**Position Title:** Registered Dietitian  
**Supervisor’s Title:** Chief Medical Officer  
**Supervision Exercised:** None  
**Location:** Montrose, Olathe, Delta  
**Status:** Exempt/fulltime  
**Department:** Clinical  
**Approved:** 10/02/2020  

**Position Purpose:** To provide consistent high-quality care to patients and evaluate the needs of patients at the Olathe Community Clinic (DBA River Valley Family Health Centers). Provide medical nutrition therapy to patients to assist with chronic disease management and provide nutrition care services to patients within the guidelines of the Commission on Registered Dietitians. This position will oversee and coordinate the DSM ES program such that National Standards for Diabetes Self-Management Education and Support program guidelines are followed, and the program mission statement is fulfilled.

**Position Summary**  
The Registered Dietitian will work with patients to provide an explanation of nutrition, assess dietary and health needs, and promote chronic disease management through one on-one and group sessions. The Registered Dietitian will serve as the DSMES Coordinator responsible for all components of DSM ES, including evidence-based practice, service design, evaluation, and continuous quality improvement.

**Primary Duties**  
1. Provide medical nutrition therapies to RVFHC patients to treat chronic conditions.  
   - Complete assessments of patients to establish if intervention is necessary.  
   - Work with patients to develop an individually tailored nutrition therapy plan.  
   - Counsel patients on lifestyle changes and self-management skills.  
   - Meet with patients one on one to evaluate effectiveness of therapy plans and make adjustments as needed.  
   - Registered Dietitian will meet with patients in a one-on-one and group setting.  
   - Registered Dietitian will obtain insulin pump certification  
2. Provide education to patients on importance of nutrition and lifestyle to positively affect long-term eating habits and health.
3. Implement an evidence-based curriculum for diabetes, including group classes.
4. Assist in the review and revision of RVFHC policies and procedures.
5. Perform ongoing program evaluation following the Quality Improvement plan, with an annual review.
6. Meet with patients to discuss diabetes education consistent with established national standards.
7. Maintaining confidentiality
8. Commissioning healthcare by liaising with medical professionals in the community and hospitals.
9. Promoting health education in conjunction with other health professionals.
10. Meeting clinical targets set by the government for specific treatments.
11. Supervise and provide coaching for Lead Patient Health Navigator.
12. Other duties as needed and/or requested.

Qualifications
1. Education: Bachelors degree in Nutrition/Dietetics of related field required. Must have Registered Dietitian registration with the Commission on Registered Dietitians; must be current. Certified as a Diabetes Educator helpful.
2. BLS/CPR certification.
3. Ability to establish and maintain effective, courteous working relationships with patients, staff team members, insurance entities and others.
4. Ability to work under pressure in a fast-paced environment.
5. Ability to travel to meetings outside of the service area.
6. Ability to work flexible hours to meet job requirements
7. Complete mandatory vaccines, including yearly flu vaccine
8. Proficient in communication technologies (email, cell phone, etc.).
9. Experience, education and training reflecting specialized clinical knowledge in diabetes and behavior change principles.
10. Experience in chronic disease management, facilitating behavioral change, and managing clinical services required.
11. The position requires a working knowledge of modern office practices and procedures. This includes but is not limited to:
   • Proficiency in using the Internet, Microsoft Office programs and general computer skills.
   • Skill in operating office equipment such as copier, fax machine, scanners, etc.
   • Experience or capability to learn River Valley Family Health Center’s EMR and utilize a laptop computer.
12. Adherence to the rules and regulations put forth by RVFHC’s policies and procedures.
13. Working well in the office setting and problem-solving issues with peers in a positive manner.
14. Other skills: Excellent oral and written communications skills required. Bilingual is helpful.

Working Environment/Physical Activities:
• Requires periods of standing and walking.
• Requires long periods of time sitting while on the telephone and/or doing computer work.
• Requires sufficient near vision to be able to read documents and computer screen.
• Essential to have ability to lift, carry, push and pull up to 35 pounds.
• Essential to have ability to use routine office equipment such as computer and telephone.
• Essential to have ability to stoop, kneel, bend, crouch, twist and reach.
• Essential to have ability to hear routine conversations.
• Essential to have ability to comprehend both oral and written communications.
• OSHA Classification is Category I: All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids or tissue, or a potential for spills or splashes of these fluids.
• HIPAA Classification: Unrestricted Access: A workforce member with unrestricted access will have full access to patient’s protected health information, including the patient’s entire medical record, for patient care purposes.

PLEASE NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job nor is it intended to be an employment contract, implied or otherwise. Other duties may be assigned at the discretion of the Clinical Director and/or Chief Medical Officer.

______________________________________  __________________
Employee Signature                        Date

______________________________________  ____________
Supervisor Signature                      Date
Registered Dietitian Job Description

Essential Duties and Responsibilities

- Collaborates with providers to identify and connect with patients in need of nutrition counseling.
- Establishes treatment plans and communicates with patients regarding program compliance.
- Meets directly with patients to identify educational needs; provide individual instruction, utilize informational handouts/booklets, or refer to community resources as needed.
- Identifies ways to improve care of patients, and make recommendations to the Chief Medical Officer and Clinical Director; Participates in various patient program committees; Performs research and recommends ways to expand and improve nutrition programs; Performs other duties and responsibilities as assigned.
- Participates in quality improvement of the program in conjunction with other services offered.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Other duties may be assigned at the discretion of the Chief Medical Officer or Clinical Director.

___________________________________  _________________________
EMPLOYEE  DATE

___________________________________  _________________________
CHIEF MEDICAL OFFICER  DATE