

**Program for Dietetic Interns – Missouri Department of Health and Senior Services  
Prior Learning Assessment Form 2: Management**

*Documentation – provide written copies as proof of your prior assessment learning or experience equivalent to the internship assignments.*

<b>Competency/ Objective</b>	<b>Internship Assignments</b>	<b>Date(s), location(s), hours spent</b>	<b>Describe work/life or professional/continuing education experiences – “What I did”</b>	<b>Describe what was learned. Describe how professional growth was achieved. “What I learned from this experience...” or “How I grew professionally from this experience...”</b>
<b>CRD 1.1:</b> Select indicators of program quality and/or customer service and measure achievement of objectives.	Conduct a plate waste study, assess customer satisfaction and make a recommendation. (ALL)	Date:  Location:  Hours spent:		
<b>CRD 2.3:</b> Design, implement and evaluate presentations to a target audience	Conduct an in-service on a relevant topic for food service employees; establish outcome goals, and develop a training outline and evaluation plan. (ALL)	Date:  Location:  Hours spent:		
<b>CRD 2.10:</b> Establish collaborative relationships with other health professionals and support personnel to deliver effective nutrition services	Participate in care conferences (at LTC or other long term facility).  Participate in nutrition education and promotion activities with faculty and support staff in school-based food services or school-based atmosphere. (S)	Date:  Location:  Hours spent:		
<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	Modify recipes or menus for patients or students with special dietary needs (e.g., diabetic, modified fat, low sodium). (ALL)	Date:  Location:  Hours spent:		

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<b>CRD 4.1:</b> Participate in management of human resources	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)	Date:  Location:  Hours spent:		
<b>CRD 4.2:</b> Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food	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)  Complete a safety inspection and demonstrate the safe use of a piece of kitchen equipment for food service employees. (ALL)  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)	Date:  Location:  Hours spent:		
<b>CRD 4.3:</b> Participate in public policy activities, including both legislative and regulatory initiatives	Review state regulations pertaining to food services. (ALL)	Date:  Location:  Hours spent:		

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<p><b>CRD 4.4:</b> Conduct clinical and customer service quality management activities</p>	<p>Participate in quality improvement monitors by collecting the following data elements: (ALL)</p> <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> <p>Compile and analyze data, present in appropriate format, interpret findings and make suggestions for improvement. (ALL)</p> <p>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)</p> <p>Review Joint Commission’s standards/Senior Services/Long-term care regulations for food service management. (H, LTC)</p>	<p>Date:</p> <p>Location:</p> <p>Hours spent:</p>		
<p><b>CRD 4.5:</b> Use current informatics technology to develop, store, retrieve and disseminate information and data</p>	<p>Utilize computer software for menu development, analysis, patient/student menu count, recipe development, inventory, forecasting, ordering and other applications as available. (ALL)</p>	<p>Date:</p> <p>Location:</p> <p>Hours spent:</p>		

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<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>	<p>Review department’s business plan. (ALL)</p> <p>Attend a planning meeting that addresses staff, policy, procedures, menu, or delivery system changes. (ALL)</p> <p>Write, revise or update a department standard (e.g., job description, policy, procedure, training orientation checklist). (ALL)</p> <p>Explain the “service management” philosophy of the facility and how it affects operations. (ALL)</p>	<p>Date:</p> <p>Location:</p> <p>Hours spent:</p>		

Key:  
H – Hospital  
LTC – Long-Term Care  
S – School  
ALL – Any or All Subrotations

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<p><b>CRD 2.8:</b> Apply leadership skills to achieve desired outcomes</p> <p><b>CRD 4.6:</b> Analyze quality, financial or productivity data and develop a plan for intervention</p> <p><b>CRD 4.9:</b> Analyze financial data to assess utilization of resources</p>	<p>Review the facility’s and the food service department’s organization charts and lines of authority.</p> <p>Review the job descriptions of the food service personnel and performance standards.</p> <p>Identify goals and objectives of the department and relate short and long term objectives to the institution’s objectives.</p> <p>Interview the Food Service Manager about fiscal operations of the Food Service Department.</p> <p>Participate in planning budget for the department.</p> <p>Calculate the cost of a regular diet menu by using vendor cost sheets.</p> <p>Compare the cost of a regular diet to a therapeutic diet menu, using vendor cost sheets.</p> <p>Analyze the differences in actual food cost to budgeted cost and actual expenditures.</p> <p>Determine the appropriateness of the menus in staying within the budgetary, labor and equipment. (Above Assignments - ALL)</p>	<p>Date:</p> <p>Location:</p> <p>Hours spent:</p>		

