
 <b>OSPITAL NG PARANAQUE</b> 		Document Code: <b>OSPAR-ADS-NDS-005</b>
		Implementation Date: 2019
<b>ANCILLARY DIVISION HOSPITAL POLICIES AND PROCEDURES MANUAL APPROVAL MATRIX</b>		Page No. <b>1 of 1</b>
<b>Policy Title:</b> <b>NUTRITION AND DIETETICS SERVICE</b> <b>POLICY ON ATTENDANCE TO SEMINAR / CONVENTION AND TRAINING</b>		Section / Department: <b>NUTRITION AND DIETETICS SERVICE</b>
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### OBJECTIVES:

This policy shall ensure dietary personnel are knowledgeable on the basic and recent science and practices related to nutrition and dietetics.

### COVERAGE:

This policy covers this section.

### POLICY:

1. All dietary personnel shall have at least one (1) training/seminar/workshop in a year.
2. All dietary personnel shall attend the monthly meeting scheduled by the Chief Dietitian.
3. Chief Dietitian and RND shall attend seminars/trainings/convention of their choice for earning CPD units for renewing PRC license and for PROFESSIONAL GROWTH.
4. Chief Dietitian and RND can attend local seminars/trainings/convention and request budgetary allocation from the institution and in OFFICIAL BUSINESS TIME.
5. Documentation and written report is needed when the institution sponsored the registration.
6. Chief Dietitian and RND can attend international Congress/Convention on their own BUT can request for OFFICIAL BUSINESS TIME.
7. Seminars/ Training/Convention shall re-echo to dietary personnel or can set a meeting with the other section concern.
8. To be able to attend Trainings/ Seminar/ Convention, the following documents shall be available:
  - Letter of request
  - Invitation
  - Program
  - Registration form
  - Permit to leave (for local)
  - Authority to travel (for international)
  - Leave form (for international/ note: Official Business time)

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