

## Detailed Job Description

**Job title:** Registered Dietician  
**Reporting to:** Director, Care Management Clinical Operations  
**Department:** Clinical Services  
**Hours:** Full-time (40 hours per week)  
**Performance Review period:** Annual  
**Revision Date:** 11/09/2015  
**To Apply:** Contact Reem Orow at [rorow@updoctors.com](mailto:rorow@updoctors.com)

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### Purpose of the position

The Registered Dietician/Nutritionist supports the primary care physician network by providing nutritional assessment, education and management to patients with chronic conditions who are at risk for disease progression, complications, cognitive and functional decline. In collaboration with the physician and interdisciplinary team, the Register Dietician/Nutritionists develops and implements an individualized care plan designed to promote the patient's understanding and management of their condition, optimize quality of life, and improve clinical outcomes. This role will also develop various nutritional programs (adult and paediatric focused) for the provider organization. This position provides service in the primary care practices and individual patient homes.

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### Responsibilities & duties

- Conduct comprehensive nutritional assessment, education, and management to patients/clients referred by physicians and/or multidiscipline care team (in-home, in primary care practice or telephonically)
  - Provide instruction to clients in the use of modified diets as it relates to health promotion and chronic conditions.
  - Coordinate, implement, and evaluate nutritional education using National standards and guidelines
  - Evaluate patients for needed services (HEDIS metrics) assist in closing "gaps" for needed health services (preventative and condition specific)
  - Develop and deliver educational programs and appropriate teaching tools for various ethnic and cultural groups to support understanding of nutrition.
  - Provide outpatient and community based education and counselling to patients and families, individual or group, in accordance with established educational plans.
  - Prepare nutrition related presentations and present them to various audiences.
  - Maintain timely and complete documentation and billing of all care management encounters.
  - Miscellaneous duties and projects as assigned.
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### Qualifications

- Bachelor's degree with course work approved by the American Dietetic Association's Commission on Accreditation for Dietetics Education.
- Passed a national examination administered by the Commission on Dietetic Registration.
- Must have experience working with the paediatric population.
- Knowledge of nutrition guidelines in chronic disease management.
- Knowledge of medical terminology.
- Knowledge of HEDIS or NCQA quality measures

- United Physician's health screening and vaccination requirements
- Valid unrestricted State of MI Drivers License and ability to drive to multiple locations

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## Performance Skills

- Ability to work independently and rapidly develop productive and collaborative relationships with representatives from other healthcare providers
- Knowledge of principles and case management guidelines in the assigned program arena.
- Recognize and address the unique culture, language, health literacy and age appropriate care of diverse patients and caregivers.
- Advanced patient interviewing and assessment skills
- Exceptional interpersonal and communication skills
- Excellent problem solving, analytical, and decision making skills.
- Current knowledge of standards of care and clinical guidelines for patients with chronic illness.
- Effective collaboration within a multi-disciplinary team
- Ability to work autonomously, maintain work schedule at multiple sites, prioritize, and maintain productivity through proactive case finding and referrals.
- Working knowledge of insurance and regulatory guidelines for practice
- Knowledge of HEDIS or NCQA quality measures
- Proficient in computer applications related to work including Microsoft Office Suite (MS Word and Excel), electronic medical records and patient registries

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## Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.