope, promote safety, and support recovery for all.

Section/unit description:

TBD.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Use advanced professional level of knowledge and expertise to serve as the primary nutrition expert in creating and maintaining the standard therapeutic menu offered to at OSH. This position will also provide individualized nutrition care for patients as needed.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty.
Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties.
Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

Note: *If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

% of Time	N/R/NC	E/NE	DUTIES
70%	R	E	**Utilize Computrition Software to manage menus to meet the nutritional needs of patients at OSH:** • Enter nutritional information, restrictions and allergies of food items • Evaluate recipes for accuracy • Approve recipes based on the OSH Diet Manual Nutritional Goals and keeps appropriate records of approved menus • Collaborate on menu development with the Food Service Department. • Collaborate with other OSH Dietitians in developing specialized meal plans, including texture modifications, when the standard diet provided is contraindicated. This duty must be performed during typical business hours.

			• Assist the Food Service Procurement Manager in sourcing food items that meet the nutritional specifications of the OSH Diet Manual. • Presents planned menu changes to patients and staff and gathers feedback regarding patient menus from patients and staff. This duty must be performed during typical business hours. • Identifies need for and participates in development of campus-wide cultural meals, holiday meals and other special events involving food. • Collaborate with Food Service on meal palatability and appearance. This duty must be performed on-site during typical business hours. • Serves as a member of the Menu Planning Committee and participates in scheduled menu meetings. Meetings may be attended by phone, virtually or in person. Attendance requirements based on meeting needs. This must be performed during typical business hours.
5%	R	E	**Provides individualized nutrition care to patients/clients:** • Conduct a nutrition assessment by collecting, classifying, and synthesizing relevant client data, which can include but not limited to in-person or telephone interviews with patients or staff, and reviewing chart information. If an in-person interview is required, the Dietitian will schedule these on days working on-site by the due date during typical business hours. • Use collected data as evidence to identify one or more nutrition related problems or diagnosis. • Plan and implement nutrition interventions intended to positively change or improve a nutrition-related problem. Collaborate with the interdisciplinary team as needed. On-site presence may be required with the majority of collaboration with other staff occurring by email. This duty must be performed during typical business hours. • Determine and measure the amount of progress made for the nutrition intervention and whether the nutrition-related goals or expected outcomes are being met. On-site presence may be required if chart review, email and phone interviews are not sufficient • Document all aspects of a patient's nutrition care in the electronic medical record as outlined by OSH and department policies and protocols. • Review and modify Diet and Diet Supplement orders as outlined by OSH Policies, Department Protocols and the Medical and Allied Health Professional Staff Bylaws. • Participate in Treatment Care Planning as needed. Treatment Care Plan Meetings may be attended by phone, virtually or in

			person. This duty must be performed during typical business hours.
15%	R	E	**Provides nutrition-related group treatment to patients/clients:** • Lead and facilitate group treatment programs/classes based on OSH population needs. Group Treatment will be provided in a meaningful way by determining learning needs specific to the OSH population. Learning needs identified may include, but are not limited to, classroom presentations, video, low literacy handouts, group discussion, hands-on learning (i.e. cooking classes) and experiential groups. Access to the necessary products and printed materials will be provided and available while on-site. On-site presence is required during typical business hours. • Use evidenced-based practices to write and develop Program Plans with SMART goals that link interventions to the Treatment Care Plan. • Assist or Co-lead group treatment, as needed, with other clinical disciplines. On-site presence is required • Schedule group treatment classes and activities as directed by Treatment Services and Chief Clinical Dietitian. • Document group treatment provided in the electronic medical record as outlined by OSH and department policies and protocols. • Reads and responds to work related emails. • Provides input on policy, protocol, and procedure development or modification. This duty is recommended to be performed during typical business hours. • Participates in performance/process improvement projects as needed. This duty is recommended to be performed during typical business hours. • Complete routine training and continuing education as required.
10%	R	E	**Other** • As applicable, attends Department Huddles, Department Meetings, Food Service Manager Meeting, Unit Community Meetings, and other hospital committee meetings, including work team initiatives. Meetings may be attended by phone, virtually or in person. Attendance requirements based on meeting needs.
Ongoing			**Cultural Competency and Diversity** • TBD.
Ongoing			**Core Values**

			• TBD.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Will be working directly with psychiatric patients and will be required to work on site when needed based on patient needs.
Will occasionally work in the Food Service Department.
Will work in or be exposed to varied temperature conditions and air quality.
Will walk on varied floor surfaces.
This position is a mandatory reporter.
May be required to work hours subject to change with advanced notice according to SEIU Collective Bargaining Agreement.
May be required to work hours that exceed regular schedule, i.e. a double shift or a different shift in addition to regular schedule.
Must be able to fluently speak, write and understand verbal and written instructions in English.
Works cooperatively and flexibly with co-workers and other hospital staff.
May be required to carry the on-call duty phone.

