

SELF ASSESSMENT RELATIVE TO STANDARDS OF PRACTICE SAMPLE : CLINICAL NUTRITION MANAGER

STANDARD 1: A dietitian assumes accountability and responsibility in the provision of competent, safe, ethical, and professional practice.

SELF ASSESSMENT INDICATORS	NOTES	I PLAN TO ADDRESS THIS? (YES / NO)
<i>My client* group(s):</i> dietitian staff members; employer (health authority); agencies; contract foodservice provider		
1. Practices in accordance with provincial legislation (Health Professions Act, Dietitians Regulation and CDBC bylaws).	Need to further apply details to practice.	N (no priority)
2. Practices in compliance with professional standards, practice guidelines and codes, including but not limited to: CDBC Codes of Ethics, Standards of Practice, Practice and Interpretive Guidelines, Continuing Competence Program.	Well aware of professional standards, practice guidelines and codes but always room for improvement.	N (lower priority)
3. Provides services within their scope of practice and personal competence, including but not limited to, Reserved Act registration, insertion of feeding tubes, dysphagia assessments.	Confident that I practice within my scope of practice and professional competence.	N (lower priority)
4. Obtains informed consent when required.	Always.	N (no priority)
5. Records client and other information in a clear, concise and timely manner.	Always.	N (no priority)
6. Manages information appropriately in accordance with legislation, including but not limited to: <i>Freedom of Information and Protection of Privacy Act, Personal Information Protection Act</i> , other health information acts.	Always.	N (no priority)
7. Integrates principles of sound financial management into practice as appropriate.	Yes, but could increase knowledge in this area.	Y (2nd priority)
8. Incorporates appropriate continuous quality improvement programs into practice, including but not limited to: audits, surveys, variance analysis.	Room for improvement although currently completing.	N
9. Incorporates relevant risk management strategies into practice, including but not limited to: disaster, pandemic, contingency, strike/lock out, threat, supply/service disruptions.	Room for improvement. Do not currently consider disaster and pandemic planning. OK with contingency re: lockout/ strike.	Y (3rd priority)

* Refer to Glossary for definition.

STANDARD 2: A dietitian communicates and interacts clearly and effectively with individuals and groups.		
SELF ASSESSMENT INDICATORS	NOTES	I PLAN TO ADDRESS THIS? (YES / NO)
<i>My client* group(s):</i> dietitian staff members; employer (health authority); agencies; contract foodservice provider		
1. Adapts verbal and written communication styles to meet the needs and level of understanding of others.	Strive to do this.	N
2. Uses appropriate information gathering skills to compile accurate, comprehensive and relevant information, including but not limited to: interviews, meetings, focus groups, surveys.	Strive to do this.	N
3. Provides education to meet the learning needs of clients, groups and others, including but not limited to: clients, caregivers, students, dietetic interns, other professionals, employees.	Attempt to do this but no clear sense of learning needs of employees and interns. Try to accommodate a variety of learning styles. Focus on needs of interns at beginning of year.	N
4. Facilitates teamwork, including but not limited to: clients, caregivers, agencies, employees, colleagues, other professionals.	Team work and team development sometimes takes lower priority than immediate department needs but efforts made to ensure team approach.	N
5. Uses effective counselling and listening skills.	Try to listen as much as talk, if not more.	N

* Refer to Glossary for definition.

STANDARD 3: A dietitian applies current research and best practice findings when delivering services.		
SELF ASSESSMENT INDICATORS	NOTES	I PLAN TO ADDRESS THIS? (YES / NO)
<i>My client* group(s):</i> dietitian staff members; employer (health authority); agencies; contract foodservice provider		
1. Demonstrates competence in all areas of current practice.	Try to listen as much as talk, if not more.	Y (1st priority)
2. Acquires and applies new knowledge, skills and abilities to all areas of practice.	Attempt to integrate new knowledge into practice however, sometimes difficult due to size of department and established system; continue to improve.	N
3. Acts as a credible and reliable source of current food and nutrition information.	It is easy to 'lose' knowledge and feel less reliable – all areas of general nutrition.	N
4. Applies critical thinking skills in problem solving and decision making.	Strive to do this.	N
5. Manages change in professional practice.	Strive to do this although established systems/ department initially may prevent.	N

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SAMPLE: CLINICAL NUTRITION MANAGER

STANDARD 4: A dietitian practicing in the area of direct client care effectively provides services to achieve appropriate nutrition goals.		
SELF ASSESSMENT INDICATORS	NOTES	I PLAN TO ADDRESS THIS? (YES / NO)
<i>My client* group(s):</i> dietitian staff members; employer (health authority); agencies; contract foodservice provider		
1. Uses a client centered approach.	STANDARD NOT APPLICABLE	
2. Collaborates with others, including subject matter experts, to contribute to client 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.		

