

## PLAN AND MANAGE MEALS

**UNIT CODE:** MED/OS/NUD/CR/05/6/A

### UNIT DESCRIPTION

This unit specifies the competencies required to plan and manage meals. It includes: determining client nutritional needs, assisting client with meal selection, formulating diet recipes and menu, preparing formulated meals, assessing food safety and hygiene and documenting meal planning and management.

### ELEMENTS AND PERFORMANCE CRITERIA

<b>ELEMENT</b> These describe the <b>key outcomes</b> which make up <b>workplace function</b> .	<b>PERFORMANCE CRITERIA</b> These are <b>assessable</b> statements which specify the required level of performance for each of the elements. <i><b>Bold and italicized terms are elaborated in the range.</b></i>
1. Determine client nutritional needs	1.1 client diet history is obtained as per work place procedures 1.2 client medical history is obtained as per work place procedure 1.3 client biochemical analysis is carried out as per work place procedures 1.4 client clinical assessment is carried out as per client medical condition
2. Assist client with meal selection	2.1 Client food preferences are recorded and acted upon according to organization procedures 2.2 Client are advised on meal choices as per care plan developed by a dietitian or other relevant health professional 2.3 Client are assisted with marking menus, placing of meal orders and/or selection of meal as per client requests
3. Formulate diet recipes and menu	3.1 Client daily nutrition requirement are determined as per client nutrition needs 3.2 Guide on appropriate menu as per client nutrition needs 3.3 Food ingredients are selected as per nutrition requirement

	3.4 Recipe is prepared as per nutritional requirements
4. Prepare formulated meals	4.1 Recipe is obtained as per client nutrition needs 4.2 Selected ingredients are obtained as per client need 4.3 Meal is prepared as per menu
5. Asses food safety and hygiene	5.1 Nutrition support services are prepared according to food safety program 5.2 Processes and practices that are not consistent with the food safety program are identified and reported as per work place procedures 5.3 Corrective action is taken according to the food safety program 5.4 Nutrition support information or items are supplied according to organization procedures 1.1 Out of date nutrition support supplements and/or outdated nutrition support information are discarded as per work place procedures 1.2 Personal hygiene requirements of the food safety program are identified as per work place procedures 1.3 Health conditions and/or illness are reported according to the food safety program 1.4 PPES for food handling tasks are worn according to the food safety plan
6. Document meal planning and management	6.1 <b>Registers</b> are availed as per work place procedures 6.2 Dietary regime is availed as per work place procedures 6.3 Patient file is maintained as per work place policy

### **RANGE**

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

Variable	Range
1. Registers	1.1 Diet requisition 1.2 Diet distribution 1.3 Menu cards 1.4 Diet prescriptions

## REQUIRED KNOWLEDGE AND UNDERSTANDING

The individual needs to demonstrate knowledge of:

### Knowledge

- Nutrition health education and counselling
- Diet therapy
- Reference charts
- Nutrition supplements
- Nutrient drug interaction

### SKILLS

The individual needs to demonstrate the following skills:

- ICT
- Communication
- Information technology
- Analysis
- Synthesis and evaluation
- Decision making
- Management
- Leadership

### EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: Demonstrates; <ol style="list-style-type: none"> <li>1.1 Ability to determine client nutritional needs</li> <li>1.2 Ability to assist client with meal selection</li> <li>1.3 Ability to formulate diet recipes and menu</li> <li>1.4 Ability to prepare formulated meals</li> <li>1.5 Ability to assess food safety and hygiene</li> <li>1.6 Ability to document meal planning and management</li> </ol>
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2. Resource Implications	The following resources must be provided: 2. 1Nutrition books
3. Methods of Assessment	Competency may be accessed through: 3.1 Written tests 3.2 Oral questioning 3.3 Third party reports 3.4 Case studies
4. Context of Assessment	Competency may be assessed: 4.1 On the job 4.2 Off the job 4.3 In work placement (attachment) 4.4 Off the job assessment must be undertaken in a closely simulated workplace environment
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry subsector, workplace and job roles is recommended.

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