

2017 2018 Hospital Food Systems Schedule (Pediatrics)

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 • Review competencies <p><u>What do you turn into Carol Lloyd on Monday at 8:00 am (following the rotation)?</u></p> <ul style="list-style-type: none"> • Preceptor copy of competencies – fill in the blanks requested • Group Teaching Evaluation Forms – graded by preceptor • ALL Materials Developed for Staff Training (original copies) – summary, sign in sheets, announcement for staff, take home message • Meal rounding paperwork on 30 patients (10 patients at each meal :B – L- D) • 2 DA audits (for 2 different meals) and 3 tray testing reports (one from each meal) • Your TOP 10 List – What It Takes to Make an Excellent Patient Experience • Executive Summary of Your Quality Audits • Copy of Food Safety Standards Review and Your Corrective Action Plan • ALL Materials Developed for Your Seacrest Studio Event • Seacrest Nutritainment Evaluation Form – graded by preceptor <p><u>What do you turn into Dianne K by Monday at 8:00 am (following the rotation)?</u></p> <ul style="list-style-type: none"> • Food Systems Thinking Worksheet • Finance Metrics Worksheet • Formula Room Discovery Questions and Simulation <p>*If you complete projects before the due dates listed above, go ahead and turn them in!</p>	<p><u>Monday, Tuesday, Wednesday,</u> Carol Lloyd, MS, RD, LDN, Director Nutrition Services carol.lloyd@vanderbilt.edu Children’s Hospital – 2nd floor behind Vandy Café Pager: 936-4306</p> <p>Jason Porter jason.porter@vanderbilt.edu Executive Chef Children’s Hospital – 2nd floor behind Vandy Café 484-225-8130</p> <p>Connie Trahan, DTR connie.trahan@vanderbilt.edu</p> <p>Mamie Shepherd, Program Manager at Seacrest Studio seacreststudio@vanderbilt.edu 615-875-08871</p> <p><u>Children’s Hospital Formula Operations</u> Becca Wolfe, RD, LDN rebecca.wolfe@vanderbilt.edu Clinical Supervisor- Formula Pager – 831-8331</p>

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<p>Monday 8:00-4:30</p>	<p>8:00 – 10:00 Orientation with Carol Lloyd; includes training on tray testing and meal rounds.</p> <ul style="list-style-type: none"> • Discuss food staff training and diets available at Children’s with Connie Trahan, DTR. <p>Training throughout the food system</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. • Use the FOOD SYSTEM MODEL to ask questions. • 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 Thinking Model to ask questions and organize in your mind what you are learning about the food system. Complete questions and submit at end of week.</p> <table border="1" data-bbox="239 526 1335 716"> <thead> <tr> <th></th> <th>Intern A</th> <th>Intern B</th> </tr> </thead> <tbody> <tr> <td>10-11</td> <td>AM Supervisor, Diet Office</td> <td>Tray Assembly, Delivery</td> </tr> <tr> <td>11-12</td> <td>Tray Assembly, Delivery</td> <td>AM Supervisor, Diet Office</td> </tr> <tr> <td>12-1</td> <td>Lunch</td> <td>Lunch</td> </tr> <tr> <td>1-2</td> <td>Chef, Storeroom Clerk</td> <td>Chef, Storeroom Clerk</td> </tr> <tr> <td>2-3</td> <td>PM Supervisor</td> <td>PM Supervisor</td> </tr> </tbody> </table> <p>3-4:30 Meet with Carol Lloyd. Discuss what you learned about the food system, issues identified Discuss the Seacrest Project and Your Topic and Day/Time for the Show!</p> <p>**Discuss with preceptor and <u>plan your schedule for Tuesday, Wednesday and Thursday</u></p> <p>Ask Carol for forms needs to complete QUALITY AUDITS</p>		Intern A	Intern B	10-11	AM Supervisor, Diet Office	Tray Assembly, Delivery	11-12	Tray Assembly, Delivery	AM Supervisor, Diet Office	12-1	Lunch	Lunch	1-2	Chef, Storeroom Clerk	Chef, Storeroom Clerk	2-3	PM Supervisor	PM Supervisor	<p>Take time on Monday to map out your schedule for the week – when will you do the different audits?</p> <p>**Each intern to plan schedule to include:</p> <ul style="list-style-type: none"> • Cook with Executive Chef Jason Porter • 3 Tray tests on designated units (conduct 1 each for B-L-D) • 2 Host audits on designated units (conduct 2 at different meal times) • Rounding on 10 patients for breakfast • Rounding on 10 patients for lunch • Rounding on 10 patients for dinner • Seacrest Studio Event • Food Safety Standards Review • Food System Thinking worksheet (ask questions along the way) • Finance worksheet (if you have questions, ask Dianne K)
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<p>Tuesday 9:00-5:30</p>	<p>Organize Your Schedule 9-10:30 Plan content, printed materials, and rehearse for staff training</p> <p>1:00 Deliver 15 minute staff training</p> <p>4:30-5 Deliver 15 minute staff training</p>	<ul style="list-style-type: none"> • Rounding on 10 patients for lunch • Tray Test for lunch • Host Audit for lunch 																		

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Wednesday 9:00-5:30	Organize Your Schedule: 1-1:30 Conduct Huddle with staff; share pertinent feedback you have from Quality Improvement Audits	<ul style="list-style-type: none"> • Rounding on 10 patients for breakfast • Rounding on 10 patients for dinner • Tray Test – for breakfast and dinner • Host Audit – for breakfast and dinner
Thursday 8:30-5:00	8:30 – 11:00 with Becca FORMULARY Nestle, Abbott, Nutricia, Mead-Johnson Contracts Ordering Inventory Expiration dates Floor Stock “Do Not Substitute” PANELS Diet orders Calculate volumes of feeds Formula recipes Cut-off time policies Donor Breast Milk Ordering Costs Documentation, logs, reports Personnel Scheduling FTE’s Staff meetings Training 11:00-1:00 Lunch and Complete Formula Question Worksheet 1:00-5:00 with Formula Staff <ul style="list-style-type: none"> • Formula recipe panels and HEO/WIZ diet list • Prepare fortifiers for NICU • Prepare DBM • Prepare floor formulas and deliver with formula staff 	Children’s Hospital Formula Operations Becca Wolfe, RD, LDN rebecca.wolfe@vanderbilt.edu Clinical Supervisor- Formula Pager – 831-8331

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