

TERMS OF REFERENCE

PRIMARY CARE DIETITIAN

The purpose of this terms of reference is to identify the minimum requirements expected of the Contractor for the provision of Dietitian services for a period of one (1) year.

Reporting:

1. The Contractor shall communicate with the Chief Executive Officer or designated supervisor in connection with the performance of the duties under this Agreement and shall fulfil any other duties reasonably requested by the Employer and agreed to by the Contractor.

Legal Compliance:

2. During the period of this Agreement the Contractor shall ensure that the services performed pursuant to the requirement thereof shall conform to all applicable laws and regulations promulgated by the legally constituted Authorities of the government of Trinidad and Tobago.

Scope of Job:

3. Under the general direction of the Chief Executive Officer or designated supervisor, the Contractor is responsible for knowledge in Dietitian services as per established standards of care and in accordance to instructions given by the Nutritionist.
4. The Primary care Dietitian will be assigned to any of the eleven (11) health facilities within County St. Andrew/ St. David.

Duties and Responsibilities:

- Assesses the nutritional status and needs of individuals in a variety of settings.
- Applies knowledge and skills of financial management to the administration of nutrition programmes.
- Assists with the designing and implementing of research activities.
- Assists with the development and evaluation of policies and procedures for nutrition services.
- Collaborates with other health care providers in health promotion activities and management of disease.
- Implements protocols for nutrition surveillance programmes within the community and primary care facilities and contributes to their improvement.

- Implements policies and procedures in keeping a Quality Assurance/Improvement programme.
- Keeps records of relevant data.
- Monitors supportive and other personnel in the community, in the implementation of nutritional programmes.
- Participates in performance appraisal of Primary care Nutrition Officers.
- Prepares and submits reports to designated supervisor.
- Participates in the development of programmes to meet the identified needs of individuals and groups.
- Participates continuously in professional development activities to maintain cutting edge knowledge and skills.
- Performs any other related duties.
- Utilizes appropriate and varied strategies to motivate individuals to make desired changes in nutritional/health status.
- Utilizes knowledge and skills of food service systems management to provide services for communities and patients at the primary health care facilities.
- Uses appropriate oral, written and other communication skills in the delivery of community nutrition services.
- Utilizes and maintains linkages between personnel in Primary Health Care Facilities and other levels of healthcare.

MINIMUM REQUIREMENTS FOR THE POSITION:

- ❑ Bachelor of Science in Human Ecology (specializing in Nutrition and Dietetics).
- ❑ Post-Graduate Diploma in Institutional and Community Nutrition and Dietetics (Yearlong Internship Programme).
- ❑ Registered Dietitian with the Nutritionists and Dietitians Board of Trinidad and Tobago in accordance with the Council for Professions related to Medicine.
- ❑ Must also have membership or eligibility in TTANDI, CANDI or any other recognized international professional association.
- ❑ Food service and clinical experience in the hospital setting (minimum one (1) year).
- ❑ Any equivalent combination of Nutrition & Dietetics qualifications and experience.