

Position Title: Licensed Practical Nurse

Employee Name:

Site Location:

Employee Number:

Cost Centre:

My Position Profile is up to date: Yes No Other Explain

Personal Development Plan

Employee Comments

Supervisor Comments

Employee signature*

DATE:

***My signature indicates only that I have read this Personal Engagement and Development Plan and that I have received a copy**

Manager Signature

DATE:

**Human Resource
Use Only**

Position: Team Leader, Production Services

Site: _____ Cost Centre _____

Position Outcome	Standards	Achieved	Comments
<p>Assesses, monitors and supports food production and packaging in Commissary</p> <ul style="list-style-type: none"> • ensures food production is completed on time • assesses production volume and/or variety and align resources as required • conducts/participates in taste panels and observes (or reassigns) each prepared item on a daily basis • brings forward production inconsistencies as identified for correction and analysis • oversees the preparation and loading of food carts to site • conducts daily audit to confirm order quantity correct, proper packing and labeling of items • understands site order system, processes and reports 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	

<p>Manages inventory levels to maintain quality and freshness</p> <ul style="list-style-type: none"> • ensures all required raw materials are in stock for current and upcoming production • maintains quality and freshness of inventory • identifies vendor shortages or damages and collaborates with supplier to resolve issue 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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1. LEGEND:
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| Rarely: demonstrated on one or no occasions | Not Often: demonstrated on a few occasions; behavior is not routine |
| Often: demonstrated on several occasions | Very Often: demonstrated most occasions with a few exceptions |
| Almost Always: demonstrated all occasions; behavior is routine | Not Applicable: not demonstrated |

<p>Builds and maintains effective relationships with Carewest sites and external customers</p> <ul style="list-style-type: none"> • fosters and maintains effective working relationships with internal and external customers • addresses concerns in a professional and timely manner • supports solution development and action plans with the commissary team • uses positive approaches to customer service • communicates effectively using a professional approach 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p>Provides coverage as back up for Manager, Commissary and other Commissary positions as required</p> <ul style="list-style-type: none"> • unplanned absence scheduling for site food services staff • ensures all Vendor ordering is completed accurately and in a timely manner • ensures all incoming site orders are submitted on time • prints and prepares site order reports for Commissary production • completes any relevant reports and documentation • working collaboratively with all site departments and vendors to resolve any issues 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p>Builds and maintains an effective positive team environment</p> <ul style="list-style-type: none"> • promotes participation and positive discussion in team meetings • facilitates conflict resolution with support from Manager, Commissary • assists with the orientation of new team members • provides coaching for employees • works collaboratively with the Manager, Commissary to provide feedback and employee development • supports training plans for employee development • mentors and supports staff in their personal development plans 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p>Ensures compliance with food quality and safety standards</p> <ul style="list-style-type: none"> • ensures standards in production process are maintained • takes and stores samples of Commissary food for potential analysis and recall measures • manages temperature checks • conducts and manages periodic audits to measure compliance with food safety regulations and policies, as well as nutritional requirements • assists or leads the investigation and follows up on quality concerns from Food Services Managers • provides feedback to site managers to complete follow-up and implement improvements, if required 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p>Monitors production equipment on an ongoing basis</p> <ul style="list-style-type: none"> • monitors performance of equipment; is production and operation up to par • identifies gaps and needs of equipment • conducts preventative maintenance of equipment, if possible • ensures safe and proper use of equipment by staff • submits all maintenance requests through database • follows up with PPS staff on submitted maintenance requests, when required 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p>Communicates in a positive and respectful manner</p> <ul style="list-style-type: none"> • fosters supportive relationships between all staff, colleagues and communities • actively listens effectively to staff and colleagues to ensure mutual understanding • uses tone, verbal and nonverbal language that demonstrates respect and promotes dignity • demonstrates respect by using age appropriate and culturally responsible language and positive body language • provides useful feedback to promote good communication 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p>Communicates in a positive and respectful manner (cont.)</p> <ul style="list-style-type: none"> • facilitates the flow of information to meet organizational needs • participates effectively in resolving interpersonal and intergroup conflict • uses English in the workplace 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	

<p>Engages in continuous learning and professional self development</p> <ul style="list-style-type: none"> • demonstrates a commitment to participation in an environment of learning to promote excellence in care and service • attends and fulfills the requirements of both legislative and Carewest essential continuing education • completes required self-learning quizzes by the stated deadlines • seeks and implements suggestions for improved performance 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	

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<p>Engages in continuous learning and professional self development (cont.)</p> <ul style="list-style-type: none"> • shares knowledge of evolving best evidence informed practices based on review of literature, conference attendance, etc. • supports, facilitates, and/or participates in research projects 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	

<p>Provides effective, cost-effective and appropriate service that reflects continuous efforts towards improvement</p> <ul style="list-style-type: none"> • suggests improvements to the team • identify opportunities to optimize resources, share information, collaborate on projects and initiatives • promotes and participates in Quality Improvement initiatives • shares customer feedback with the team • manages the use of resources to provide effective and efficient service 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	

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<p>Maintains a safe and functional work environment</p> <ul style="list-style-type: none"> • follows safety practices and policies • takes responsibility to work in a safe manner • reports, labels and removes defective equipment • completes Unusual Occurrence forms and participates in investigations as required • initiates appropriate follow-up and puts in place corrective action plans • follows infection control policies and procedures (e.g. hand hygiene) • maintains current knowledge and application of emergency procedures (e.g. Emergency Codes) and participates in scheduled drills 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p>Maintains a safe and functional work environment (cont.)</p> <ul style="list-style-type: none"> • recognizes and responds appropriately to emergency situations • demonstrates knowledge regarding safe use of equipment and devices 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p>Maintains professional and ethical standards at all times</p> <ul style="list-style-type: none"> • acts in an ethical manner according to the code of ethics of the organization • maintains confidentiality • identifies, reports and initiates appropriate measures to manage abuse or breach of confidentiality • accepts accountability for own actions and decisions • exercises reasonable judgment • acts with honesty, integrity, and respect • reports unskilled practice or professional misconduct to appropriate person, agency, or professional body • demonstrates critical thinking and problem solving 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p>Maintains professional and ethical standards at all times (cont.)</p> <ul style="list-style-type: none"> • follows current legislative acts • reports to work on time and maintains regular attendance • provides appropriate and timely notification of inability to report to work 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p>Demonstrates appropriate levels of leadership</p> <p><u>Leads Self:</u></p> <ul style="list-style-type: none"> • demonstrates self awareness of leadership strengths and limitations • demonstrates management of own emotions • develops own skills and knowledge • acts as a role model <p><u>Engages Others:</u></p> <ul style="list-style-type: none"> • fosters development of others through coaching and mentoring of staff, students and new hires. <p><u>Achieve Results:</u></p> <ul style="list-style-type: none"> • demonstrates an awareness and ability to follow Carewest's guidelines 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p>Demonstrates appropriate levels of leadership (cont.)</p> <ul style="list-style-type: none"> • recognizes situations that may put client, individual, or co-worker safety at risk and acts to report unsafe conditions • aligns decisions with the organization's Frame of Reference and Philosophy of Care • demonstrates the ability to take action as required • maintains a safe work environment for clients and staff <p><u>Develop Coalitions/Relationships:</u></p> <ul style="list-style-type: none"> • builds and maintains positive relationships • demonstrates commitment to customer service • assists in fostering staff engagement and a healthy organizational and team culture 		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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