

## STAFF TRAINING INFORMATION For Dietetic Interns

### During your food system rotations, you'll be asked to do food staff training.

- Topics are selected based on JCAHO, OSHA, state licensing and hospital requirements for annual training
- Topics may be chosen based on issues identified on audits, patient surveys or through staff observation of staff at work

### Training strategies:

- You are focused on training staff on diets; **getting the right food on the right tray, foods allowed or not allowed, why it's important to the patient's health.** Content should be geared toward a 5<sup>th</sup> grade reading level.

### Conducting 10-15 minute trainings:

- Days before the training, visit work areas and meet people before your training, establish rapport and find out about their jobs.
- Post announcements before the training – preceptor advises on locations
- Training sessions might be requested several times for different staff teams.
- Make trainings INTERACTIVE - involve the staff, make it fun but educational
- Arrive early and set up your training space, greet people as they arrive.
- Trainings are often in the work area – **staff might be standing for the training**
- Preceptor attends session and provides a grade for EACH the intern.

### Documentation of your training:

- Submit to preceptor for our JCAHO records:
  - the ORIGINAL copy of your training program,
  - the TO-GO message card, and
  - a copy of employee attendance sheet.

**STAFF TRAINING PROGRAM**

**Submit information on the following pages to the preceptor**

<p><b>OBJECTIVE/GOAL – What is the ONE thing they will be able to do after listening to your for 10-15 minutes?</b></p>	<p><b>MEASURABLE OUTCOME – How will you know they got it?</b></p>
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**OUTLINE:**

**NUTRITION SERVICES: ATTENDANCE FOR STAFF TRAINING PROGRAMS**

<b>TOPIC</b>	<b>DATE(S)</b>
<b>LOCATION</b>	<b>TRAINER</b>

<b>STAFF NAME: print please</b>	<b>STAFF NAMES: your signature</b>
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