



The University of North Carolina Wilmington  
 NUTRITION SPECIALIST  
 COMPETENCY PROFILE

**Description of Work:** Positions in this banded class plan, implement, and modify nutritional programs to assist in the promotion of health and control of disease. Work requires professional knowledge of the principles and practices of food and nutrition. Employees in this class analyze clinical and nutritional data in order to recommend appropriate supplemental foods based upon the clients’ nutritional needs and food preferences; instruct patients, students, and other professionals and paraprofessionals regarding medical nutrition therapy, techniques, and procedures; collect, compile, evaluate, and analyze patient data; and may manage small nutritional, education, outreach, and wellness programs.

ROLE DESCRIPTIONS BY COMPETENCY LEVEL		
CONTRIBUTING	JOURNEY	ADVANCED
Positions in this banded class perform entry-level duties in the planning and implementation of standard nutritional assessments, nutritional care plans, and dietary instructions. Work is performed to support a nutritional program. Work at this level requires basic knowledge of the principles & practices of nutrition and/or dietetics related to the specialty area, the collection and storage of patient data/information, working within established guidelines, and providing basic patient instruction.	Positions in this banded class plan, develop, and adapt comprehensive nutritional assessments, nutritional care plans, and dietary instructions for patients with multi-systemic medical/nutritional conditions. Work is performed with minimal supervision in support of a small nutritional program. Work at this level requires a full knowledge of the principles & practices of nutrition and/or dietetics related to the specialty area; the collection and analysis of data from multiple sources; interpreting, applying, and recommending modifications to guidelines with minimal input; and providing nutritional training and/or consultation to paraprofessional and	Positions in this banded class plan, develop, and adapt complex, comprehensive nutritional assessments, nutritional care plans, and dietary instructions for patients in a specialized area who are at a higher risk. Work is performed independently and may include administrative efforts of a nutritional program or programs. Work at this level requires a comprehensive knowledge of the theories, concepts, practices, and techniques of nutrition and/or dietetics related to the specialty area; analysis and reconciliation of data/information for reports; trend identification and interpretation; independently interpreting, applying, and/or modifying guidelines; and providing

	<p>professional staff, agencies, and groups. Work may include assisting in developing new strategies, programs, projects or initiatives and the supervision of the activities of a small nutritional program.</p>	<p>advanced level nutritional training and consultation to medical staff, paraprofessionals, professionals, agencies, and groups. Work may include the development and operation of multiple small nutritional programs or a large program, to include budget development.</p>
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<b>Competency</b>	<b>Definition</b>
<b>Knowledge - Professional</b>	<p>Possession of a designated level of professional skill and/or knowledge in specific area(s) and to keep current with developments and trends in area(s) of expertise, usually acquired through post-secondary education.</p>
<b>Data Analysis/Records Administration</b>	<p>Applies knowledge of data/information collection methods, data/information management systems, statistical theory, and project/program knowledge to compile, assimilate, organize, and store data/information; reviews, compiles, summarizes and analyzes data/information to prepare reports. Ability to monitor and collect research data to access accuracy, validity, and integrity.</p>
<b>Patient Care</b>	<p>Ability to assess, prevent, and treat patients in a clinical or medical setting. Ability to manage the physical and mental well being through on going education.</p>
<b>Decision Making</b>	<p>Knowledge of and ability to use effective approaches for choosing a course of action or developing appropriate solutions and/or reaching conclusions. Ability to take action consistent with available facts, constraints, and anticipated consequences.</p>

