

## **DIETETIC TECHNICIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a technical position in dietetics involving responsibility for assisting a Dietician in assessing, planning, implementing and evaluating a nutritional care or food delivery program for residents in the nursing home. This position is designed to supplement the time of Dietitians by freeing them for professional dietetic work. General supervision is received from a Dietician with leeway allowed for the exercise of independent judgement in carrying out technical aspects of the work. General supervision may be exercised over the work of assigned food service employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Interviews residents to obtain a diet history and assesses their nutritional needs against standard dietary orders;  
Reviews diet orders for changes and follows through on discrepancies between the medical records, diet order sheets and dietary cardexes;  
Translates the dietary orders into an acceptable nutritional care plan;  
Visits and counsels residents on therapeutic diets daily and assists with menu selections and dietary instructions;  
Assists the Dietician in maintaining dietary quality and portion control for the facility;  
Completes admission notes, quarterly assessments, Medicare assessments, hydration, charting and incidental documentation in the residents' medical record;  
Participates in patient care planning conferences;  
Maintains a variety of records and reports such as keeping the cardex care plans current, documenting the resident's care plan in the medical record, preparing discharge summaries for transfers, updating the list of residents to receive in-between meals and night feedings and maintaining resident intakes and performance of three day intake studies as needed;  
May participate in conducting in-service educational programs in food handling, storage, nutrition and safety practices and related areas;  
May prepare and develop Nutrition articles and pamphlets;  
May assist Dietitian in menu development.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the nutritional value and composition of foods;  
Good knowledge of the principles and practices of food preparation for individuals and large groups;  
Good knowledge of modern principles and practices of sanitation and safety related to health care facility food preparation and services;  
Working knowledge of processes involved in food preparation and

service;  
Working knowledge of the relationship between nutritional intake to health and restorative and rehabilitative treatment;  
Ability to keep accurate records;  
Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software;  
Ability to communicate effectively, both orally and in writing;  
Ability to follow oral and written directions;  
Ability to get along well with others.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher in dietetics, nutrition technology, or closely related field which included at least three courses in the nutritional and dietary aspects of food service\*; OR
- B) Graduation from high school or possession of an equivalency diploma and two years experience in clinical dietetics in a health care setting; OR
- C) An equivalent combination of training and experience as defined within the limits of A) and B) above.

\*A description of courses must be submitted.