

Memorandum

To: Nursing Supervisors

CC: *insert names here*

From: Nutritional Services

Date: *insert date here*

Re: Training for Consistent Carbohydrate Meal planning

We are continuing our training regarding the Consistent Carbohydrate Meal planning in order to be prepared for the switch on *insert date*.

Some of the nursing staff has already finished this training. We have made changes to the manual based on this great feedback. Thanks for your help!

In order to ensure that everyone gets some training on this topic, the nursing training manuals will be placed in the nursing report rooms on each floor.

We would like to have *insert names here* collect the pre/post tests and sign up sheets and forward them to *insert names here*. He will forward the tests on to Cynthia. Please help us make sure that all of the staff has completed the training.

A sign up sheet is attached. *Insert Name* would like to have name, date, and job description/credentials (floor, ward secretary, CNA, LPN, RN etc...).

Please make sure that all of your staff has completed the training. Feel free to contact *insert contact info* if you have any questions or concerns about the training process or switch to consistent carbohydrate meal planning.

In Service Record – Consistent Carbohydrate Meal Planning

Please Return to James Johnson

Name	Date	Job Description/Credential
Jan Doe	08/16/2002	Med Unit RN
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