This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<table>
<thead>
<tr>
<th>2. Employee's Name (Last, First, M.I.)</th>
<th>8. Department/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>D.J. JACOBETTI HOME FOR VETERANS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Employee Identification Number</th>
<th>9. Bureau (Institution, Board, or Commission)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MICHIGAN VETERANS AFFAIRS AGENCY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Civil Service Position Code Description</th>
<th>10. Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dietitian Nutritionist-E</td>
<td>MICHIGAN VETERANS HEALTH SYSTEM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Working Title (What the agency calls the position)</th>
<th>11. Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dietitian / Nutritionist</td>
<td>D.J. JACOBETTI HOME FOR VETERANS</td>
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<th></th>
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</thead>
<tbody>
<tr>
<td>BRESSETTE, KARLA K; REGISTERED NURSE MANAGER-3</td>
<td>NURSING - CLINICAL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Name and Position Code Description of Second Level Supervisor</th>
<th>13. Work Location (City and Address)/Hours of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>LYNCH, KRISTINA M; STATE ADMINISTRATIVE MANAGER-1 15</td>
<td>425 FISHER STREET; MARQUETTE, MI 49855 / M-F 7:30 A.M. - 4:00 P.M</td>
</tr>
</tbody>
</table>

**14. General Summary of Function/Purpose of Position**

Ensure nutritional needs of members are met, thereby improving diet, nutrition, and health of members. Comply with requirements of Federal and State agencies. Assess members for nutritional risk and develop care plans. Develop nutritionally adequate menus. Plan therapeutic diets and tube feedings to meet individual needs. Monitor nutrition quality assurance aspects to improve nutrition care provided as it relates to diet therapy for health and diseases, states the specifics of how and what food is prepared and served to members. Serve as a nutrition professional/resource person to members, families, physicians, and nurses, dietary and health care staff.

This position is a test-designated position and will be subject to random drug and alcohol testing.
15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty. List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

<table>
<thead>
<tr>
<th>Duty</th>
<th>General Summary</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty 1</td>
<td>Assess nutritional needs of members and develop individualized nutritional care plans.</td>
<td>30</td>
</tr>
</tbody>
</table>

**Individual tasks related to the duty:**

- Assess all members on admission, quarterly and as needed to determine nutritional risk and develops a care plan specific to individual needs. Parameters covered include diet and social history, clinical data, physical needs, anthropometric data, and biochemical data.
- Recommends therapeutic diet, and, if applicable; supplementation, as appropriate to member’s nutritional status and critical condition (may include tube feeding, consults for swallowing, or adaptive eating devices.)
- Attends interdisciplinary care conferences.
- Documents findings and recommendations in electronic medical records system and other pertinent data for Minimum Data Set processing.
- Collaborates with the interdisciplinary team in plan of care and meetings to ensure member’s nutritional needs are met.
- Conducts routine assessments, as required, visiting members on a regular basis to discuss nutritional problems and appropriate solutions.

| Duty 2 | Develops and adapts therapeutic and modified diets to meet individual needs of members and comply with Federal and State regulatory agencies. | 20 |

**Individual tasks related to the duty:**

- Calculate nutritional values of food served. Determines serving size, frequency and method of preparation of foods.
- If required, calculates tube feeding formula, volume, and administration to meet requirements.
- Calculates and recommends supplements for disease-specific conditions if appropriate.

| Duty 3 | Inspects food preparation and food service for conformance with prescribed diets and standards of sanitation, palatability, appearance, and nutritional quality. | 15 |

**Individual tasks related to the duty:**

- Individual tray evaluations monitoring food for appropriate temperature, taste, appearance, palatability, and accuracy to menu and diet.
- Monitor all trays / trayline for diet and menu accuracy.
- Dietary department sanitation audits monitoring all area of sanitation and temperature monitoring of hot food, refrigeration, pot/pans sinks, and dish machine.
- Conduct meal rounds in dining areas.
### Duty 4

**General Summary:** Serves as a nutrition/food service resource for members, families, physicians, healthcare, dietary, and administrative staff.

**Percentage:** 15

**Individual tasks related to the duty:**

- Consults as needed with physicians, nurses, healthcare staff, and dietary staff regarding nutrition, diet therapy, and food service standards.
- Instructs members and families regarding individualized diet therapy, general nutrition principles, and food selection and preparation.
- In-services dietary staff as needed regarding therapeutic diets.
- In-services healthcare staff as requested.
- Resource to administrative staff during food service contract development.

