

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Dietetic Clerk

Class Code: 1410

Pay Grade: 508

GENERAL CLASS DESCRIPTION:

Under general supervision, provides assistance to the dietitian and nutrition support to patients. Directs the work of service assistants for specific patient areas; educates patients and/or significant others on designated diets. Duties require the ability to exercise responsible judgment in routine and emergency situations, and the ability to meet deadlines. Duties may involve the use of personal computers, computer terminals and a variety of software and/or conventional office equipment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Completes or assists patients in completing special selective menus, checking for compliance with dietary prescription, frequently without review.
2. Develops patterns for special diets, according to the dietary prescription.
3. Instructs patients and/or significant others on less complicated diet prescriptions and assists the clinical dietitian with the remainder.
4. Obtains lab data and reviews patient charts to assist clinical dietitian in nutritional assessment of patients.
5. Calculates 3-day food records and nutrient intakes (including intravenous and central venous nutrition) and records in medical record.
6. Makes notes in medical records as appropriate to his/her responsibility, or as directed by the dietitian.
7. Coordinates and reviews the work of service assistants for conformance to established guidelines. Conducts patient service team meetings.
8. Manages the office, maintaining the inventory of supplies and ensuring that time-sensitive charting and completion of menu packets are done accurately and within necessary time constraints.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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KNOWLEDGES, SKILLS AND ABILITIES:

1. Knowledge of basic nutrition.
2. Knowledge of special diet modifications.
3. Knowledge of basic mathematical concepts, including percentages, fractions, and decimals.
4. Knowledge of confidentiality of patient information.
5. Skill in acquiring information from patients.
6. Skill in counseling patients on basic nutrition and selected modified diets.
7. Skill in calculating nutrient intakes.
8. Skill in formula calculation.
9. Ability to perform simple mathematical functions.
10. Ability to use a pocket calculator, operate a CRT and personal computer.
11. Ability to organize and coordinate work of the Food Service Team.
12. Ability to work cooperatively with Dietary, Nursing and other hospital staff.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Completion of an American Dietetic Association certified Dietetic Technician program (two-year course), or
2. Two years post high school education including at least one post high school course in nutrition. Up to 20 months of experience in direct patient food services may be substituted for post high school education for those who have successfully completed one post high school course in nutrition.

REVISION EFFECTIVE: October 1, 1997