

# Professional Self-Reflection Practitioner Example

## Foodservice Manager – Jane Doe

**What are my current practice area(s) and/or professional interests?**

Foodservice management, patient care in skilled nursing facility

**Within my area(s) of practice and/or professional interests, what roles or responsibilities do I perform now?**

Supervise kitchen staff, budget, project food ordering needs, train staff in customer service program, lead department CQI committee

**What external factors or trends (professional, societal, environmental) are affecting or will affect my professional practice?**

Managed care, technology, up-skilling, minimum wage employees

**What areas of my profession do I enjoy?**

Projecting food ordering needs, being creative, speaking one to one with residents and their families, teaching the customer service program

**What are my current leadership responsibilities?**

Present at various workshops, train facility staff in the customer service program, chair the department CQI committee, elected district dietetic association officer

**What do I want my future practice area to be?**

Foodservice management

**What are my professional strengths?**

Communication

Teaching small groups

Creating and maintaining care plans

Food safety and sanitation

Food knowledge

**What are my professional areas for improvement?**

Broaden knowledge base in foodservice

Public speaking and teaching large groups

Maintain clinical skills

Computer skills

**What are my current professional goals?**

**Short Term: (1 - 3 years)**

Broaden knowledge base in foodservice management including:

- Hazard Analysis and Critical Control Points (HACCP)
- Strategic planning
- Financial management

**Long Term: (3 - 5 years)**

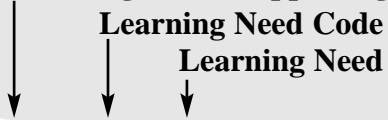
Maintain clinical nutrition skills

Create a consulting business

Run for a state-level elected office in a dietetics-related organization

# Learning Needs Assessment Practitioner Examples

## Learning Needs Supporting Your Goals



## CPE Level:

Level 1      Level 2      Level 3

### Foodservice Manager – Jane Doe

	Level 1	Level 2	Level 3
● 1070 Leadership, critical and strategic thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
● 1140 Written communication skills, publishing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
● 5000 Medical nutrition therapy	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
● 5160 Cancer	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
● 5370 Weight management, obesity	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
● 5400 Case management	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
● 7080 Financial management	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
● 7190 Supervision, crisis management	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
● 8000 Food Service Systems and Culinary Arts	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
● 8040 Food safety, HACCP and sanitation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>



## Example - Foodservice Manager – Jane Doe

You may enter your Learning Plan on the CDR website at [www.cdrnet.org](http://www.cdrnet.org)

Registration No:

		9	8	7	6	5	4		

Please print in capital letters using a black pen.

Last:

		D	O	E											

First Name:

		J	A	N	E										

CDR Credential: (select only one)  RD or  DTR

- This is the **FIRST** Learning Plan for this recertification cycle, OR
- This is a **REPLACEMENT** of a Learning Plan submitted earlier (You must submit a complete Learning Plan. The plan you submit now will replace, not add to the Learning Plan you submitted earlier)



Professional  
Development  
Portfolio

### STEP 3 - LEARNING PLAN

Middle Initial:

M
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This is for my 5-year cycle starting:

0	6	0	1	0	8
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Daytime Telephone:

8	8	8	1	2	3	4	5	6	7
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Mail this form to CDR or enter this information on the CDR website at [www.cdrnet.org](http://www.cdrnet.org). If you enter the information on the website, do not mail this form to CDR. Keep a copy for your records for 1 year beyond the end of your recertification cycle. See *Professional Development Portfolio Guide* for specific requirements.

#### APPROVED TYPES OF CONTINUING PROFESSIONAL EDUCATION (CPE) ACTIVITIES:

Darken circles corresponding to the types of activities you plan to use to meet your learning needs. You may use any of these, even if you do not select them at this time. A summary of this information will be shared with CPE providers.