Competency	Contributing	Journey	Advanced
<b>Knowledge-Professional</b>	<ol style="list-style-type: none"> <li>1. Demonstrates basic knowledge of the principles and practices of nutrition and/or dietetics related to the specialty area.</li> <li>2. Interprets and applies guidelines, program goals, and standards.</li> <li>3. Researches information for development of new programs.</li> </ol>	<ol style="list-style-type: none"> <li>1. Demonstrates full knowledge of the principles and practices of nutrition and/or dietetics related to the specialty area, to include application of nutritional theories and concepts. May act as a technical resource.</li> <li>2. Interprets, applies, and recommends modifications to guidelines with limited technical oversight.</li> <li>3. May assist in developing new strategies, programs, projects, or initiatives.</li> </ol>	<ol style="list-style-type: none"> <li>1. Demonstrates comprehensive knowledge of the theories, concepts, practices, and techniques of nutrition and/or dietetics related to the specialty area.</li> <li>2. Independently interprets, applies, and/or modifies guidelines.</li> <li>3. Develops and/or manages new strategies, programs, projects, or initiatives.</li> </ol>
<b>Data Analysis/Records Administration</b>	<ol style="list-style-type: none"> <li>1. Uses established data/information systems and/or procedures to collect and store data/information; reviews data and information for completeness and accuracy within well-defined parameters. Includes charting of patient information within a clinical setting.</li> <li>2. Assists higher level professionals with the preliminary calculation and analysis of data.</li> <li>3. NA</li> </ol>	<ol style="list-style-type: none"> <li>1. Compiles and organizes data/information from different sources to develop reports using established format.</li> <li>2. Intermediate calculation and analysis of data involving identifying trends.</li> <li>3. Assists in preparation of reports and/or publications</li> </ol>	<ol style="list-style-type: none"> <li>1. Analyzes and reconciles data/information for reports from different internal and external sources. May serve as a project/team leader.</li> <li>2. Advanced data analysis involving identification and interpretation of trends in order to effect change in a program or facility setting. Usually involves quality control measures.</li> <li>3. Co-authors/authors reports and/or publications.</li> </ol>

<b>Competency</b>	<b>Contributing</b>	<b>Journey</b>	<b>Advanced</b>
<b>Patient Care</b>	<ol style="list-style-type: none"> <li>1. Applies basic knowledge, processes, methods, and/or procedures for patient services.</li> <li>2. Develops nutritional assessments, nutritional care plans, and dietary instructions.</li> <li>3. Provides basic instruction to patients, students, and others regarding nutrition plans, techniques, and procedures.</li> </ol>	<ol style="list-style-type: none"> <li>1. Applies full knowledge, processes, methods, and/or procedures for a variety of patient services.</li> <li>2. Develops comprehensive nutritional assessments, nutritional care plans, and dietary instructions for patients with multi-systemic medical/nutritional conditions.</li> <li>3. Provides nutritional training and/or consultation to paraprofessional and professional staff, dietetic interns, agencies, and groups.</li> </ol>	<ol style="list-style-type: none"> <li>1. Applies comprehensive knowledge, processes, methods, and/or procedures for a variety of patient services. Mentors/trains others.</li> <li>2. Develops complex, comprehensive nutritional assessments, nutritional care plans, and dietary instructions for patients with a variety of chronic and acute medical/nutritional conditions who are high risk in a specialty area.</li> <li>3. Provides advanced level nutritional training and consultation to medical staff, paraprofessionals, professionals, agencies, and groups. This most often includes in-service consultation with interdisciplinary teams.</li> </ol>
<b>Decision Making</b>	<ol style="list-style-type: none"> <li>1. Follows standard nutrition/dietetic care plans and treatment programs.</li> <li>2. NA</li> <li>3. NA</li> </ol>	<ol style="list-style-type: none"> <li>1. Develops and adapts nutrition/dietetic care plans and treatment programs, as needed.</li> <li>2. May supervise the activities of a small nutritional program.</li> <li>3. NA</li> </ol>	<ol style="list-style-type: none"> <li>1. Develops and adapts complex nutrition/dietetic care plans and treatment programs.</li> <li>2. Develops and operates multiple small nutritional programs or a large program.</li> <li>3. Participates in program administration including budget development.</li> </ol>

