
 OSPITAL NG PARANAQUE 		Document Code: OSPAR-ADS-NDS-031
		Implementation Date: 2019
ANCILLARY DIVISION HOSPITAL POLICIES AND PROCEDURES MANUAL APPROVAL MATRIX		Page No. 1 of 2
Policy Title: NUTRITION AND DIETETICS SERVICE POLICY ON CONTINUOUS EDUCATION PROGRAM		Section / Department: NUTRITION AND DIETETICS SERVICE
Prepared By: Kara Angelica L. Benavente, RND, MPA Chief Dietitian, Nutrition and Dietetics Service	Reviewed By: Redentor P. Alquiros, MD Chief of Clinics Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator, Ospital ng Parañaque	Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director, Ospital ng Parañaque

CLASSIFICATION: COMPREHENSIVE

OBJECTIVES:

This policy shall ensure that the Ospital ng Parañaque-Nutrition and Dietetics Service personnel are updated with the current trends on Nutrition and Dietetic practices in Medical Nutrition Therapy and Food Safety.



COVERAGE:

This policy covers this section and the concerned department/section.

POLICY:

- In order to ensure that the OSPAR Nutrition and Dietetics Service personnel are updated with the current trends on Nutrition and Dietetic practices (especially in Medical Nutrition Therapy), personnel are required to attend at least 2 (either internal/external) trainings/seminars/workshop annually.
- For every training/seminar attended, the said attendee shall provide a short lecture or post training or convention report to the department.
- The Chief Dietitian shall select the personnel who will be attending any seminar/trainings/workshop giving opportunity to requesting and interested staffs.
 - Priority is given to the personnel with the least number of trainings based on their personnel profile.
 - Trainings/seminar/workshop conduct outside the hospital is provided by the External support group (Enteral Nutritionals Company)
- All requests for external trainings/seminar/workshop and official business activities have to be approved by the HOSPITAL DIRECTOR, HOSPITAL ADMINISTRATOR and CHIEF OF CLINICS.
 - HR department shall be provided a copy of the approved request letter.
- Attendees of an external training have to submit photocopy of training completion requirements:

SCHEDULE FOR POLICY REVIEW: This policy shall be reviewed when deemed necessary.

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- Certificate of Attendance
 - Photo Documentation
 - Summary of Learning/Post Convention Report
- An official list of internal/external trainings shall be filed for documentation purposes.
 - The Department organizes and conducts Continuous Education Program among the personnel of the Dietary.
 - Variations in the Continuous Education Program shall also be based on identified needs through surveys and outcome of training evaluation with the Chief Dietitian considering all recommended topics.
 - Assignment of topics for discussion is done through draw lots.
 - All Clinical Dietitians and Therapeutic Dietitians shall conduct a monthly continuous education program among the personnel of the department to continue updating, exploring and improving their expertise on the field of Nutrition and Dietetics.
 - All requested invitation for outside trainings/seminar/workshop as a Resource Speaker or Instructor department shall filed official business to be approved by the HOSPITAL DIRECTOR, HOSPITAL ADMINISTRATOR and CHIEF OF CLINICS.
 - HR department shall be provided a copy of the approved request letter.
 - Personnel as Resource Speaker or Instructor for the outside trainings/seminar/workshop must submit a photocopy of training completion requirements:
 - Certificate of Recognition
 - Photo Documentation
 - Summary of Lectures for trainings/seminar/workshop
 - All continuous education program documentation shall be filed for future references.
 - Exclusion criteria/s for Continuous Education Program:
 - Financial allocation
 - Disapproved programs
 - Natural and man-made calamity
 - Others that may cause cancellation

SCHEDULE FOR POLICY REVIEW: This policy shall be reviewed when deemed necessary.