- |  |  |   |  |
|--|--|---|--|
| <input type="radio"/> 100 Academic Coursework              | <input checked="" type="radio"/> 170 Lectures, Seminars      | <input type="radio"/> 335 CDR -CSG  | <input type="radio"/> 700 Audio-based        |
| <input type="radio"/> 110 Case Presentations               | <input type="radio"/> 180 Posters                            | <input type="radio"/> 337 CDR -CSO  | <input type="radio"/> 710 Computer-based     |
| <input type="radio"/> 120 Certificate Program              | <input checked="" type="radio"/> 190 Professional Leadership | <input type="radio"/> 340 CDR -CSP  | <input checked="" type="radio"/> 720 Printed |
| <input checked="" type="radio"/> 130 Exhibits              | <input checked="" type="radio"/> 200 Professional Reading    | <input type="radio"/> 380 CDR -CSR  | <input type="radio"/> 730 Video-based        |
| <input type="radio"/> 140 Experiential Skill Development   | <input type="radio"/> 205 Research                           | <input type="radio"/> 385 CDR -CSSD   | <input type="radio"/> 740 Web-based          |
| <input checked="" type="radio"/> 150 Interactive Workshops | <input type="radio"/> 210 Residency & Fellowship Programs    | <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> Other |  |
| <input type="radio"/> 160 Journal Clubs                    | <input type="radio"/> 220 Sponsored Independent Learning     | (See Guide for Code)  |  |
|  | <input type="radio"/> 230 Study Groups                       |   |  |

- In this step you develop a Learning Plan to meet your goals.
- Use the goals from the Professional Self-Reflection Worksheet, and the Learning Need Codes from the Learning Needs Assessment Worksheet to finish this form.
- It is recommended that you submit this Learning Plan by June 1 at the beginning of your recertification cycle.
- However, you must complete and submit this form to CDR no later than 120 days after the first CPE learning activity recorded on your log in this recertification cycle, and no later than May 31 of the last year in your recertification cycle.
- You must have a Learning Plan verified by CDR to receive credit for your CPE activities.
- You will probably list more, but you must indicate at least one goal and at least one learning need on your Learning Plan.

1. Record your goal number in the box provided, and your goal on the line provided.
2. Print learning needs that will support that goal on the lines provided.
3. For each learning need, print the Learning Need Code in the boxes provided with a black pen.

Date of this Submission:

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Total # of Pages Submitted:

Page:

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Mail this original form to CDR at: 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606.  
Questions? Email CDR at [redesign@eatright.org](mailto:redesign@eatright.org), or call CDR at 1-800-877-1600, ext. 5500.

Revised 10/24/07

Make additional copies of this side if needed. Complete registration number and last name for each side completed.  
Provide Learning Need Codes supporting each goal in spaces below, using black pen.

**STEP 3 - LEARNING PLAN**

Registration No:

987654

Last Name:

DOE

Goal #: 01 BROADEN KNOWLEDGE BASE IN FOOD SERVICE MANAGEMENT  
INCLUDING HACCP & FINANCIAL MANAGEMENT

<p><u>FOOD SAFETY, HACCP, SAN</u> Print Learning Need</p> <p>Learning Need Code: 8040</p>	<p><u>FOOD SERVICE SYS &amp; Cul</u> Print Learning Need <b>ARTS</b></p> <p>Learning Need Code: 8000</p>	<p><u>FINANCIAL MANAGEMENT</u> Print Learning Need</p> <p>Learning Need Code: 7080</p>	<p><u>SUPERVISION, CRISIS MGT</u> Print Learning Need</p> <p>Learning Need Code: 7190</p>
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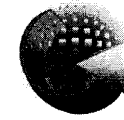
Goal #: 02 MAINTAIN CLINICAL NUTRITION SKILLS

<p><u>MNT</u> Print Learning Need</p> <p>Learning Need Code: 5000</p>	<p><u>CASE MANAGEMENT</u> Print Learning Need</p> <p>Learning Need Code: 5400</p>	<p><u>CND</u> Print Learning Need</p> <p>Learning Need Code: 5160</p>	<p><u>WT MANAGEMENT</u> Print Learning Need</p> <p>Learning Need Code: 5370</p>
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Goal #: 03 INCREASE MY LEADERSHIP SKILLS & WRITING SKILLS IN THE  
FOOD SERVICE ARENA

