

UW HEALTH JOB DESCRIPTION

Program Coordinator, Clinical Nutrition

Job Code: 430025	FLSA Status: Exempt	Mgt. Approval: M. Waltz	Date: August 2022
Department: Clinical Nutrition		HR Approval: S. Whitlock	Date: August 2022

JOB SUMMARY

The Program Coordinator uses a high degree of professionalism to assist with the planning, implementation and evaluation of the dietetic internship program and the nutrition programming for the Learning Kitchen. In particular, the Program Coordinator plans and executes the Department's clinical, provider, educational, and patient specific strategies. Their successful implementation requires complex coordination and collaboration with an array of internal and external stakeholders. The Program Coordinator works collaboratively with the leadership teams and trainees to ensure clinical core competency is maintained at each of clinical sites and is responsible for coordination of the activities that support the Learning Kitchen. The incumbent will use available analytics to assess program metrics to ensure quality program is maintained.

MAJOR RESPONSIBILITIES

Program Coordination

- Collaborate with leadership teams and trainees to develop and implement clinical scheduling to ensure program competencies are met.
- Manage program accreditation requirements including implementation of program reviews, self-studies and continuing education.
- Interface and collaborate frequently with internal and external stakeholders to identify, establish, and monitor affiliate agreements and serve as liaison with legal.
- Collaborate with internal stakeholders to coordinate the programming of the Learning Kitchen, a hands-on nutrition education learning lab to support clinical care.
- In conjunction with the UW Health Clinical Nutrition Services, UW Health Culinary Services, UW Health Wellness, UW Health Employee Well-being leadership and staff, develop plans for nutrition programming in the Learning Kitchen targeted to support the clinical providers and patients.
- Engage with UW Health Marketing and Communications team and other stakeholders to market nutrition programming.
- Collaborate with Clinical Nutrition Department leadership team to manage recruitment and onboarding activities for trainees and new hires.
- Coordinate and manage schedules for clinical areas within nutrition.
- Demonstrate clinical knowledge by acting as a clinical nutrition resource to staff and other departments.
- Coordinate and plan Nutrition Grand Rounds topics and speakers in collaboration with Lead RDNs.

Internal and External Stakeholders/Customer Relations

- Develop and implement plans that meet the needs of internal and external stakeholders for each programmatic area.
- Collaborate with leadership teams to coordinate complex scheduling of trainees.
- Work with internal staff to regularly and consistently connect trainees with staff across UW Health.
- Support and collaborate with current affiliates through conference calls, site visits to discuss clinical and operational issues, and promote resolutions to issues.
- Meet regularly with managers and trainees working in the affiliated organizations to facilitate customer relations with regard to oversight of nutrition practice and performance of the overall program.
- Identify educational needs and consult with content experts to develop and implement new and innovative nutrition educational programs that support the delivery of high-quality medical care.

Professional Development/Effectiveness

- Identify professional strengths and areas for growth and demonstrate professional development through formal and informal learning experiences.
- Maintain knowledge of current trends and practices in clinical nutrition through resources such as literature review and professional networking.
- Participate in professional organizations in area of specialization and interest.
- Demonstrate professional effectiveness as a program coordinator and role model through efficient time management, effective organization of work, and prioritization.

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

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JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree in Nutrition, Dietetics or Nutrition Education
	Preferred	Master's Degree
Work Experience	Minimum	Three (3) years relevant experience including three (3) years clinical nutrition experience Progressive clinical nutrition leadership experience with demonstrated success
	Preferred	
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> • Registered Dietitian by the Commission on Dietetic Registration • Certified Dietitian in the State of Wisconsin.
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Ability to independently research issues and make effective recommendations using critical thinking skills • Excellent verbal and written communication skills • Effective analytical ability to solve complex problems and issues • Excellent customer service skills and ability to work with a diverse group of people • Track record demonstrating ability to function independently and as a team member, and consistently deliver quality outcomes • General knowledge of the principles and practices of human resources management • Excellent organizational skills, time management, and attention to detail • Competent in MS Outlook, Word, Excel, and PowerPoint

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,

	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)
	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTION

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
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#
List any other physical requirements or bona fide occupational qualifications:		Physical Activity: Continuous standing and transporting with occasional sitting, balancing, stooping, crouching, twisting, reaching, lifting, pushing,		

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pulling, fingering, grasping, feeling, talking-speaking clearly, hearing-conversation, seeing-corrected vision for near & far sight, color vision, and depth perception

Work/Environmental: Exposure to blood borne pathogens, diseases, and cleaning/sterilization solutions

Personal/Physiological: Interaction with people, working with people, judgment in emergency situation, frequent changes in volume of work, with intra-organizational and external communications