### Duty 5

**General Summary:** Plans and implements Quality Assurance Program activities to improve nutritional care provided and ensure compliance with Federal and State agencies.

**Percentage:** 10

**Individual tasks related to the duty:**

- Completes Quality Assurance reports, reviewing nutritional care plan for members with significant weight changes, skin break down, tube feedings and specialized nutritional needs.
- Develops and revises policies and procedures pertaining to nutritional needs of members.
- Serves on committees; Infection Control, Quality Assurance and Quality Assessment and Performance Improvement (QAPI) work groups.

### Duty 6

**General Summary:** Plans menus for members for facility, ensuring nutritional adequacy, balance, and variety; adjusting for food availability and budget control.

**Percentage:** 10

**Individual tasks related to the duty:**

- Demonstrate knowledge of menu planning principles and practices.
- Includes adjustments for ethnic/cultural preferences for target population.
- Keep abreast of latest research in nutritional and food sciences.
- Other Duties as assigned.
16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.
Work independently in all aspects of job. Results of work affect members served and healthcare staff.

17. Describe the types of decisions that require the supervisor's review.

- Authorization for sick or annual leave, conference attendance, alteration of work hours.
- Form Revisions
- Propose New Policies

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Primarily desk job requiring occasional bending, stooping, kneeling; may be exposed to illness, disease and second hand smoke; may be required to travel periodically.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- Complete and sign service ratings.
- Provide formal written counseling.
- Approve leave requests.
- Approve time and attendance.
- Orally reprimand.
- Assign work.
- Approve work.
- Review work.
- Provide guidance on work methods.
- Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Management developed PD.

23. What are the essential functions of this position?

Ensure nutritional needs of members are met, thereby improving diet, nutrition, and health of members. Comply with requirements of Federal and State agencies. Assess members for nutritional risk and develop care plans. Develop nutritionally adequate menus. Plan therapeutic diets and tube feedings to meet individual needs. Monitor nutrition quality assurance aspects to improve nutrition care provided as it relates to diet therapy for health and diseases, states the specifics of how and what food is prepared and served to members. Serve as a nutrition professional/resource person to members, families, physicians, and nurses, dietary and health care staff.

This position is a test-designated position and will be subject to random drug and alcohol testing.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Requesting to establish a Dietitian/Nutritionist position in accordance with MCSC Regulation 4.01 and 4.04. The position will be responsible as Dietitian/Nutritionist at DJ Jacobetti Home for Veterans.

25. What is the function of the work area and how does this position fit into that function?
26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor’s degree in foods and nutrition, or institution management.

EXPERIENCE:

Dietitian/Nutritionist 9
No specific type or amount is required.

Dietitian/Nutritionist 10
One year of professional experience providing dietetic and nutritional services equivalent to a Dietitian/Nutritionist 9.

Dietitian/Nutritionist P11
Two years of professional experience providing dietetic and nutritional services equivalent to a Dietitian/Nutritionist, including one year equivalent to a Dietitian/Nutritionist 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles of human nutrition.
Knowledge of diet therapy principles and practices.
Knowledge of food service operations, including food preparation, sanitation, and procurement.
Knowledge of menu planning principles and practices.
Ability to formulate treatment plans and makes clinical judgements involving diet therapy.
Ability to instruct others in individual diet therapy, general nutrition principles, and food selection and preparation.
Ability to inspect and evaluate food preparation and service for conformance with standards.
Ability to maintain records, and prepare reports and correspondence related to the work.
Ability to communicate effectively with others.
Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities for Dietitian/Nutritionist 12 (Lead Worker)

Ability to organize and coordinate the work of others.

   Ability to set priorities and assign work to other professionals.

CERTIFICATES, LICENSES, REGISTRATIONS:
Dietitian/Nutritionist 9:
Eligibility to participate in a dietetic internship, traineeship or coordinated program approved by the American Dietetics Association.

Dietitian/Nutritionist 10-12:
Registration as a Dietitian by the Commission on Dietetic Registration, the credentialing agency for the American Dietetics Association.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

________________________  _________________________
Supervisor                                           Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

________________________  9/29/2017
SARAH JOHNSON                                           Date

Appointing Authority

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

________________________  _________________________
Employee                                           Date