<p><u>LEADERSHIP</u> Print Learning Need</p> <p>Learning Need Code: 1070</p>	<p><u>WRITTEN COMM SKILLS</u> Print Learning Need</p> <p>Learning Need Code: 1140</p>	<p>Print Learning Need</p> <p>Learning Need Code: [ ][ ][ ][ ]</p>	<p>Print Learning Need</p> <p>Learning Need Code: [ ][ ][ ][ ]</p>
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### Step 4: Learning Activities Log



Professional  
Development  
Portfolio

As a result of CDR's revision of the PDP process, dietetics practitioners can now increase their current Professional Reading limit of 15 CPEUs per 5-year recertification cycle, for those who can document authoring a publication (journal article in a scientific peer-reviewed journal or a chapter in a published, dietetics related textbook).

An increase in the limit of 5 CPEUs per published, peer-reviewed journal article or a chapter in a book, up to a maximum of 20 CPEUs is allowed.

If your article or chapter has been published within your current 5-year recertification cycle, your Professional Reading limit can be increased by 5 CPEUs per article or chapter, up to a maximum of 35 CPEUs if you have authored four articles (or two articles and two chapters, etc.). To receive an increase in your Professional Reading CPEU limit, record below the articles or chapters which you have written:

EXAMPLE	Title of article or chapter: <i>Metabolic Syndrome and its Association with Diet and Physical Activity in US Adolescents</i>
	Name of journal or text in which article or chapter appears: <i>Journal of the American Dietetic Association, Feb 2008, Vol. 108, Number 2</i>
1.)	Title of article or chapter: <b>CHAPTER 5: ADVANCES IN SAFETY AND SANITATION</b>
	Name of journal or text in which article or chapter appears: <b>FOODSERVICE SYSTEMS: A MANAGERIAL APPROACH, 8<sup>TH</sup> ED.</b>
2.)	Title of article or chapter:
	Name of journal or text in which article or chapter appears:
3.)	Title of article or chapter:
	Name of journal or text in which article or chapter appears:
4.)	Title of article or chapter:
	Name of journal or text in which article or chapter appears:



(You may wish to copy this side of the form to add CPE activities.  
 Registration No: Complete Registration # and Last Name for each side completed)

**STEP 4 - LEARNING ACTIVITIES LOG**

85001234

Last Name: SMITH

Learning Need Code	CPE Activity Type	Activity Description (Title and Provider/Source of CPE Activity)	CPE Activity Data	How did (or will) you use the knowledge or skill acquired from this learning activity?
5340	380	Title PASSED BOARD CERTIFICATION AS A SPECIALIST IN RENAL NUTRITION EXAM Provider CDR	# CPE Units*: 75.0 Date CPE activity completed: MO DAY YR 07 28 2009	IMPROVE CARE TO RENAL PATIENTS, BOTH ACUTE CARE AND OUTPATIENT
1020	220	Title SPONSORED INDEPENDENT LEARNING CONTRACT TO DEVELOP WEBSITE FOR RENAL PATIENTS Provider CINDY CYBER IT ASSOCIATE AT THE UNIVERSITY OF WISCONSIN	# CPE Units*: 15.0 Date CPE activity completed: MO DAY YR 11 20 2009	HONED SKILLS TO DEVELOP INTERACTIVE WEBSITE ON RENAL NUTRITION FOR OUTPATIENT CLINIC
		Title Provider	# CPE Units*: Date CPE activity completed: MO DAY YR	

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Total CPEUs this side: 90.0

\*Do not round up from .5

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When you have 75 CPEUs (50 for DTRs), ENTER this information on-line at [WWW.CDRNET.ORG](http://WWW.CDRNET.ORG), OR MAIL this original form to CDR at: 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995. Questions? EMAIL CDR at [redesign@eatright.org](mailto:redesign@eatright.org), or CALL CDR at 1-800-877-1600, x5500.

