

**CURRICULUM FOR SUPERVISED PRACTICE<sup>1</sup>: For DI**  
**Missouri Department of Health and Senior Services**  
**Program for Dietetic Interns**

Name: \_\_\_\_\_

Page 1 of 12

Name(s) of Facility(ies)/Affiliation(s) \_\_\_\_\_

Type of  
Experience/Rotation \_\_\_\_\_

**Management 2014-2015**

Weeks of Supervised Practice \_\_\_\_\_

8

Practice Hours \_\_\_\_\_

300

Didactic Hours \_\_\_\_\_

40

Competency/ Objectives	Planned Experiences (Didactic and Practice)	Evaluation Strategy	Activity that met the competency	Rating, Date Completed and Signature of Preceptor
<b>CRD 1.1:</b> Select indicators of program quality and/or customer service and measure achievement of objectives.	<ul style="list-style-type: none"> <li>Conduct a plate waste study, assess customer satisfaction and make a recommendation. (Cook-Chill; Hospital; + School, e.g., pg. 43-44)</li> </ul>	Preceptor evaluation of intern's findings.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
<b>CRD 2.1:</b> Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics	<ul style="list-style-type: none"> <li>Conduct self in professional manner and in compliance with the Code of Ethics and Standards of Practice for Dietitians. (All)</li> </ul>	Preceptor evaluation of intern's application of the Code of Ethics and Standards of Practice for Dietitians to practice.  Discuss hypothetical ethical dilemmas with RD/Food Service Director.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>  4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
<b>CRD 2.2:</b> Demonstrate professional writing skills in preparing professional communications	<ul style="list-style-type: none"> <li>Written materials, e.g., project proposals, education materials, policies and procedures, are communicated professionally. (All)</li> </ul>	Preceptor evaluation of project or written items.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
<b>CRD 2.5:</b> Demonstrate active participation, teamwork and contributions in group settings	<ul style="list-style-type: none"> <li>Organize a taste testing and evaluation of a potential new menu item or recipe. (All)</li> </ul>	Preceptor evaluation of taste testing and evaluation process.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>

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Competency/ Objectives	Planned Experiences (Didactic and Practice)	Evaluation Strategy	Activity that met the competency	Rating, Date Completed and Signature of Preceptor
<b>CRD 2.8:</b> Apply leadership skills to achieve desired outcomes	<ul style="list-style-type: none"> <li>Review the facility's and the food service department's organization charts and lines of authority. (All)</li> <li>Review the job descriptions of the food service personnel and performance standards. (All)</li> <li>Identify goals and objectives of the department and relate short and long term objectives to the institution's objectives. (All)</li> </ul>	<p>Preceptor evaluation of discussion with intern or evaluation of written documentation by the intern.</p> <p>Preceptor evaluation of discussion with intern or evaluation of written documentation by the intern.</p> <p>Preceptor evaluation of discussion with intern or evaluation of written documentation by the intern.</p>		<p>4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/></p> <p>4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/></p> <p>4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/></p>
<b>CRD 2.10:</b> Establish collaborative relationships with other health professionals and support personnel to deliver effective nutrition services	<ul style="list-style-type: none"> <li>Be familiar with and participate in interdepartmental committees with food service and nursing service or other departments about safety and infection control. (Hospital; Long-Term)</li> <li>Participate in care conferences (at LTC or other long term facility). (Long-Term; Hospital)</li> <li>Participate in nutrition education and promotion activities with faculty and support staff in school-based food services or school-based atmosphere. (+ School, e.g., pg. 91-92)</li> </ul>	<p>Attendance and participation.</p> <p>Attendance and participation.</p> <p>Preceptor's observation and evaluation.</p>		<p>4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/></p> <p>4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/></p> <p>4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/></p>

