

# Clinical Nutrition Manager

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## POSITION SUMMARY

The Clinical Nutrition Manager plans, coordinates, and manages the work operations of the clinical nutrition staff. Primary responsibilities include assigning work to and supervising clinical dietitians and nutrition and dietetics technicians; establishing and maintaining policies, standards, and programs for the provision of optimal, cost-effective patient care; monitoring clinical dietetic performance for safety, efficacy, and evidence-based practice; establishing a framework to collect and publish clinical outcomes research; implementing and maintaining cost control procedures; participating in the budget process and meeting budget targets; recruiting, hiring, and orienting staff; interacting with hospital management and professional staff; and maintaining professional competency and skills required for professional practice.

## PRIMARY RESPONSIBILITIES

### Clinical Nutrition Operations

- Directs the nutrition care process through supervision of clinical dietitians, nutrition and dietetics technicians, and clerical staff, including nutrition screening, assessment, diagnosis, intervention, monitoring and evaluation, education, and menu processing according to established departmental policies.
- Schedules clinical nutrition staff according to patient/client needs and budget allocation.
- Implements and maintains cost control procedures, adhering to budget constraints while ensuring quality service.
- Addresses questions and concerns of patients and families, community members, and health professionals in accordance with evidence-based nutrition practice and critical thinking and assessment skills.
- Demonstrates accountability for the proper use of patients' protected health information and adherence to institutional safety practices.

### Human Resource Management

- Develops job descriptions and determines levels of competency necessary to meet mandatory job requirements.
- Recruits, interviews, hires, and facilitates training of new employees to meet department staffing needs.
- Manages, disciplines, and evaluates the performance of assigned department personnel based on job requirements and core competencies assigned to the job.
- Serves as a mentor to facilitate professional growth and job satisfaction of employees.
- Provides or facilitates continuing education and training opportunities for clinical nutrition staff.

### Business and Quality Integration

- Assists in budget planning, projects revenue and productivity, and establishes financial targets and objectives.
- Assesses, designs, implements, evaluates, and creates/updates nutrition care policies and procedures to achieve cost containment and improved patient outcomes.
- Monitors clinical outcomes and adjusts processes to ensure evidence-based practices and improve employee and patient satisfaction.
- Utilizes an organizationally approved nutrition care manual and evidence analysis library source; establishes institution-specific nutrition practice guidelines; keeps abreast of new developments and implements new clinical practices as appropriate.
- Develops, initiates, and monitors quality initiatives and patient safety practices in accordance with The Joint Commission and other accrediting organizations.
- Assists in achieving compliance with regulatory agency standards, including state and federal standards.
- Creates and implements a strategic plan that positions dietitians and nutrition and dietetics technicians in key roles as providers of Medical Nutrition Therapy (MNT), resulting in high-quality, high-value, and cost-effective patient care.
- Establishes and integrates department goals with hospital-wide annual goals and visions to provide optimal nutrition care.
- Monitors and integrates technological advances that enhance efficiency as appropriate.

### Professional Interface

- Interacts with hospital administration, medical, nursing and allied health professional, and foodservice staff to promote interdisciplinary communication and cooperation and to ensure patients' nutritional needs are met.
- Attends and participates in interdisciplinary teams and committees.
- Coordinates schedules and serves as a preceptor for nutrition and dietetics interns and students.
- Coordinates staff resources to provide community events and nutrition programs.
- Collaborates with corporate teams, state and national health care professionals, and professional organizations via information exchange, benchmarking tools, and attendance at national conferences.

### Research

- Evaluates nutrition care protocols using principles of evidence-based practice to establish and/or improve nutrition practice guidelines.
- Mentors department staff in presenting and/or publishing articles, abstracts, or results of research studies in professional journals or at professional meetings.
- Reviews current literature regularly to ensure the most recent advancements in nutrition care are incorporated into nutrition practices and protocols.

### Professional Development

- Continuously improves knowledge of nutrition issues and policies, research related to products or services, and communication skills.
- Develops and implements an individualized portfolio plan for professional growth and development, including participation in professional organizations and activities, workshops, seminars, and staff development programs.
- Applies Scope of Practice, Standards of Excellence, Standards of Practice (SOP), and Standards of Professional Performance (SOPP) tools for credentialed nutrition and dietetics practitioners to determine competence, advance practice, and measure and evaluate an organization's programs, services, and initiatives.

Performs other related duties as assigned.

## KEY COMPETENCIES

### Communication

- Demonstrates strong interpersonal skills and ability to communicate effectively in both written and verbal form.
- Communicates responsibly and professionally with employees and establishes an ongoing means of communication with staff.

### Problem Solving

- Analyzes and resolves difficult or sensitive challenges by dealing with facts.
- Resolves conflicts using constructive coaching techniques while providing employees with feedback that is timely, clear, and appropriate.

### Enables and Empowers Teamwork

- Supports a positive environment in which staff participate, respect, and cooperate with each other to achieve desired results.
- Empowers teams to achieve goals by providing resources, training, responsibility, and authority.

### Organization and Collaboration

- Organizes multiple tasks, establishes priorities, and meets deadlines for assignments and responsibilities.
- Cooperatively and effectively works with people from all organizational levels and builds consensus through negotiation and diplomacy.

### Relationship Building

- Develops, maintains, and strengthens partnerships with others inside or outside the organization who can provide information, assistance, and support.
- Possesses knowledge of health and nutrition associations, publications, influencers, general landscape, and key issues affecting school nutrition.

### Leadership/Management

- Manages resources to maximize efficiency and effectiveness; recognizes and leverages employee skills and abilities.
- Sets clear, meaningful, challenging, and attainable goals and expectations that are aligned with the department/university.

## QUALIFICATIONS

### Education/Experience

Bachelor's degree in dietetics, foods and nutrition, or related area, granted by a US regionally accredited college or university, or foreign equivalent. Master's degree preferred. Completion of required dietetics coursework and supervised practice through a Didactic Program in Dietetics and Dietetic Internship, or a Coordinated Program in Dietetics accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. Minimum of 3-5 years experience as a clinical dietitian, with minimum of 2 years supervisory experience preferred.

### Certification/License

Registered Dietitian Nutritionist (RDN) by the Commission on Dietetic Registration (CDR); certification/licensure as required by state of practice.