

UW HEALTH JOB DESCRIPTION

Supervisor, Clinical Nutrition			
Job Code: 432001	FLSA Status: Exempt	Mgt. Approval: M. Waltz	Date: January 2024
Department: Clinical Nutrition		HR Approval: S. Whitlock	Date: January 2024
JOB SUMMARY			
<p>The Clinical Nutrition Supervisor plans and oversees the activities of Clinical Nutrition's ambulatory operations. This position serves as a liaison between primary care, medical specialty care and clinical nutrition and is responsible for distributing pertinent information to front line staff. Primary responsibilities include supervising, scheduling, and hiring Registered Dietitian Nutritionists (RDNs), ensuring that nutrition care meets clinical needs, being involved in the day-to-day operations, reviewing and updating policies and procedures, implementing and maintaining quality and productivity procedures, providing clinical coverage as needed, and maintaining professional competency and skills required for professional practice.</p>			
MAJOR RESPONSIBILITIES			
<ul style="list-style-type: none"> • Prepares weekly or monthly schedules to meet operational needs for ambulatory nutrition care. • 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 to meet operational needs. • Assists Clinical Nutrition leadership with day-to-day oversight. • Provides supervision, guidance, and counseling as needed to achieve improvement in employee performance and initiates disciplinary action when necessary. • Acts as a liaison between the clinical nutrition teams, programs and services that support primary care and medical specialty care. • Assists with program and service development as needed. • Leads improvement projects and supports staff in engaging and utilizing the tools and techniques for process improvement. • Acts as back-up for oversight of programs and services that support Clinical Nutrition's ambulatory operations. <p style="text-align: center;">ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.</p>			
JOB REQUIREMENTS			
Education	Minimum	Master's degree in nutrition, dietetics or related field as granted by a U.S. regionally accredited college or university.	
	Preferred		
Work Experience	Minimum	Three (3) years of experience as a Registered Dietitian Nutritionist working in a clinical setting.	
	Preferred	Experience in a lead or supervisory capacity.	
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> • Registered Dietitian by the Commission on Dietetic Registration • Certified Dietitian in the State of Wisconsin and Illinois 	
	Preferred		
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Knowledge of the Nutrition Care Process. • 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. • Effective leadership and customer service skills. • Ability to deliver health information using culturally appropriate terms and concepts to adult learners. • Ability to oversee and direct several different areas of an operation simultaneously. • Ability to train and direct employees. • Possesses excellent computer skills and experience with nutrient analysis, food service, and Microsoft Office 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. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
x 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
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.