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Competency/ Objectives	Planned Experiences (Didactic and Practice)	Evaluation Strategy	Activity that met the competency	Rating, Date Completed and Signature of Preceptor
<b>CRD 3.5:</b> Coordinate procurement, production, distribution and service of goods and services	<ul style="list-style-type: none"> <li>Participate in receiving, storage and inventory processes of facility. Prepare food orders according to facility procedures (e.g., for milk/dairy and bread based on current inventory, projected use and forecasted need). (All)</li> </ul>	Preceptor observation and evaluation of food production sheet and copy of order.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
<b>CRD 3.6:</b> Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals	<ul style="list-style-type: none"> <li>Modify recipes or menus for patients or students with special dietary needs (e.g., diabetic, modified fat, low sodium). (All [+ School, pg. 96-97]) Note: At Cook-Chill facility, review with preceptor how special dietary needs are handled.</li> </ul>	Preceptor evaluation of modification(s) or discussion with preceptor.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
<b>CRD 4.1:</b> Participate in management of human resources	<ul style="list-style-type: none"> <li>Review employee handbook including but not limited to: leave regulations, employee orientation and in-service training, performance evaluations, disciplinary actions, civil rights, sexual harassment. Write, revise or update a departmental practice related to one of these topics. (All)</li> </ul>	Preceptor observation and evaluation of written standard.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
<b>CRD 4.3:</b> Participate in public policy activities, including both legislative and regulatory initiatives	<ul style="list-style-type: none"> <li>Review state regulations pertaining to food services and determine/evaluate issues currently surrounding the regulations specific to the rotation/site. (All)</li> </ul>	Documentation by the intern in journal.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>

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<b>CRD 4.4:</b> Conduct clinical and customer service quality management activities	<ul style="list-style-type: none"> <li>Participate in quality improvement monitors by collecting the following data elements – develop checklists if necessary:               <ul style="list-style-type: none"> <li>Temperatures (refrigerator, freezer, food)</li> <li>Tray audit (quality, accuracy, temperatures)</li> <li>Customer satisfaction survey</li> <li>Standardized recipes</li> </ul> </li> <li>(All)</li> </ul>	Preceptor observation and evaluation of findings.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Compile and analyze data, present in appropriate format, interpret findings and make suggestions for improvement. (All)</li> </ul>	Preceptor evaluation of written documentation by the intern.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Participate in problem-solving team or group to improve a facility or department process that has been identified. Suggest plan of action to increase customer/patient satisfaction. (All)</li> </ul>	Preceptor evaluation of discussion with intern.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Review Joint Commission's standards/Senior Services/Long-term care regulations for food service management. (Hospital; Long-Term)</li> </ul>	Preceptor evaluation of discussion with intern.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>

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<b>CRD 4.5:</b> Use current informatics technology to develop, store, retrieve and disseminate information and data	<ul style="list-style-type: none"> <li>Utilize computer software for menu development, analysis, patient/student menu count, recipe development, inventory, forecasting, ordering and other applications as available. (All)</li> </ul>	Preceptor observation and evaluation.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Evaluate year-to-date budget with actual expenses. (All)</li> </ul>	Preceptor evaluation of written report.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
<b>CRD 4.6:</b> Analyze quality, financial or productivity data and develop a plan for intervention	<ul style="list-style-type: none"> <li>Calculate the cost of a regular diet menu by using vendor cost sheets. (Hospital; Long-Term; Cook-Chill)</li> </ul>	Preceptor evaluation of written reports.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Compare the cost of a regular diet to a therapeutic diet menu, using vendor cost sheets. (Hospital; Long-Term; Cook-Chill)</li> </ul>	Preceptor evaluation of written reports.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
<b>CRD 4.7:</b> Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment	<ul style="list-style-type: none"> <li>Review tray line/serving line policies and procedures. Write a brief report on proposed work simplification based on observations of current tray line/serving line practices. (All)</li> </ul>	Preceptor evaluation of written reports.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Review and evaluate current practices of food service workers regarding portion control. (All)</li> </ul>	Preceptor evaluation of written reports.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>