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<p><b>CRD 4.9:</b> Analyze financial data to assess utilization of resources</p>	<p>Develop or update disaster plan for an organization. (ALL)</p>	<p>Date:</p> <p>Location:</p> <p>Hours spent:</p>		
<p><b>CRD 1.3:</b> Justify programs, products, services and care using appropriate evidence or data</p> <p><b>CRD 3.2:</b> Demonstrate effective communications skills for clinical and customer services in a variety of formats.</p> <p><b>CRD 4.8:</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>	<p>Collaborate with food service management to develop and implement a marketing plan for a new cafeteria item. (H, S)</p> <p>Identify a piece of needed equipment and do research on specs, prices, etc. for purchase. (H, S)</p> <p>Conduct time-work/job breakdown study to improve work efficiency for a specific task. (H, S)</p> <p>Evaluate a work center of the kitchen for layout, flow and safety. (H, S)</p>	<p>Date:</p> <p>Location:</p> <p>Hours spent:</p>		
<p><b>CRD 2.8:</b> Apply leadership skills to achieve desired outcomes</p> <p><b>CRD 2.13:</b> Demonstrate negotiation skills</p>	<p>Prepare an accurate employee schedule for one week with appropriate staffing. (ALL)</p> <p>Participate in hiring, performance evaluation, and counseling of employees. (ALL)</p>	<p>Date:</p> <p>Location:</p> <p>Hours spent:</p>		

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<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> <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>	<p>Develop, cost, produce and analyze a new product (e.g., quantity foods recipe) for nutrient content, and market new item for cafeteria. Supervise the project. Evaluate project and write report. (H, LTC)</p> <p>Evaluate an existing cycle menu using criteria for variety, nutritional adequacy and satisfaction. (H, LTC)</p>	<p>Date:</p> <p>Location:</p> <p>Hours spent:</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 3.5:</b> Coordinate procurement, production, distribution and service of goods and services</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>	<p>Confer with clinical dietitians 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)</p>	<p>Date:</p> <p>Location:</p> <p>Hours spent:</p>		
<p><b>CRD 1.3:</b> Justify programs, products, services and care using appropriate evidence or data</p> <p><b>CRD 4.4:</b> Conduct clinical and customer service quality management activities</p>	<p>Organize a taste testing and evaluation of a potential new menu item or recipe. (ALL)</p>	<p>Date:</p> <p>Location:</p> <p>Hours spent:</p>		



<b>Competency/ Objective</b>	<b>Internship Assignments Below Completed at Any or All Subrotations</b>	<b>Date(s), location(s), hours spent</b>	<b>Describe work/life or professional/continuing education experiences – “What I did”</b>	<b>Describe what was learned. Describe how professional growth was achieved. “What I learned from this experience...” or “How I grew professionally from this experience...”</b>
<p><b>CRD 3.5:</b> Coordinate procurement, production, distribution and service of goods and services.</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> <p><b>CRD 4.4:</b> Conduct clinical and customer service quality management activities</p> <p><b>CRD 4.5:</b> Use current informatics technology to develop, store, retrieve and disseminate information and data</p> <p><b>CRD 4.6:</b> Analyze quality, financial or productivity data and develop a plan for intervention</p> <p><b>CRD 4.7:</b> Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment</p> <p><b>CRD 4.9:</b> Analyze financial data to assess utilization of resources</p>	<p>Review contract and pricing processes.</p> <p>Be familiar with specifications of meat and product items for use on a specific meal.</p> <p>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).</p> <p>Develop food production sheets for a special meal including forecasting census, calculations and completing the production sheets for actual preparations.</p> <p>Review tray line policies and procedures. Write a brief report on proposed work simplification based on observations of current tray line practices.</p> <p>Review and evaluate current practices of food service workers regarding portion control.</p> <p>Evaluate year-to-date budget with actual expenses.</p> <p>Determine stock levels required to meet 3-day disaster plan as required by regulatory agencies.</p>	<p>Date:</p> <p>Location:</p> <p>Hours spent:</p>		

