

NTD 524 Dietetic Internship Supervised Practice Experience III – *Foodservice Management* Checklist and Evaluation by DI rotation Preceptor & Faculty

Name of Intern:	
Rotation Facility:	<input type="checkbox"/> Mid-point <input type="checkbox"/> Final
Dates of Rotation:	Total hours completed at this facility:
Name(s) of Preceptor(s):	Signature(s) of Preceptor(s):
Comments:	

Rating Scale:

- **4** – Surpasses entry level competency (above average)
- **3** – Meets entry level competency (average)
- **2** – Partially meets competency (below average)*
- **1** – Does not meet entry level (needs further instruction)*
- **N/O** – Not observed
- **IP** – in progress (only used at mid-point)

*All skills, learning activities, and CRDNs must meet **entry level expectations (3)** for the intern to pass the rotation. Intern will need to repeat the experience until proficient. If concerns arise, please reach out to the Internship Director as soon as possible.

Food Service Rotation Site Preceptor to evaluate the intern on the following:

Skill	Rating (1 – 4)	Comment
Communication (verbal, non-verbal, written)		
Decision making		
Enthusiasm		
Integrity/Honesty		
Positive Attitude		
Problem Solving		
Resilience		
Responsibility		
Teamwork		
Willingness to Learn		
Accountability		
Time Management		
Others (optional):		

Completed during rotation at foodservice site and evaluated by preceptor:

CRDN	ACEND 2022 CRDN	Learning Activities – Food Service (These are sample/example activities – preceptor can choose alternative activities that still meet the CRDN.)	Date completed	Rating by Preceptor
1.1	Select indicators of program quality and/or customer service and measure achievement of objectives.	Reviews the most recent regulatory agency report pertaining to nutrition & food (ex. Dept. of health, OSHA, The Joint Commission). Using an established quality measurement form or document, complete an audit of food temperatures, food quality and/or proper food handling (ex. Test tray, meal service audit, refrigeration or dish machine temperature logs, tray accuracy, customer service review), identify areas of risk and compile measures of corrective action.		
1.3, 1.5, 2.7	Justify programs, products, services and care using appropriate evidence or data. Incorporate critical-thinking skills in overall practice. Apply change management strategies to achieve desired outcomes.	Identify program, product, or service in the facility. Conduct a SWOT analysis to justify the continuation the program, product, or service. Demonstrate critical thinking in the project. Takes on leadership role on communicating and/or implementing the results of the SWOT analysis to team members. If change was to be implemented, identify effective resource management necessary for successful execution.		
2.4	Function as a member of interprofessional teams.	Perform foodservice duties and work with other staff members to contribute to the needs of the department, as assigned by the preceptor.		
2.5	Work collaboratively with NDTRs and/or support personnel in other disciplines.	Assigns duties to food service staff or support personnel. Develops and conducts an in-service for foodservice staff. If possible, based off SWOT analysis.		
3.9	Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.	Creates nutrition education materials or nutrition lessons that are culturally and age-appropriate, indicating an appropriate literacy level with documentation of the grade-level of the material.		

CRDN	ACEND 2022 CRDN	Learning Activities – Food Service (examples)	Date completed	Rating by Preceptor
4.1	Participate in management functions of human resources (such as hiring, training and scheduling).	Participate in Human Management Functions: - 1) Observe or shadow job duties of one department employee/position. 2) Based off shadowing observation, compares the job description to actual duties performed. 3) Makes recommendations, if necessary, for alignment of performed duties with job description 4) review and help create employee schedule. Reviews policies and procedures and State and Federal guidelines as they pertain to the food service program.		
4.2	Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.	Attends Food Service Directors Meeting or other inter- or intra-departmental meetings, as available; Conducts a food safety, security, or sanitation audit.		
4.3	Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).	Develops and/or implements a survey to determine client preferences; analyzes results to suggest changes resulting from survey. Review patient, client, or employee satisfaction survey results. Identify root causes of areas indicating weakness. Develop strategies for improvement. Discuss with preceptor feasibility of implementation.		
5.5	Demonstrate the ability to resolve conflict.	Intern observes communications between staff members or between staff and management. Is there communication breakdown resulting in decreased productivity or low morale? Write suggestions of how communication could be improved. Discuss with preceptor. Complete a SBAR (Situation-Background-Assessment-Recommendation) related to communication in the facility.		
5.6	Promote team involvement and recognize the skills of each member.	Observe intern functioning as a team member and seeking involvement and feedback from team members.		

Course Instructor/Faculty to evaluate the intern on the following:

The foodservice facility will be used to complete projects.

CRDN	ACEND 2022 CRDN	Learning Activities	Date completed	Rating by Faculty
2.2, 2.5, 3.13, 4.5, 4.7 & 4.8	<p>Demonstrate professional writing skills in preparing professional communications.</p> <p>Function as a member of interprofessional teams.</p> <p>Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.</p> <p>Analyze quality, financial and productivity data for use in planning.</p> <p>Conduct feasibility studies for products, programs or services with consideration of costs and benefits.</p> <p>Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.</p>	<p>Produces a meal or food product, as part of the Meal or Food Project*.</p> <p>Conduct feasibility study using a SWOT analysis of their proposed project.</p> <p>Coordinates procurement, production, distribution and service of goods and services.</p> <p>Demonstrates and promotes responsible use of resources. Considers staffing needs, budget, equipment, and supplies.</p> <p>Analyzes quality of the meal, financial outcomes (meal cost, revenue) and productivity data.</p> <p>Demonstrates professional writing skills in the Meal or Food Project report.</p>		
3.14, 4.4	<p>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>Apply current information technologies to develop, manage and disseminate nutrition information and data.</p>	<p>Recipe or Menu modification - Creates or modifies a recipe or part of a cycle menu considering food preferences, affordability, and accommodates for health needs and specific client populations. Using nutrition informatics & analyze the nutrition composition of a recipe or meal used or served at the facility. (Part of the meal or food project).</p>		
4.6 & 4.10	<p>Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.</p>	<p>Sustainability checklist - After analyzing the facility's procedures, collect data using a checklist to evaluate the sustainability practices of the foodservice operation. Evaluate risk to the</p>		

	Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).	environment or population.		
5.1	Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.	Self-reflects through initial and final self-assessment submissions. Assessment includes leadership styles noted, cultural considerations, and goal development.		

Grades associated with rating:

- **4** – Surpasses entry level competency (above average) = **A**
- **3** – Meets entry level competency (average) = **B**
- **2** – Partially meets competency (below average) = **C**
- **1** – Does not meet entry level (needs further instruction) = **F**
- **N/O** – Not observed
- **IP** – in progress (used at mid-point)

All skills, learning activities, and projects must meet **entry level expectations (3 or B)** for the intern to pass the rotation. Intern will need to repeat the experience until proficient. If concerns arise, please reach out to the Internship Director as soon as possible.

Updated July 2020, August 2022, December 2022