

APPENDIX 3 – FOOD SERVICE MANAGER


SAMPLE ONLINE SELF-ASSESSMENT & PROFESSIONAL DEVELOPMENT PLAN

SELF-ASSESSMENT

Standard 1	Standard 2	Standard 3	Standard 4	Standard 5	Standard 6	Standard 7
See Goals For this Standard						
Standard 4: A Registered Dietitian provides effective direct client care services to achieve appropriate goals.						
1. Uses a client centered approach.						
2. Collaborates with others, including subject matter experts, to contribute to client care.						
In the provision of Food Services, it is important to collaborate with clinical counterparts to ensure that Food services is meeting pt needs. There is a direct link between food and client nutrition care.						
3. Draws relevant conclusions from nutrition assessment data.						
4. Identifies nutrition goals and develops nutrition care plans to achieve planned outcomes.						
5. Coordinates implementation of nutrition care plans.						
6. Assesses client progress in achieving planned outcomes.						
7. Evaluates effectiveness of nutrition care plans in achieving planned outcomes.						
8. Refers clients to other professionals and/or agencies as needed.						

Learning Plan

[Hide Section](#)

My Client Groups: Inpatients and Residents of Vancouver Island Health Authority 

Standard/Indicator #:

Standard 4: A Registered Dietitian provides effective direct client care services to achieve appropriate goals.

Indicator 2: Collaborates with others, including subject matter experts, to contribute to client care.

Self Assessment Notes:

In the provision of Food Services, it is important to collaborate with clinical counterparts to ensure that Food services is meeting pt needs. There is a direct link between food and client nutrition care.

Learning Goal: 

As Director of Food Services, I recognize that the provision of food to inpatients/residents of VIHA is a key contribution to client care. However, in order to ensure that our clients (inpts/residents) receive appropriate, safe, nutritious foods, I need to collaborate with my clinical counterparts (Registered Dietitians, Registered Nurses, Physicians, etc).

Learning Activities

[Hide Section](#)

Ensure clinical representation on committees related to Food Services. This provides an ongoing opportunity to learn about new clinical initiatives, practice guidelines, etc.

Self directed reading to maintain currency on clinical initiatives which impact Food Services (FS).

Contribution to Practice

[Hide Section](#)

As an Registered Dietitian, one of my responsibilities is to ensure that safe, appropriate food is provided to Clients of the Vancouver Island Health Authority (VIHA). Keeping current with clinical initiatives will support this.

Learning Plan Progress Stage

[Hide Section](#)

Indicate your progress stage on this learning plan (goal and activities).

Preliminary Intermediate Substantial Completed Suspended


Comments/Reasons for Suspension

SELF-ASSESSMENT

Standard 1	Standard 2	Standard 3	Standard 4	Standard 5	Standard 6	Standard 7
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See Goals For this Standard			
Standard 6: A Registered Dietitian manages foodservice systems in an effective and efficient manner.	Y	N	N/A
1. Manages the planning, production and distribution/service of food.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
The management of the planning, production and distribution of food is key to: 1. Ensure client (inpt and resident) nutrition needs are met 2. Ensure that available resources are utilized in the most efficient and effective manner 3. Balance the available resources with client needs.			
2. Maintains currency in all areas of food services, including but not limited to: consumer needs, menu planning, aesthetic characteristics of foods, available equipment, staff skill level, budget restrictions.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
3. Manages the materials management system in an effective, efficient, and ethical manner.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4. Coordinates workflow within constraints of the facility.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
5. Complies with legislation and regulations relating to workplace safety and sanitation.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Learning Plan [Hide Section](#)

My Client Groups: Inpatients and Residents of Vancouver Island Health Authority 


Standard/Indicator #:

Self Assessment Notes:

Standard 6: A Registered Dietitian manages foodservice systems in an effective and efficient manner.

The management of the planning, production and distribution of food is key to: 1. Ensure client (inpt and resident) nutrition needs are met 2. Ensure that available resources are utilized in the most efficient and effective manner 3. Balance the available resources with client needs.

Indicator 1: Manages the planning, production and distribution/service of food.

Learning Goal: 

Since I am new in my position, I need to learn more about each individual VIHA FS operation. My goal would be to ensure that there is equitability, efficiencies and standardization amongst these operations in relation to the planning, production and distribution/service of food.

Learning Activities [Hide Section](#)

Spend more time with each VIHA FS Manager and Contracted Food Service company to learn more about their individual operations.

Liaise with provincial counterparts to learn more about different FS systems in their areas.

Establish Key Performance Indicators to track FS operations (efficiencies)

Contribution to Practice [Hide Section](#)

Ensuring the appropriate planning, management and delivery of food is a key element of client (pt/resident) care. This must be achieved by balancing available resources realities (budget, equipment, etc) with clinical requirements.

Learning Plan Progress Stage [Hide Section](#)






Indicate your progress stage on this learning plan (goal and activities).

Preliminary Intermediate Substantial Completed Suspended

Comments/Reasons for Suspension

SELF-ASSESSMENT

Standard 1	Standard 2	Standard 3	Standard 4	Standard 5	Standard 6	Standard 7		
See Goals For this Standard								
Standard 7: A Registered Dietitian applies effective and appropriate organizational management systems and principles.						Y	N	N/A
1. Manages effectively and appropriately directs the work of others.						<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2. Develops, implements and evaluates organizational policies and procedures.						<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
3. Complies with and ensures compliance with appropriate federal, provincial and municipal government regulations.						<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Compliance with appropriate federal, provincial and municipal government regulations is an essential responsibility of my position.								
4. Manages human resources in a fair, ethical and effective manner, including but not limited to staffing requirements, job descriptions, recruiting, hiring, retention strategies, scheduling, allocating work load, progressive discipline, performance						<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
5. Manages services and material resources in an effective, efficient and responsible manner.						<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
6. Develops and implements risk management evaluation/continuous quality improvement programs.						<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Learning Plan	Hide Section
<p>My Client Groups: Inpatients and Residents of Vancouver Island Health Authority </p>	
<p>Standard/Indicator #:</p> <p>Standard 7: A Registered Dietitian applies effective and appropriate organizational management systems and principles.</p> <p>Indicator 3: Complies with and ensures compliance with appropriate federal, provincial and municipal government regulations.</p>	<p>Self Assessment Notes:</p> <p>Compliance with appropriate federal, provincial and municipal government regulations is an essential responsibility of my position.</p>
<p>Learning Goal: </p> <p>I started this position in February 2011, so though I am current with many of the critical regulations (federal, provincial and municipal), I need to learn about others. For example, I am aware of the HACCP (Hazard Analysis Critical Control Points) for Food safety, but not as aware of regulations such as the requirement for Foodservices establishments to have grease interceptors in the Capital Regional District of Victoria (CRD).</p>	
Learning Activities 	Hide Section
<p>1. Learn from subject matter experts about the relevant regulations (federal, provincial and municipal)</p> <p>2. Read about regulations related to Food Services, specifically Health Care Food Services.</p>	
Contribution to Practice 	Hide Section
<p>Compliance to Regulations (federal, provincial and municipal) are essential to ensure the provision of safe Food Services, which is a key contribution to my practice as a FS dietitian.</p>	
Learning Plan Progress Stage 	Hide Section
<p>Indicate your progress stage on this learning plan (goal and activities).</p> <p> Preliminary Intermediate Substantial Completed Suspended </p> <p> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>	
<p>Comments/Reasons for Suspension</p>	