Duties can be performed remotely unless on-site presence required as noted above in section 3. Remote workers must establish and maintain an appropriate environment and schedule when working from home. Work activities can be performed outside of typical business hours (7 am to 6 pm pacific time) unless noted otherwise in section 3. To be eligible for telework, staff must have a home work-space that meets all applicable technology, security and safety requirements including the ability to provide protection of confidential information accessible in their home. Staff who work remotely may be required to periodically or regularly report to a state office location as part of their job.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- Food Handlers and/or ServSafe Certification
- Dietetic Standards of Practice, Scope of Practice, and Standards of Professional Performance as outlined by the Commission on Dietetic Registration and the Oregon Board of Licensed Dietitians
- Medical and Allied Health Professional Staff Bylaws
- Joint Commission Standards
- Oregon State Health Division Sanitation Standards
- Oregon Administrative Rules
- OSH Diet Manual
- OPEU Contracts
- Hazard Communication Safety Data Sheet Manual
- Oregon DMV Rules of the Road

b. How are these guidelines used?

To maintain sound nutritional policies, standards and guidelines
To provide the best possible nutritional care to our patients

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact? When applicable, please identify contacts that might be virtual/in-person, or both.

Note: *If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

Who Contacted	How	Purpose	How Often?
Patient	Direct/Phone	Assess and educate	As needed
Unit Staff	Direct/e-mail/Phone	Information gathering and education	As needed
Physicians	Direct/e-mail/Phone	Facilitate delivery of nutritional services	As needed
Professional Staff	Direct/e-mail/Phone	Facilitate delivery of nutritional services	As needed
Food Service	Direct/e-mail/Phone	Facilitate delivery of nutritional services	Daily

SECTION 7. POSITION-RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

In Computrition:

- Verify or enter nutrient information accurately for food items.
- Verify food item nutrient information is accurate in recipes.
- Appropriately enter allergy information in recipes.
- Appropriately enter restriction information in recipes.
- Approve or reject recipes.
- Work with menu team to develop new or revise existing menus.
- Develop and maintain patient menus in Computrition.
- Approve menus, when designated to do so by the Chief Clinical Dietitian.

Direct effect: Accurate menus, nutritional information, allergens and restricted diets in Computrition; dietitian approved recipes and menus, ensuring the patient menus meet the requirements specified in the Diet Manual.

- Assess patient nutrition and wellness status and needs, and readiness to learn to develop patent's nutrition care plan including nutrition education (if appropriate).

Direct effect: improved patient health.

- Decisions regarding teaching nutrition-related classes.

Direct effect: improved patient health and/or improved staff knowledge for nutrition related decision making.

- Decisions regarding Food and Nutrition Services safety/sanitation issues.

Direct effect: ensure patient health.

- Decisions regarding appropriate foods, nutrients, and textures to meet the dietary needs of patients at OSH.

Direct effect: patients receive diet as ordered that also meets nutritional requirements as specified in the Diet Manual, by the Joint Commission and by CMS.

Dietitians at OSH are required to be Registered with the Commission on Dietetic Registration and Licensed in the State of Oregon. Oregon State Hospital Licensed Dietitians have the authority to write patient diet orders, as defined in the OSH diet manual. Diet orders must reflect the nutritional needs of the patients to ensure appropriate nutrition is received by each patient.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Note: *If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

Classification Title	Position Number	How	How Often	Purpose of Review
Chief Clinical Dietitian	25156	Written and verbal	Monthly during trial service	Coaching and performance evaluation
Chief Clinical Dietitian	25156	Written and Verbal	Annually every June	Review Flexible Work Solution Agreement
Chief Clinical Dietitian	25156	Written and verbal	Annual performance evaluation	Performance evaluation
Chief Clinical Dietitian	25156	Written and verbal	As needed	Coaching
MAHPS Dietitian Peer Review Committee	N/A	Written	6 months initial and every 9 months thereafter	Privileging to write diet and diet supplement orders

SECTION 9. OVERSIGHT FUNCTIONS *(Supervisory positions only)*

a. How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate 0

b. Which of the following activities does this position do?

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ Prepares and signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification.

All positions in OHA require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.

This position is in a secure, seven-day-a-week facility and may work holidays and weekends, if they are assigned.

- Registered Dietitian
- Licensed Dietitian in Oregon
- Possess valid Food Handler's Card or ServSafe certification
- Possess valid Oregon Drivers License

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

***Note**: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

Operating Area	Biennial Amount ($00,000.00)	Fund Type

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature	Date
Supervisor Signature	Date
Appointing Authority Signature	Date