

## UW HEALTH JOB DESCRIPTION

### Clinical Nutrition Assistant

Job Code: 430016	FLSA Status: Non-Exempt	Mgt. Approval: M. Waltz	Date: December 2022
Department: Clinical Nutrition	HR Approval: S. Whitlock	Date: December 2022	

### JOB SUMMARY

The Clinical Nutrition Assistant supports the Culinary Call Center and work of the Nutrition Technician Registered (DTR). The Culinary Call Center is a fast-paced work environment where the team takes over 750 calls and processes over 500 medical orders per day on average. The staff are responsible for assisting patients, families, and/or staff with room service meal selections via telephone during call center hours, ensuring patient's select appropriate meal choices in accordance with medically prescribed diet orders, nutrition needs as assessed by the Registered Dietitian Nutritionists (RDN), food allergies, and department procedure while offering appropriate alternative suggestions based on strong knowledge of modified diets and nutrient content of foods.

Clinical Nutrition Assistant is responsible for assisting patients with daily meal and snack selections and monitoring the oral intake of patients during their hospitalization. The incumbent needs to have a basic understanding of the hospital food system, clinical diet orders, various food and beverage items, and preparation/cooking techniques that can impact nutrition-related health conditions. Responsibilities also include providing assistance with nutrition-related programs that support patient care and promoting a healthy environment for patients, families, and employees.

This position has direct patient care responsibilities. The incumbent is expected to participate in daily department huddles to ensure patient care communication is collaborative and patients are best meeting their oral nutrition needs during hospitalization. Knowledge of determinants of health and the ability to integrate knowledge into nutrition care and services is required. Good communication, interpersonal, computer, and collaboration skills are essential to this position. The position also requires the ability to learn multiple information systems.

### MAJOR RESPONSIBILITIES

- Meet with patients and/or families in person or over the phone to assist them in planning their meals.
- Work with patients and families to help them understand their nutrition-related health condition and develop strategies to improve their health and wellbeing using basic nutrition knowledge while collaborating with the DTR, RDN, and other members of the care team for issues that exceed scope of practice.
- Process medical orders related to nutrition care for patients in compliance with their medically prescribed diet order, room service classification, medical orders, and established guidelines.
- Collaborate with RDN to generate orders for enteral tube feeding and oral nutrition supplement orders.
- Deliver health information using informed terms and concepts in the provision of informal counseling, support, and follow up.
- Assist and coordinate oral meal and/or snack selections during patient hospitalization to help best meet the patients' nutrition needs and draft meal plans to be reviewed by the Nutrition Technician, Registered.
- Assist with nutrition monitoring and input data into computer software programs to ensure accurate ordering and food provision. Analyze food records for macro and micro-nutrient content using current anthropometric data.
- Organize and prioritize daily work schedule to support the work of the Culinary Call Center, Nutrition Technician, Registered and the Registered Dietitian Nutritionists.
- Maintain database for monitoring and tracking of food pantry participants.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

### JOB REQUIREMENTS

Education	Minimum	High School Diploma
	Preferred	Associates degree in Nutrition, Dietetics, or related field
Work Experience	Minimum	One (1) year of administrative, customer service, nutrition or food experience
	Preferred	One (1) year of nutrition-related experience (patient interviews, meal planning, diet clerk, call center) in a hospital setting
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Knowledge of basic nutrition concepts</li> <li>• Ability to work in a team environment</li> </ul>

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	<ul style="list-style-type: none"> <li>Excellent interpersonal and communication skills</li> <li>Ability to work with a culturally diverse patient population and other health care team members</li> <li>Strong computer navigation and utilization skills</li> </ul>		
<b>AGE SPECIFIC COMPETENCY (Clinical jobs only)</b>			
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.			
<b>Instructions:</b> Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,			
	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)
<b>JOB FUNCTIONS</b>			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
<b>PHYSICAL REQUIREMENTS</b>			
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>			
<b>Physical Demand Level</b>	<b>Occasional</b> Up to 33% of the time	<b>Frequent</b> 34%-66% of the time	<b>Constant</b> 67%-100% of the time
<input type="checkbox"/> <b>Sedentary:</b> 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.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<input type="checkbox"/> <b>Light:</b> 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.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
<input checked="" type="checkbox"/> <b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
<input type="checkbox"/> <b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
<input type="checkbox"/> <b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
<b>Other</b> - 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.