**Department:** Clinical Programs

**Reports to:** Clinical Programs Director

**Job Summary:** The Registered Dietician/Diabetes Specialist is responsible for co-coordinating (along with the Clinical Pharmacist/Diabetes Specialist) the direction, coordination, implementation and ongoing evaluation of the [CHC name] Diabetes Treatment and Prevention Program and related Nutrition Therapy and Education at [CHC name]. The person in this position is responsible for providing nutritional therapy, education and support to patients with diabetes, prediabetes, and related conditions as well as preventive nutritional therapy and education to adults and children who are overweight or obese.  This position requires travel between and staffing at multiple primary care clinics.

**Essential Duties and Responsibilities:**

* Plans, implements, and evaluates the diabetes education and medical nutrition therapy program.
* Provides nutritional therapy, education, and support to patients with diabetes, prediabetes, and related conditions, both one-to-one and in groups at all primary care clinics.
* Provides preventive nutritional therapy and education to adults and children who are overweight or obese, both one-to-one and in groups at all primary care clinics.
* Develops and co-coordinates and maintains [CHC]’s Diabetes Program with the Clinical Pharmacist/Diabetes Specialist.
* Reviews, evaluates, and monitors the Nutrition Therapy and Education for Diabetes and related conditions as part of the Diabetes Treatment and Prevention, including outreach, registration, session implementation, curriculum development, wellness activities, data collection, and patient education and reporting.
* Maintains familiarity with current national standards developed by the American Dietetic Association, American Diabetes Association, and/or the American Association of Diabetes Educators.
* Continually reviews programs and processes to assure that all [CHC] program sites comply with uniform quality standards.
* Provides vision and leadership for the diabetes education team with attention to the latest developments in diabetes care, customer service, multidisciplinary team involvement, continuous quality improvement, and cost effective outcomes.
* Provides coaching, mentoring, peer review, team building, and guidance to diabetes program educators and support staff related to the provision of Diabetes Self-Management Education and/or Medical Nutrition Therapy.
* Maintains personal proficiency of specialty competency and education skills in order to serve as an ongoing resource for team members, physicians, and other staff related to diabetes education and/or nutrition counseling.
* Serves as a liaison between program staff, advisory committee, physicians, and administration.
* Provides and coordinates orientation and continuing education for the program staff.
* Evaluates program effectiveness, responsible for QI activities, and facilitates program improvement through the QI process.
* Oversees programs with regularly scheduled visits to all sites.
* Maintains/coordinates adequate staffing.
* Responsible for staff compliance to patient care standards.
* Oversees department specific duties and projects to ensure follow through and completion of policies, procedures, and competencies.
* Projects assigned appropriately based on professional skill areas, experience, and interest.
* Performs other duties as assigned.
* Handles protected health information (PHI) in a manner consistent with the Health Insurance and Portability and Accountability Act of 1996 (HIPPA).

**HIPPA Requirements:** The Diabetes Program Co-Coordinator/Health Educator will have access to PHI in the course of carrying out his/her duties. The Diabetes Program Co-Coordinator will use PHI to provide education and to consult with providers. The Diabetes Program Co-Coordinator will also be involved in overall quality of care discussions with the other health care providers at the Center. Applying the minimum necessary standard of HIPAA, the designated record sets to which this employee will have access include: the full medical record, the demographic, scheduling and insurance information of the practice management systems.

**Knowledge, Skills and Abilities:**

* Ability to self-manage and effectively manage staff
* Ability to work in a timely, accurate, and detail-oriented manner
* Logical decision making skills
* Ability to embrace change and innovation when appropriate.
* Excellent patient, provider, and staff communication skills
* Strong commitment to working with patients and staff from a widerange of ethnic, economic, cultural, and social backgrounds

**Education and Experience:**

* Registered Dietician (ADA) strongly preferred, or registered nurse
* CDE (Certified Diabetes Educator) or ability to obtain CDE within1 year of employment
* Minimum two (2) years’ experience working with patients with diabetes
* Good patient, provider and staff communication skills.
* Previous experience as Diabetes Program Coordinator desirable
* Foreign language skills, especially Spanish speaking and reading skills, preferred
* Experience teaching to individuals and groups, to patients/families and professionals
* Experience in using motivational strategies with patients desired
* Additional experience providing patient education and/or training and managing employees is desired
* Valid [state] driver’s license, reliable transportation, safe driving record, and insurance coverage required

**Physical Requirements:**

* Standing/Walking: up to 90%
* Sitting: up to 5%
* Lifting/Carrying: may occasionally lift up to 30 lbs.
* May occasionally stoop, bend; will reach frequently
* May use step stool occasionally
* Must be able to type
* Must be able to open and close prescription and patient vials
* Must be able to read for extended periods

**Working Environment/Physical Hazards:**

* Work in well-lighted, ventilated environment
* May be exposed to blood borne pathogens

**Equipment Used:**

* Computer: EPIC, databases and word processing
* Telephone: must be able to hear and communicate
* Fax/Copier
* Glucometers and point-of-care lab monitoring
* Equipment necessary to measure vitals (blood pressure cuff, scale, etc.)

**Immunization:** Staff member must meet immunizations requirements as stated in [CHC]’ immunization policy**.**