

2017 - 2018 ADULT Patient Food Systems Schedule

LOCATION	Activities (may change based on patient needs)	Contact (subject to change based on off days)
	<p><u>Before Rotation:</u></p> <ul style="list-style-type: none"> • Refer to online rotation folder • Print off items designated items <p><u>End of Rotation:</u></p> <p><u>What do you turn into Bill Rath by Monday at 9am</u></p> <ul style="list-style-type: none"> • Preceptor copy of competencies – fill in the blanks requested • Group Teaching Evaluation Forms – graded by preceptors • Staff Training (original copies) – summary, sign in sheets, announcement for staff, take home message • Meal Rounding paperwork on 10 patients (minimum 3 different units) • Recap of 3 nurse interviews • Audit reports for 2 hosts/hostesses • Audit reports for 2 tray taste tests • Audit 15 trays for accuracy • Complete TOP TEN LIST OF – What Does It Take To Create An Excellent Patient Experience • Complete EXECUTIVE SUMMARY detailing any trends or patterns you observed as recurring problems on specific units <p><u>What do you turn into Dianne K by Monday at 9am?</u></p> <ul style="list-style-type: none"> • Food System Model Analysis worksheet <p><u>Dress Code Reminder:</u> Wear Closed toed shoes with RUBBER soles. No heels.</p>	<p>Tony Humphrey, MBA, RD General Manager – Patient Services tony.humphrey@vanderbilt.edu Office: 615-343-6535</p> <p>Bill Rath, Asst Director of Nutrition Services william.rath@vanderbilt.edu Office 615 -343-6798 Come to TVC B802 and then Bill’s office is B805</p> <p>Marlys Caquelin, RD, LDN Office – 615-322-0284 marlys.caquelin@vanderbilt.edu TVC B802</p> <p>Jesse Kraft, Certified Executive Chef TVC B 713 jesse.kraft@vanderbilt.edu Office: 615-936-1970</p> <p>Kelsey White, DTR – 615-343-3224 Pt Services Manager kelsey.white@vanderbilt.edu TVCB802</p> <p>Chandra McDaniel, DTR – 615-343-6352 Pt Services Manager Chandra.mcdaniel@vanderbilt.edu TVCB802</p> <p>INSERVICE TOPICS FOR ADULT PATIENT FOOD SYSTEMS</p> <p>Fall</p> <p>Intern Team #1 Dysphagia I, II, III Intern Team #2 Pureed/Blenderized/Textures Intern Team #3 Heart Healthy, Sodium Controlled Intern Team #4 Diabetes, Carb Controlled, Gestational</p> <p>Spring</p> <p>Intern Team #5 Bariatric Diets Intern Team #6 Vegan/Vegetarian/Lacto-Ovo Vegetarian Intern Team #7 No Gluten Intern Team #8 Renal</p>

LOCATION	Activities	Notes
Monday 8-4:30 TVC B802	<p>8:00-9:00 Orientation with Tony Humphrey Understand the Food System by Participation: 9:00-10:00 Discussion on meal delivery systems; pod review, standardization, HQI</p> <p>10:00-11:00 Diet Office, AM Supervisor, Ask questions, observe procedures, technology & late tray processing of meals from the tray line</p> <p>11:00-1:00 Meal time pre-service meeting, tray taste testing for lunch, tray assessment and tray accuracy.</p> <p>1:00-3:300 Meal Rounding (HQI) for Patient Satisfaction and Nurse Interviews with Bill, Marlys, Tony or designee 3:00-4:30 PM Supervisor: Setting up PODS for dinner service</p>	<p>PARTICIPATE IN ALL PHASES OF FOOD SYSTEM OPERATIONS</p> <ul style="list-style-type: none"> • You'll be scheduled to work in all areas of the food system. • Learn how the food system works • Learn what kind of problems they solve • Learn what it takes to create a positive patient experience. • Meet the staff, build rapport. <p>Use the Food System Model to ask questions and organize in your mind what you are learning about the food system.</p>
Tuesday 8:00-4:30	<p>8:00 Join Chef Jesse Kraft for the Food Production "Huddle."</p> <p>8:30-9:30 Discussion regarding food production and forecasting and kitchen design.</p> <p>9:30-11:00 Retail operations</p> <p>11-4:30 Lunch and Project management</p> <ul style="list-style-type: none"> • Complete draft of staff training, handouts, flyer, etc. Discuss with Bill. • Post flyers for training in designated areas (very important) • Complete questions on Food System worksheet 	<p>Use the Food System Model to ask questions and organize in your mind what you are learning about the food system.</p>
Wednesday 7-3:30	<p>7:00-11:30 Purchasing, Storeroom, Receiving, Ingredient Control</p> <p>11:30-12:30 Lunch</p> <p>12:30-1 Set up for food staff training, provide Bill with evaluation form.</p> <p>1-1:15 Conduct training</p> <p>1:15-3:30 Conduct food safety audit, create action plan, communicate observations and action plan to team</p> <ul style="list-style-type: none"> • Check with Bill for your floor assignments for Thursday, you'll each be assigned areas to work observing host/hostess Staff on patient units (deliver trays, take room service orders, see what it takes to create the customer experience at the bedside). 	<p>Preceptor to assign each intern to a specific unit. Review with preceptor the Manager Unit Tracking Performance Grid – the winning manager receives a \$250 gift card</p> <p>Obtain the following from Bill Rath for quality control checks:</p> <ul style="list-style-type: none"> • Meal Rounds Script & Worksheet • Tray Taste Testing – Use Patient Tray Assessment Form • Nursing Staff Interview (Bill may have a form or ask to just provide a recap of your interviews) • Tray Accuracy Audit • Host/hostesses Audit • Thermometers

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Thursday 9:30-6:00	<p>9:30-10:30 Begin your TOP TEN LISTING AND EXECUTIVE SUMMARY (refer to Details on Content of TOP TEN & Executive Summary info sheet in online folder)</p> <p>10:30-11:30 Diet office operations with Kelsey White or designee</p> <p>11:30-1:00 Meal delivery and tray retrieval. HQI observations (make notes from conversations with nurses, you'll need to submit a recap of your interviews; what's working well and what needs improvement)</p> <p>1:00-3:00 Patient satisfaction discussion, rounding, menu development</p> <p>3-4:00 Set up for food staff training meet staff, provide Bill with evaluation form.</p> <p>4-4:15 Conduct training</p> <p>4:30-5:00 Conduct tray assessment</p> <p>5:00-6:00 Complete TOP TEN LISTING AND EXECUTIVE SUMMARY</p>	
Friday 9:30-12:00 (if applicable)	<p>9:30-10:00 Report of observations at Sr. GM meeting</p> <p>10:00-12:00 Patient Services discussion and rotation wrap up.</p>	

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