

UW HEALTH JOB DESCRIPTION

Nutrition Supervisor			
Job Code: 432001	FLSA Status: Exempt	Mgt. Approval: M. Waltz	Date: February 2020
Department: Clinical Nutrition		HR Approval: J. Olson	Date: February 2020
JOB SUMMARY			
<p>The Nutrition Supervisor plans and oversees the activities of the nutrition staff and students in all UW Health facilities. This position serves as a liaison between Clinical Nutrition Services and Culinary Services and is responsible for distributing pertinent information to front line staff. Primary responsibilities include supervising, scheduling, and hiring nutrition staff and students, ensuring that the food served to patients meets nutrition standards and is eye appealing, being involved in the call center and other culinary operations related to Clinical Nutrition Services, reviewing and updating policies and procedures, implementing and maintaining quality and productivity procedures, assisting with food service software (CBORD) updates, and maintaining professional competency and skills required for professional practice.</p> <p>The Nutrition Supervisor uses the Scope of Dietetics Practice Framework (SODPF) to determine the individual scope of practice by defining areas of expertise, skills, and competency. The Supervisor evaluates facility policies and state and federal regulations and uses the established Standards of Practice and Professional Performance (SOP/SOPP) in nutrition care to help determine nutrition intervention(s).</p>			
MAJOR RESPONSIBILITIES			
<ul style="list-style-type: none"> • Prepares weekly or monthly schedules to meet operational needs at all facilities where nutrition staff and student help are located. Approves work and vacation schedules and validates the accuracy of timecards. • Develops learning experiences and competencies for staff in areas of responsibility and routinely reassesses competency. • Assists with staff coverage when needed and participates in the Nutrition Technician weekend and holiday rotation when needed to meet operational needs. • Assists Culinary Department leadership with investigating and writing responses for Patient Safety Net submissions. • Provides supervision, guidance, and counseling as needed to achieve improvement in employee performance and initiates disciplinary action when necessary. • Acts as a liaison between Clinical Nutrition Services, Culinary Services, and the Dietetic Internship Program. • Assists with menu development to ensure patient and staff requests are met. • Assists with making compliance changes and ensures the interface between the patient medical record and CBORD is working appropriately for updates. • Assists with oversight of the Culinary call center. <p style="text-align: center;">ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.</p>			
JOB REQUIREMENTS			
Education	Minimum	Bachelor's degree in Nutrition or related field	
	Preferred	Master's degree in Nutrition or related field	
Work Experience	Minimum	Three (3) years of experience as an Inpatient Registered Dietitian Nutritionist with one (1) year of experience in a lead or supervisory capacity	
	Preferred	Experience as a Dietetic Technician, Diet Clerk, or other nutrition related work	
Licenses & Certifications	Minimum	Registered Dietitian Nutritionist (RDN) as delineated by the Commission on Dietetic Registration	
	Preferred		
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Knowledge of the Nutrition Care Process and the ability to apply all steps • Ability to multi-task, work in a self-directed environment, and demonstrate strong organizational skills • Communicates clearly and effectively in both written and verbal formats • Identifies individual scope of practice through utilization of the Scope of Dietetics Practice Framework (SODPF) to define area(s) of expertise, skills, and competence • Effective leadership and customer service skills • Ability to deliver health information using culturally appropriate terms and concepts to adult learners 	

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	<ul style="list-style-type: none"> • Ability to oversee and direct several different areas of an operation simultaneously • Ability to train and direct employees • Possesses general experience and knowledge of nutrient analysis and word processing software
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AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

X	Infants (Birth – 11 months)	X	Adolescent (13 – 19 years)
X	Toddlers (1 – 3 years)	X	Young Adult (20 – 40 years)
X	Preschool (4 – 5 years)	X	Middle Adult (41 – 65 years)
X	School Age (6 – 12 years)	X	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
X Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.