Revised 02/15/06



Registration No: (You may wish to copy this side of the form to add CPE activities. Complete Registration # and Last Name for each side completed)

**STEP 4 - LEARNING ACTIVITIES LOG**

987654

Last Name: DOE

Learning Need Code	CPE Activity Type	Activity Description (Title and Provider/Source of CPE Activity)	CPE Activity Data	How did (or will) you use the knowledge or skill acquired from this learning activity?
8000	200	Title FOODNET SURVEY OF FOOD USE AND PRACTICES IN LONG-TERM CARE FACILITIES Provider JOURNAL OF FOOD PROTECTION 2008 FEB; 71(2): 365-72.	# CPE Units*: 00.5 Date CPE activity completed: MO DAY YR 11 03 2009	CREATED A CUSTOMER SATISFACTION SURVEY FOR OUR NURSING FACILITY
8000	200	Title PIZZA IS CHEAPER THAN SALAD: ASSESSING WORKERS VIEWS FOR AN ENVIRONMENTAL FOOD INTERVENTION Provider OBESITY 2007 NOV; 15 SUPPL 1: 675-685.	# CPE Units*: 00.5 Date CPE activity completed: MO DAY YR 11 07 2009	INCREASED KNOWLEDGE OF PEOPLE'S PERCEPTION OF FOOD AND FOOD INTAKE
8040	200	Title ENVIRONMENTAL HEALTH SPECIALISTS' SELF-REPORTED FOODBORNE ILLNESS OUTBREAK INVESTIGATION PRACTICES Provider JOURNAL OF ENVIRONMENTAL HEALTH 2008 JAN-FEB; 70(6): 16-21.	# CPE Units*: 00.5 Date CPE activity completed: MO DAY YR 12 10 2009	INCORPORATED ARTICLE SUGGESTIONS ON DEALING WITH FOODBORNE ILLNESS OUTBREAKS INTO CURRENT FACILITY PRACTICES

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Total CPEUs this side: 001.5

\*Do not round up from .5

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Revised 02/15/06

(You may wish to copy this side of the form to add CPE activities.)  
Registration No: Complete Registration # and Last Name for each side completed)

**STEP 4 - LEARNING ACTIVITIES LOG**

9 8 7 6 5 4

Last Name: D O E

Learning Need Code	CPE Activity Type	Activity Description (Title and Provider/Source of CPE Activity)	CPE Activity Data	How did (or will) you use the knowledge or skill acquired from this learning activity?
1070	190	Title ELECTED STATE AFFILIATE TREASURER 6/2009 - 5/2010 Provider STATE DIETETIC ASSOCIATION	# CPE Units*: 03.0 Date CPE activity completed: MO DAY YR 05 31 2010	IMPROVE MANAGEMENT AND LEADERSHIP SKILLS
7180	170	Title STRATEGIC PLANNING FOR MANAGERS Provider ST JOSEPH'S MEDICAL CENTER	# CPE Units*: 14.0 Date CPE activity completed: MO DAY YR 02 26 2011	ASSISTED IN DEVELOPMENT OF STRATEGIC PLANNING INSERVICE FOR THE FOODSERVICE DEPT.
8040	720	Title HACCP AND BEYOND: SANITATION MANUAL, 4TH Ed Provider WOLF RINKE	# CPE Units*: 10.0 Date CPE activity completed: MO DAY YR 06 14 2012	USED FOR TRAINING STAFF ON PROPER FOODSERVICE SANITATION PROCEDURES

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Total CPEUs this side: 27.0

\*Do not round up from .5

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Revised 02/15/06

# Learning Plan Evaluation Practitioner Example

## Foodservice Manager – Jane Doe

### Goal(s)

Broaden knowledge base in foodservice management including:

- HACCP
- Strategic planning
- Financial management

Create a consulting business

Run for a state-level elected office in a dietetics-related organization

### Progress Made Toward Achieving Goal(s)

- Successfully trained staff and passed State Department of Health review.
- Contributed to department strategic planning process.
- Reduced food waste.

Identified several learning needs regarding developing a consulting business, and I will pursue these in my next recertification cycle.

Elected as State Affiliate Treasurer