



Social cooking project 2011-2013
Appendix 3

A GUIDE FOR DIETITIAN POW VISITS

**FIGHT
FOR EVERY
HEARTBEAT**

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Phase I evaluation

Visit 1 – November 2011 (Full day)

- Meet with key people – together if possible – PoW contact, head cook, volunteers.
- Get to know who's in charge/point of contact. Build rapport. Explain the project, introduce/reinforce the benefits of reducing fat and salt in PoW food service.
- Ask/find out the following:
 - Name and details of those in charge at PoW, head cook?
 - Who decides the menu?
 - How many meals are cooked each day and at what times are they eaten?
 - How many dishes are there at each meal?
 - How much food is donated?
 - What's the size of the congregation and attendance on different days?
 - What other health events have been planned for the year?
- Set a day to return and observe a cooking/service.
- Discuss the evaluation questionnaire. One hundred need to be completed over the next four weeks, with the PoW and dietitians helping to distribute and collect them.
- **Complete a progress report**
- **Complete the social cooking first contact sheet.**

Visit 2 – November 2011 (Full day)

- Continue rapport building and gain trust. The relationship is crucial to the next stages and the success of the project.
- Ensure the volunteers know why you're there – the head cook should have explained beforehand, but a recap to the kitchen/cooking staff will probably be useful. Explain the project, your role, and answer any questions/concerns.
- Discuss the assessment process and what's involved, ie, food samples, quantity measurements, checklist.
- Let them know that today is just for observation, to help you get to know how the service operates.
- Observe cooking and service – get there at a time when you can watch without disturbing them. Don't do any assessing or measuring.
- Discuss donations, purchasing habits etc.
- **Complete a progress report.**

Visit 3 – November 2011 (Full day)

- Continue rapport building.
- Explore donation practices further. Observe food service.
- Complete a checklist including any amounts.
- Take food samples of all dishes.
- Organise a time to discuss the findings of checklist/donation practices and any recommendations with the PoW committee/head cook.
- **Complete a progress report, including your thoughts on the recommended changes.**
- **Send a copy of the checklist and sample testing to project manager.**

Visit 4 – November 2011 (Full day)

- Discuss the checklist, donation practices and your recommendations with the PoW committee. The changes will need to be agreed.
- Discuss/organise dates for the congregation health promotion work with PoW contact/committee/ project coordinator – you need to organise at least two events with the congregation (see separate information sheet on working with the congregation).
- Collect congregation questionnaires.
- **Complete a progress report.**
- **Send the completed questionnaires to project manager.**

Visit 5 – December 2011/start of intervention (Full Day)

- Revisit the reason you're there, and what you want to achieve.
- Use the results from the checklist and food samples to make your recommendations to the cooks.
- Start individual/group work with the cooks.
- Leave tips and notes on BHF-headed note paper in English/ Punjabi/Gujarati if possible (make copies for the kitchen, main cook and the PoW contact).
- Have a list of suggested donation items on BHF-headed note paper for the trustees.
- Start advertising any health promotions you've planned during the next three weeks (bulletin, notice board, announcements at weekly prayers, website).
- **Complete a progress report with recommended changes.**

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Visit 6 – December 2011/Intervention (Full day)

- Observe cooking for any changes made.
- Discuss any barriers to change.
- Reinforce recommended changes.
- Introduce new changes.
- **Complete a progress report.**
- **Document any new changes.**

Visit 7 and 8 – December 2011/Intervention (Full day)

- Work with the congregation – you'll have various resources and visual aids (see Appendices 8 and 9) to work from.
- Talks – use whatever visuals/interventions you feel will work best for you and the PoW.
- You may want to include quizzes, tasting sessions (involve the cooks to give them some ownership of the changes they're making).
- Drop in one-to-one sessions.
- Pop into the kitchen to see how they're doing.
- **Complete a progress report.**
- **Set a date for the review visits.**

Visit 9 – Jan/Feb 2012

- Review cooking practices since last visit.
- Discuss any barriers to change.
- Remind cooks of healthier cooking practices (if necessary).
- See if donation practices have changed.
- Liaise with project coordinator about when you plan to collect the food samples. Make sure you have food sample containers to hand.
- **Complete a progress report.**

Visit 10 – March 2012/end of intervention (Full day)

- Take food samples of all dishes
- Complete post-intervention food checklist.
- Reinforce all the healthier cooking practices.
- Explain that you'll be back for follow up and to take further food samples.
- **Complete a progress report.**
- **Send details of food samples to project manager.**

Phase 2 Evaluation (B head)

Visit 11 to 13 – Nov 2012 (Full days)

Note: Diwali 13 November 2012

- Take food samples of all dishes at three food services.
- Review cooking practices since last visit.
- Discuss any barriers to change.
- Remind cooks about healthier cooking practices (if necessary).
- Distribute second round of the evaluation questionnaire and collect over the three visits
- **Complete a progress report.**
- **Send details of sent food samples and completed questionnaires to project manager.**

Phase 3 Evaluation (B head)

Visit 14 to 16 – August 2013 (Full days)

- Take food samples of all dishes at three food services.
- Complete food checklist.
- Review cooking practices since last visit.
- Discuss any barriers to change.
- Remind cooks about healthier cooking practices (if necessary).
- **Complete a progress report.**
- **Send details of sent food samples and completed questionnaires to project manager.**

Visit 17 – August 2013 (Full day)

- Use day for filming/photographs.
- Explain that this is the end of the project and feedback will be given once the evaluation is complete.

Top tips

- Keep everyone informed and up-to-date.
- Get involved personally, eg, help roll chapatis.
- Leave clear and simple instructions, in English and translated.
- Use every opportunity to advertise your health talks – notice boards, announcements, word of mouth, website.
- Be flexible on timings.
- Be seen around the PoW.
- Pop into the kitchen at each visit.