

NAME \_\_\_\_\_

PVCC/CGCC DIETETIC TECHNOLOGY COMPETENCY CHECKLIST

SEMESTER \_\_\_\_\_ DATE \_\_\_\_\_

**FON244AB FOOD SERVICE MANAGEMENT – 167 Hours**

Please evaluate intern's demonstration of each ADA competency as:

**4:** Met Competency Independently  
**3:** Met Competency with Occasional Support  
**2\*:** Required Frequent Support  
**1\*:** Did Not Meet Competency

**Note\*:** A score of 1 or 2 means that the intern will not get any credit for this competency.

DI Competencies	Planned Learning Experience	Rating	Preceptor Initials/ Date
CDT 1.3 Collect performance improvement, financial, productivity or outcomes data and compare it to established criteria	<ul style="list-style-type: none"> <li>• <i>Report finding of year-to-date expense versus budget</i></li> <li>• Attend production staff meeting</li> <li>• Meet with sales representative(s) from food and/or equipment companies</li> <li>• Attend weekly manager meetings</li> </ul>	4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
CDT 2.1 Adhere to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice Framework, Standards of Professional Practice and the Code of Ethics for the Profession of Dietetics	<ul style="list-style-type: none"> <li>• <i>Review and understand code of ethics.</i></li> <li>• <i>Review facility's Policies &amp; Procedures, including HIPAA</i></li> <li>• <i>Review Joint Commission's National Patient Safety Goals</i></li> <li>• Participate in performance review by preceptor(s)</li> <li>• Perform Self-evaluation at end of rotation</li> </ul>	4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
CDT 2.2 Use clear and effective oral and written communication	<ul style="list-style-type: none"> <li>• Review material available at each site.</li> <li>• <i>Develop in-service educational presentation to food service personnel</i></li> <li>• <i>Design a Brochure, Handout, or Bulletin Board</i></li> </ul>	4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
CDT 2.4 Demonstrate active participation, teamwork and contributions in group settings	<ul style="list-style-type: none"> <li>• Attend and participate in interdisciplinary team meetings, budget meetings, human resource meetings and other food service management meetings</li> <li>• <i>Collaborate with food service management team to provide nutritional care to patients/clients and education to food service team</i></li> </ul>	4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
CDT 2.6 Participate in professional and community organizations	<ul style="list-style-type: none"> <li>• <i>During the semester, attend district dietetic association meeting or other professional meeting and report a brief review to class</i></li> <li>• Attend a food service management meeting and provide brief review to class</li> </ul>	4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	

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CDT 2.7 Establish collaborative relationships with other health care professionals and support personnel to effectively deliver nutrition services	<ul style="list-style-type: none"> <li>• Attend and participate in interdisciplinary team meetings</li> <li>• Participate in human resources functions such as the interview process by reviewing an application, interview questions and references</li> <li>• Review disciplinary and grievance policies</li> <li>• <b>Participate in quality improvement project such as a customer satisfaction survey</b></li> <li>• Participate in orientation and training</li> <li>• Develop interview questions for target population</li> <li>• Assist with scheduling</li> <li>• Review the diet tech and RD job description/requirements</li> </ul>	4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
CDT 2.8 Demonstrate professional attributes within various organizational cultures	<ul style="list-style-type: none"> <li>• <b>Identify a health care facility need in the area of food service and provide the appropriate correction or service</b></li> <li>• Complete assignments within acceptable time constraints</li> </ul>	4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
CDT 2.9 Perform self-assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration	<ul style="list-style-type: none"> <li>• Self-evaluation at end of rotation.</li> <li>• Completion of practice DTR questions</li> <li>• <b>Understand and begin portfolio development process as explained in FON 125</b></li> </ul>	4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
CDT 3.4 Promote health improvement, food safety, wellness and disease prevention for the general population	<ul style="list-style-type: none"> <li>• <b>Develop and present an in-service at the facility based on food safety and sanitation.</b></li> </ul>	4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
CDT 3.6 Perform supervisory functions for production and service of food that meets nutrition guidelines, cost parameters, and health needs	<ul style="list-style-type: none"> <li>• <b>At the facility, select and review 3 modified diets to ensure:</b> <ul style="list-style-type: none"> <li>- <b>Menu meets nutritional guidelines as compared to DRIs</b></li> <li>- <b>The cost meets budget projections</b></li> <li>- <b>Modification meets health needs and concerns</b></li> <li>- <b>Menu is acceptable to patient/client's preference</b></li> </ul> </li> </ul>	4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
CDT 3.7 Modify recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups and individuals	<ul style="list-style-type: none"> <li>• Standardize and test a new recipe (min 1)</li> <li>• <b>Develop and test one new recipe that meets nutritional guidelines and one new modified recipe that meets the needs of a special diet and/or modified texture. (Common Assignment #2)</b></li> <li>• Produce meal with a new entrée (min 1)</li> <li>• Complete yield studies on test batch(es) and actual prepared product</li> <li>• Adjust menus for special diets/texture modifications (min 4)</li> <li>• Create recipe for modified consistency meal (min 1)</li> <li>• Attend taste panel</li> <li>• Review weekly menu cycle for general and specialized diets</li> <li>• Analyze recipes for nutrient content (min 4 )</li> <li>• Review site's nutrient analysis of weekly menus and nutrient analysis program</li> <li>• Develop one day's menu for a general diet (3 meals plus snacks) and modify for one target population</li> </ul>	4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	