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STANDARD 5: A dietitian practicing in the area of community and population health effectively provides food and nutrition initiatives that meet the needs of individuals and communities.		
SELF ASSESSMENT INDICATORS	NOTES	I PLAN TO ADDRESS THIS? (YES / NO)
<i>My client* group(s):</i> dietitian staff members; employer (health authority); agencies; contract foodservice provider		
1. Provides nutritional health promotion and disease prevention information, including but not limited to: food, food security, policy development information.	STANDARD NOT APPLICABLE	
2. Consults with and provides nutrition information to appropriate individuals and groups, including but not limited to: individuals, groups, schools, agencies, outreach workers, other professionals.		
3. Conducts needs assessments and utilizes the data to aid in the planning, development, implementation and evaluation of food and nutrition programs and policy development.		

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STANDARD 6: A dietitian practicing in the area of foodservice administration manages foodservice systems in an effective and efficient manner.		
SELF ASSESSMENT INDICATORS	NOTES	I PLAN TO ADDRESS THIS? (YES/NO)
<i>My client* group(s):</i> dietitian staff members; employer (health authority); agencies; contract foodservice provider		
1. Manages the planning, production and distribution/service of food.		
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 restriction.	STANDARD NOT APPLICABLE	
3. Manages the materials management system in an effective, efficient, and ethical manner.		
4. Coordinates workflow within constraints of the facility.		
5. Complies with legislation and regulations relating to workplace safety and sanitation.		

* Refer to Glossary for definition.

STANDARD 7: A dietitian practicing in the area of organization management effectively applies appropriate management systems and principles.		
SELF ASSESSMENT INDICATORS	NOTES	I PLAN TO ADDRESS THIS? (YES/NO)
<i>My client* group(s):</i> dietitian staff members; employer (health authority); agencies; contract foodservice provider		
1. Manages effectively and appropriately directs the work of others.	Not sure how 'effectively' is defined. Reviewing all work in department. Lead by example with honest, fair practice. Practice integrity.	N
2. Develops, implements and evaluates organizational policies and procedures.	Departmental policies and procedures needs improvement.	Y
3. Complies with and ensures compliance with appropriate federal, provincial and municipal government regulations.	As far as I know.	N
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 evaluations.	Make every effort to do so. Have changed department's approach to ensure the components of this indicator are consistently applied.	N
5. Manages services and material resources in an effective, efficient and responsible manner.	Strive to do so; in light of different fiscal and human resource limitations.	N
6. Develops and implements risk management evaluation/continuous quality improvement programs.	Definitely room for improvement, especially in evaluation component of quality assurance.	Y (1st priority)

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APPENDIX 4 – SAMPLE PROFESSIONAL DEVELOPMENT PLAN: CLINICAL NUTRITION MANAGER

Reminder: To be filled in throughout the reporting period. Submit at the end of the reporting period. Registrants must report **at least three learning goals** that address **three different standards and/or indicators**. Each learning goal must be completed by **at least two learning activities**.
Make as many copies of this form as you need to record your learning goals and activities.

NAME: _____ **GROUP #:** _____ **DATE:** _____

GOAL#	STANDARD/ INDICATOR#	LEARNING PLAN: LEARNING GOALS/ACTIVITIES/ CONTRIBUTION TO PRACTICE	LEARNING PLAN PROGRESS STAGE					Comments/ Reason for Suspension
			Preliminary	Intermediate	Substantial	Completed	Suspended	
1	Standard 1/ Indicator 7	Goal: Learn about research grant budgeting.	✓					
		Activities: <ul style="list-style-type: none"> Seek research budget workshop/ training with researcher. Seek opportunities to write grant proposals for department. 						
		Contribution to practice: Being able to calculate research grant expenses when writing grant proposals.						
2	Standard 1/ Indicator 9 and Standard 7/ Indicator 2	Goal: Learn about clinical nutrition department role in other health authorities for pandemic/ disaster planning.	✓					
		Activities: <ul style="list-style-type: none"> Liaise with colleagues in other health authorities across BC and Canada to learn about their pandemic/disaster planning, Research current health authority pandemic/ disaster plan requirements and process, Determine needs of department, and 						

Preliminary Progress: have developed a plan
Completed: all activities complete and integrated in practice

Intermediate: have started working on plan
Suspended: work on plan discontinued

Substantial: nearing completion of plan

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2	Standard 1/ Indicator 9 and Standard 7/ Indicator 2	Activities (cont.): <ul style="list-style-type: none"> Develop/ submit draft plan to Operations Director for discussion. Contribution to practice: Implement updated pandemic/disaster management plan in department.	✓						
3	Standard 3/ Indicator 1	Goal: Maintain currency in diabetes, renal and general nutrition. Activities: <ul style="list-style-type: none"> Complete an online course, Continue to read journal articles, Request distribution list fro health authority library of table of contents for two journals; choose/read relevant articles each month. Contribution to practice: Maintain competence in acting as a credible source of food and nutrition information.	✓						

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4	Standard 7/ Indicator 6	<p>Goal: Update risk management evaluation and CWI knowledge.</p> <p>Activities:</p> <ul style="list-style-type: none"> • Review literature pertaining to risk management as it relates to provision of services in a limited fiscal environment and decision-making, • Review literature on CQI evaluation approaches in acute care centers, • Integrate new knowledge as relevant. <p>Contribution to practice: Apply most current risk management and CQI practice in department.</p>	✓					

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