

Early Learning in Dietetics Tutor – Task List

Position Objective

- To facilitate student learning through the Master of Dietetics Early Learning Programme, resulting in satisfactory completion of the Year One placement programme.
- To ensure the success of the programme at the local level by liaising between Otago University and local contributors.
- To contribute to the on-going development of course materials.

Key Tasks for the position	Performance will be considered satisfactory when
Facilitate students' learning in their practical experience placements.	Students' learning is encouraged and enabled in practical placements.
Facilitate students' learning through tutorials.	Students' learning is encouraged and enabled in well-planned and executed tutorials.
Provide feedback and assess students' completion of their practical activities.	Students receive timely, relevant, constructive formative and summative feedback, given in a positive manner.
Assist in the development of course materials.	Course materials and placement arrangements for the year one Dunedin-based programme are developed in a timely manner and reflect accepted pedagogy and competency development requirements.
Assist with assessment.	Provide formative and summative assessment of student Early Learning in Dietetics placement activities. Undertake assessment of written assignments and exam papers.
Contribute own specialist area to the Programme.	Own areas of dietetic expertise are contributed to the lecture, tutorial and placement programme. Learning facilitation follows principles of adult learning consistent with University policy.
Liaise with local dietitians, health service and food service managers and the wider community promoting the Dietetic Programme	A positive Programme profile is maintained with local dietitians and the wider local community. Practical programme arrangements for placement dietitians are planned with the Senior Placement Tutor. Tutor contributes to enhancing the Programme's relationship with placement providers.
Undertake professional self-development	Own competency is maintained by active participation in the profession's Continuing Competence Programme. A positive professional role model is provided for students. Tutor develops education as a scope of practice.
Key Tasks for the position	Performance will be considered satisfactory when
Contribute regularly to programme reviews	Constructive feedback is given to the review of the placement and formal learning sessions.
Supervise students'	Professional supervision is provided to students

outpatient counselling experience	undertaking Dietetic counselling.
Participate in the regular Dietetic tutor meetings	An active contribution is made to tutor meetings.
Student Support	Positive feedback is received from students about tutor's accessibility, sensitivity to the demands on students, responsiveness to their needs and provision of advice.