



## **RENAL DIETITIAN POSITION DESCRIPTION**

### **General Statement of Duties**

The Renal Dietitian's primary responsibility is to provide medical nutrition therapy to assigned Puget Sound Kidney Centers (PSKC) patients to promote optimal health.

### **QUALIFICATIONS**

#### **Education**

Bachelor's Degree in Nutrition Science, or equivalent.

#### **Licensure & Certification**

- Must have registration by the Commission on Dietetic Registration by first day of employment.
- Must obtain certification as a Board Certified Specialist in renal Nutrition (CSR) within five years from date of hire into the position.

#### **Experience**

- Completion of at least one year clinical work experience in clinical nutrition as a registered dietitian.

#### **Skills & Abilities**

- In-depth knowledge of diet therapy, and the ability to apply this knowledge to meal planning, recipe modification, and diet education.
- Solid understanding of lab values with the ability to interpret and relate levels to clinical conditions, diet intake, etc.
- Teach patients and staff in a positive, non-threatening way.
- Interact with patients and staff from a variety of diverse cultural and ethnic backgrounds.
- Accurate and concise medical documentation skills, including use of electronic medical records.
- Read, write, speak, and understand English for the purpose of following written policies and procedures, completion of reports, and communicating with others in a work setting.
- Effectively communicate orally and in writing.
- Excellent organizational skills.
- Use computers, word-processing, nutrient analysis, and database software, specifically Microsoft Office Suite software, electronic medical records programs, lab data programs.
- Understand, adapt to, apply, and communicate policy and procedural changes.
- Approach work requirements in a methodical and conscientious manner.

- Prioritize tasks and follow them through to completion in a timely manner, with minimal supervision.
- Manage multiple tasks simultaneously.
- Consistently arrive at work on time, and maintain excellent attendance.
- Identify, assess, and resolve problems in a timely fashion.
- React calmly and effectively in emergency situations.
- Maintain quality control standards.
- Follow the organization's policies and procedures.
- Maintain work area in a neat and orderly manner.

### **ESSENTIAL FUNCTIONS**

- Educate assigned new patients on prescribed renal diet.
- Perform nutritional assessments on all assigned patients per Departmental Standards of Care.
- Monitor patient labs and dialysis adequacy for accuracy in collection.
- Review lab results, dialysis adequacy, fluid weight status, and nutrition concerns with assigned patients on monthly basis, and educate regarding appropriate nutrition related changes.
- Document monthly nutrition progress notes in medical record.
- Monitor critical labs, notify MD, RN, and document interventions per Critical Lab policy.
- Provide any additional counseling per request.
- Monitor need for oral supplements, enteral or parenteral support, and facilitate initiation.
- Make recommendations regarding nutritional related medications as appropriate.
- Participate in monthly Patient Care Conferences (PCC).
- Track Nutrition related QAPI data, participate in QAPI meetings and QAPI projects.
- Teach Healthy Options classes per class schedule.

### **OTHER FUNCTIONS**

- Precept renal dietitian students doing clinical rotations at PSKC.
- Provide continuing education for staff.
- Serve as a resource person for skilled nursing homes, adult family homes, hospitals, physicians, physician's support staff, and community organizations.
- Perform home visits as needed.
- Participate in professional activities as appropriate to renal nutrition.
- Other duties and/or tasks that may be assigned on an as-needed basis.
- Specific duties related to CKD Program when assigned:
  - Develop and evaluate education curriculum, materials.
  - Organize, market and teach community classes.
  - Coordinate grant writing and annual reports with CKD team.

### **REQUIREMENTS**

#### **Physical Demands**

- Writing up to 50% of the time.
- Manual dexterity sufficient to write, type, and use a telephone, calculator.
- Use a computer for up to five hours at a time.
- Sitting for prolonged periods of time.
- Lifting up to 20 pounds of nutritional supplements at a time.
- Walking and standing for several hours at a time, while communicating with staff and patients.
- Talking, hearing, and vision are required for communication with staff, patients, and visitors, including phone conversations.

### **Mental Demands**

- Determining and communicating departmental needs.
- Occasional stress due to work demands.
- Flexible, able to adapt to changing needs of patients.
- Able to work within an active clinic environment, with the distractions of dialysis and emergency situations.
- Perform nutritional calculations using algebraic calculations.
- Occasional stress from dealing with chronically ill people.
- Apply educational and practical experience in performing accurate and complete nutritional assessments.
- Evaluating appropriateness of documentation.

### **Other Requirements**

- Work at any PSKC facility.
- May require occasional flexible schedule to meet patient needs.
- Have access to reliable transportation to work sites.
- Compliance with all PSKC policies and procedures.
- Maintain confidentiality of patient records and employee information.
- Successfully complete mandatory in-service trainings.
- Ability to maintain professional relationships and boundaries with patients.
- Dedication to professionalism, maturity, caring, and diplomacy.
- Continue to improve knowledge base on renal and other related conditions by reading journal articles, attending PSKC in-services, attending conferences, etc.

## **EQUIPMENT & SOFTWARE USED**

- Computer and computer-related equipment.
- Microsoft Office software.
- Facsimile and copy machines.
- Telephone.
- Other equipment and tools necessary to perform the functions of the position.

## **WORK ENVIRONMENT**

- Regularly exposed to the risk of bloodborne, respiratory, and airborne diseases.
- Exposure to industrial and pharmacological hazards as defined in various Safety Data Sheets (SDS).
- Contact with patients under a wide variety of circumstances, including unpredictable situations.
- The work environment is a combination of a relatively quiet office and busy treatment area.

### **JOB RELATIONSHIPS**

Supervision by: Director, Renal Nutrition Services  
Workers supervised: None

### **OTHER POSITION DETAILS**

- Basic Life Classification: Class 2 – All other Employees
- Mileage Reimbursement Category: Category 2

### **NOTICE REQUIREMENTS**

To resign this position in good standing, the employee must give **30 days' notice**, in writing, to their supervisor and Human Resources. Employees who have successfully completed their orientation period and provided this advance notice of resignation will receive the value of any accrued Paid Vacation Leave (PVL).

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**This position description is not an employment contract. Management has the exclusive right to alter this position description at any time without notice.**