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CDT 4.1 Participate in performance and quality improvement, customer satisfaction and outcomes development for clinical and customer service	<ul style="list-style-type: none"> <li>• Review Joint Commission standards for nutrition services</li> <li>• <b><i>Develop and administer patient/customer satisfaction survey and present results to class</i></b></li> <li>• Tally likes/dislikes</li> <li>• Check trayline operation and provide recommendations for work simplification</li> <li>• Conduct meal audits for temperatures</li> <li>• Taste test new recipes and food items for school lunch</li> <li>▪ Complete one administrative quality indicator report</li> </ul>	4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
CDT 4.2 Perform supervisory, education and training functions	<ul style="list-style-type: none"> <li>• Review Human Resources policies and procedures</li> <li>• Review safety/sanitation policies and procedures</li> <li>• <b><i>Forecast patient menu census/amount needed</i></b></li> <li>• <b><i>Complete a production sheet for actual preparation and present</i></b></li> <li>• <b><i>Complete weekly sanitation inspections using a checklist (min 1)</i></b></li> <li>• <b><i>Supervise safety and sanitation procedures</i></b></li> <li>• Review a County health inspection report</li> </ul>	4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
CDT 4.4 Use current informatics technology to develop, store, retrieve and disseminate information and data	<ul style="list-style-type: none"> <li>• <b><i>Use computerized ordering system to place food order</i></b></li> <li>• <b><i>Print and utilize production reports as needed</i></b></li> <li>• <b><i>Review and update patient meal information</i></b></li> <li>• <b><i>Use diet analysis program</i></b></li> </ul>	4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
CDT 4.5 Participate in development of a plan for a new service including budget	<ul style="list-style-type: none"> <li>• <b><i>Examine and analyze budgetary information as it relates to facility's operating plan</i></b></li> <li>• Attend operational budget meetings</li> </ul>	4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
CDT 4.6 Assist with marketing clinical and customer services	<ul style="list-style-type: none"> <li>• <b><i>Participate in marketing an event or special program</i></b></li> <li>• Develop a Brochure, Handout, or Bulletin Board</li> </ul>	4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
CDT 4.7 Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment	<ul style="list-style-type: none"> <li>• <b><i>Review departmental policies and procedures on waste reduction and/or recycling</i></b></li> <li>• <b><i>Conduct analysis of participation with recommendations</i></b></li> <li>• Develop brochure or handout to improve recycling participation</li> </ul>	4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	

Common Assignment #1: In order to qualify for Federal reimbursement, school districts that participate in the National School Lunch Program must provide students with a minimum of 3 or more food items from the appropriate food groups. Develop a process for providing and checking nutritional adequacy of meal trays for Federal reimbursement funds. Additional guidelines will be given by instructor.

Common Assignment #2: Develop and test one new recipe that meets nutritional guidelines and one new modified recipe that meets the need of a special diet and/or modified texture. Expand recipe for quantity food production standards. Additional guidelines will be given by instructor. (CDT 3.7)

As part of the Dietetic Technology Program, students must complete all of the following within the practicum portion of the coursework:

<b>PROJECT**</b>	<b>Project Description: (REQUIRED)</b>	<b>Preceptor Initials &amp; Date:</b>

<b>GROUP PRESENTATION**</b>	<b>Presentation Description: (REQUIRED)</b>	<b>Preceptor Initials &amp; Date:</b>

\*\*See Attached Checklist for further evaluation.