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<b>CRD 4.9:</b> Analyze financial data to assess utilization of resources	<ul style="list-style-type: none"> <li>Interview the Food Service Manager about fiscal operations of the Food Service Department. (All)</li> </ul>	Preceptor evaluation of discussion with intern		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Participate in planning budget for the department. (Hospital; Long-Term; School)</li> </ul>	Preceptor evaluation of written reports.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Review contract and pricing processes. (All)</li> </ul>	Preceptor observation and evaluation.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Analyze the differences in actual food cost to budgeted cost and actual expenditures. (All)</li> </ul>	Preceptor evaluation of written reports.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Determine the appropriateness of the menus in staying within the budgetary, labor and equipment constraints. (All)</li> </ul>	Preceptor evaluation of written reports.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
<b>CRD 4.10:</b> Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies	<ul style="list-style-type: none"> <li>Review department's business plan. (Also utilize Entrepreneurship module &amp; activity – Ch. 14, pg. 155 &amp; 157.) (All)</li> </ul>	Preceptor evaluation of discussion with intern.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Attend a planning meeting that addresses staff, policy, procedures, menu, or delivery system changes. (All)</li> </ul>	Preceptor evaluation of discussion with intern.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Write, revise or update a department standard (e.g., job description, policy, procedure, training orientation checklist). (All)</li> </ul>	Preceptor evaluation of assignment.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Explain the “service management” philosophy of the facility and how it affects operations. (All)</li> </ul>	Preceptor evaluation of written documentation by the intern in journal.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>

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<p><b>CRD 1.3:</b> Justify programs, products, services and care using appropriate evidence or data</p> <p><b>CRD 3.3:</b> Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management</p> <p><b>CRD 4.8:</b> Conduct feasibility studies for products, programs or services with consideration of costs and benefits.</p> <p><b>CRD 4.10:</b> Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies</p>	<ul style="list-style-type: none"> <li>Be familiar with specifications of meat and product items for use on a specific meal. (All)</li> <li>Collaborate with food service management to develop and implement a marketing plan for a new cafeteria or menu item. (Hospital; School)</li> <li>Develop, cost, produce and analyze a new product (e.g., quantity foods recipe) for nutrient content, and market new item for cafeteria or menu. Supervise the project. Evaluate project and write report. (All)</li> </ul>	<p>Preceptor evaluation of discussion with intern.</p> <p>Preceptor evaluation of plan and discussion with intern. Written documentation also in journal.</p> <p>Preceptor evaluation of profit/ loss margin statement and customer evaluations. Written report given to PDI Coordinator.</p>		<p>4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/></p> <p>4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/></p> <p>4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/></p>
<p><b>CRD 2.3:</b> Design, implement and evaluate presentations to a target audience</p> <p><b>CRD 3.2:</b> Demonstrate effective communications skills for clinical and customer services in a variety of formats.</p>	<ul style="list-style-type: none"> <li>Conduct an in-service on a relevant topic for food service employees; establish outcome goals, and develop a training outline and evaluation plan. (All)</li> </ul>	<p>Preceptor observation and evaluation of training outline, presentation and evaluation.</p>		<p>4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/></p>

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<b>CRD 2.8:</b> Apply leadership skills to achieve desired outcomes  <b>CRD 2.13:</b> Demonstrate negotiation skills	<ul style="list-style-type: none"> <li>Prepare an accurate employee schedule for one week with appropriate staffing. (Hospital; Long-Term; School)</li> <li>Participate in hiring, performance evaluation, and counseling of employees. (Hospital; Long-Term; School)</li> </ul>	Preceptor evaluation of assignment.  Preceptor evaluation of assignment.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>  4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
<b>CRD 2.8:</b> Apply leadership skills to achieve desired outcomes  <b>CRD 4.2:</b> Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food	<ul style="list-style-type: none"> <li>Develop or update disaster plan for an organization. (All)</li> <li>Determine stock levels required to meet 3-day disaster plan as required by regulatory agencies. (All)</li> </ul>	Preceptor evaluation of written reports.  Preceptor evaluation of written reports.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>  4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>

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<p><b>CRD 3.2:</b> Demonstrate effective communications skills for clinical and customer services in a variety of formats</p> <p><b>CRD 4.2:</b> Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food</p>	<ul style="list-style-type: none"> <li>Review current handouts for hand washing training sessions for employees. Revise according to FDA Food Code 2009 and HACCP. Conduct an in-service on sanitation/infection control to food service staff and/or nursing personnel. (All)</li> <li>Complete a safety inspection and demonstrate the safe use of a piece of kitchen equipment for food service employees. (All)</li> <li>Review infection control policy and procedures, conduct sanitation inspection of the kitchen and summarize findings. Review past health inspection sheets and provide a summary of comparisons. (All)</li> <li>Attend a planning meeting that addresses staff, policy, procedures, menu, or delivery system changes. (Hospital; Long-Term)</li> </ul>	<p>Preceptor observation and evaluation of training outline, presentation and evaluation.</p> <p>Preceptor observation and evaluation.</p> <p>Preceptor evaluation of written inspection findings.</p> <p>Preceptor evaluation of discussion with intern.</p>		<p>4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/></p> <p>4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/></p> <p>4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/></p> <p>4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/></p>

