**UNIVERSITY OF SOUTHERN CALIFORNIA**

**Nutrition Research Manager**

**Job Code: 185919**

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**Grade:** HF  
**OT Eligible:** No  
**Comp Approval:** 12/8/1994

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**JOB SUMMARY:**

Manages all facets of the Nutrition Research Services Department. Supervises staff, designs and implements the nutrition component of research protocols, collects and interprets nutrition-related data and monitors the nutrition care of all research subjects.

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**JOB ACCOUNTABILITIES:**

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<th>*E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
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<td>Collaborates with Principle Investigators in planning, conducting, evaluating and revising research protocols concerned with the clinical investigation of metabolic and nutritional diseases. Acts as a resource for Principle Investigators for the collecting, interpreting and reporting of nutrition-related data. Maintains contact with Principle Investigators, reporting and resolving research issues according to investigator guidelines. Liaises with other General Clinical Research Center (GCRC) managers when issues arise that affect patient compliance and/or protocol adherence.</td>
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<td>Designs and implements diets for nutrition component of research protocols consistent with the needs of the study, general nutrition principles and individual subject needs. Develops nutrition education materials for specific research protocols. Obtains and maintains adequate levels of general nutrition education materials.</td>
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<td>Maintains extensive patient contact for dietary information and patient cooperation and compliance. Reviews medical records and visits patients for purposes of developing and implementing nutrition care plans. Maintains records of patients' diet histories, diet calculations and progress. Documents in patient medical chart and in Nutrition Research Services files for specific protocols.</td>
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<td>Reviews recent scientific literature and attends appropriate conferences and workshops to maintain accurate nutrient database for nutritional analyses of research diets and to maintain current knowledge of nutrition, nutrition research techniques and diet therapy relevant to current research protocols.</td>
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<td>Supervises Research Kitchen staff members in implementation of patient food service to assure accurate delivery of diets as defined by specific research protocols. Recruits, hires and oversees training of new Nutrition Research Services staff. Maintains employee records. Performs prescribed employee evaluations and performance reviews. Disciplines employees according to University policy, as needed.</td>
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<td>Develops standard procedures for food preparation, service and delivery in the research setting. Establishes and monitors quality control procedures to ensure accurate delivery of research diets.</td>
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<td>Coordinates with vendors to ensure efficient and effective acquisition of foodstuffs and other grocery items from the main kitchen supply unit.</td>
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Maintains permanent records of utilization data for Nutrition Research services. Prepares appropriate reports for GCRC annual reports and grant renewals or site visits.

Participates in design and planning of physical facilities for Research Kitchen as needed.

Notifies GCRC Program Director of Nutrition Research Services issues that may affect the smooth and efficient functioning of the GCRC.

Coordinates with Internship Director for dietetic intern work experience in the research setting. Develops specific learning objectives for interns participating in work experience.

Conducts nutrition and/or diet-related inservice training for nursing or medical staff as required.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: No

Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
Bachelor's Degree

Minimum Experience:
2 Years

Minimum Field of Expertise:
Registered Dietitian with experience in a clinical or research setting.

Preferred Education:
Master's Degree

Preferred Experience:
4 Years

Preferred Field of Expertise:
Supervisory-level dietitian experience in a clinical or research setting.

Skills: Other:
Analysis
Assessment/evaluation
Communication -- written and oral skills
Conflict resolution
Consulting
Counseling
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial Skills
Networking
Organization
Problem identification and resolution
Project management
Scheduling
Staff development
Teaching/Training

Skills: Machine:
Calculator
Computer Network (Department or School)
Personal Computer

Supervises: Level:
Manages through subordinate supervisors

Supervises: Nature of Work:
Technical

SIGNATURES:
Employee: ________________________________ Date: ______________________________
Supervisor: ______________________________ Date: ______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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