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<p><b>CRD 3.4:</b> Deliver respectful, science-based answers to consumer questions concerning emerging trends</p> <p><b>CRD 3.6:</b> Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals</p>	<ul style="list-style-type: none"> <li>Confer with clinical dietitians or preceptor to identify patient or student with special nutritional needs (e.g., swallowing disorder, food allergy). Identify specific food needs and adapt or procure specialty foods as needed. (All)</li> </ul>	Preceptor evaluation of communication skills and appropriateness of menu item.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
<p><b>CRD 4.4:</b> Conduct clinical and customer service quality management activities</p> <p><b>CRD 4.6:</b> Analyze quality, financial or productivity data and develop a plan for intervention</p>	<ul style="list-style-type: none"> <li>Evaluate an existing cycle menu using criteria for variety, nutritional adequacy and satisfaction. (Hospital; Long-Term; School)</li> </ul>	Preceptor evaluation of written report.		4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>

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<p><b>CRD 4.5:</b> Use current informatics technology to develop, store, retrieve and disseminate information and data</p> <p><b>CRD 4.8:</b> Conduct feasibility studies for products, programs or services with consideration of costs and benefits.</p> <p><b>CRD 4.10:</b> Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies</p>	<ul style="list-style-type: none"> <li>Identify a piece of needed equipment and do research on specs, prices, etc. for purchase. (Hospital)</li> <li>Conduct time-work/job breakdown study to improve work efficiency for a specific task. (All)</li> <li>Evaluate a work center of the kitchen for layout, flow and safety. (All)</li> <li>Develop food production sheets for a special meal including forecasting census, calculations and completing the production sheets for actual preparations. (Hospital; Long-Term; School)</li> </ul>	<p>Preceptor evaluation of summaries and recommendations submitted by intern.</p> <p>Preceptor evaluation of summaries and recommendations submitted by intern.</p> <p>Preceptor evaluation of assignment.</p> <p>Preceptor observation and evaluation of food production sheet and copy of order.</p>		<p>4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/></p> <p>4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/></p> <p>4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/></p> <p>4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/></p>

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+ Suggestions and examples for meeting some of the management competencies at School rotations utilizing School Nutrition Experiences for Dietetics Students, located at <http://www.nfsmi.org/ResourceOverview.aspx?ID=432>:

1. Introduction to School Nutrition
  - a. Intro. to School Nutrition Programs I & II – CRD 1.3, 2.1
  - b. National School Lunch Program Regulations – CRD 2.1, 2.3, 3.2
  - c. Nutrition Variables Affecting National School Lunch Program Menu Development – CRD 4.4, 4.6
  - d. Meal Reimbursement – CRD 1.1., 1.3, 2.1, 3.3, 4.5, 4.6, 4.9
2. Celebrating School Nutrition
  - a. National School Breakfast Week – CRD 1.1, 1.3, 3.2, 3.3, 4.8, 4.9, 4.10
  - b. National School Lunch Week – CRD 1.1, 1.3, 3.2, 3.3, 4.8, 4.9, 4.10
  - c. Celebrate School Nutrition Employee Week - CRD 1.1, 1.3, 3.2, 3.3, 4.8, 4.9, 4.10
3. Foodservice Management
  - a. Plate Waste Study – CRD 1.1, 4.4, 4.6, 4.7, 4.8
4. Nutrition Education
  - a. Classroom Observation – CRD 4.4
  - b. Classroom Teaching and Curriculum Development – CRD 1.1, 2.2, 2.3, 2.5, 2.8, 2.10, 3.2, 3.3, 3.4, 4.5
5. Nutrition and Wellness
  - a. Nutrition Promotion – CRD 1.1, 2.3, 2.5, 2.8, 2.10, 3.2, 3.3, 3.4, 4.5, 4.8 (possibly), 4.10
  - b. Medical Nutrition Therapy in School – CRD 1.1, 2.1, 2.2 (possibly), 2.8, 2.10, 3.1 (possibly), 3.2, 3.3

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