

NAME _____

**PVCC NUTRITION & DIETETIC TECHNOLOGY PROGRAM
COMPETENCY CHECKLIST (Fall 2023)**

SEMESTER _____ DATE _____

FON244AB FOOD SERVICE MANAGEMENT – 167 Hours

Please evaluate intern's demonstration of each AND competency as:
 5: Met Competency Independently and Exceeded Expectations.
 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 student will not get any credit for this competency. A score of 3 or higher is required for all CNDT's to pass the practicum.

DI Competencies	Planned Learning Experience	Rating	Preceptor Initials/ Date
CNDT 1.3 Collect performance improvement, financial, productivity or outcomes data and compare it to established criteria	<ul style="list-style-type: none"> • Report finding of year-to-date expense versus budget • Review scheduled hours and compare to budgeted work hours. Identify % budget met or exceeded. • Describe 2 performance improvement indicators; compared to previous 12 months, standard, or goal; identify trends – positive/negative • Identify 2 productivity indicators such as trays/minute on tray line, meals served, sales volume, or other. Compare to standard or goal; identify trends – positive/negative 	5 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/>	
CNDT 2.1 Adhere to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Practice for the Nutrition and Dietetics Technician, Registered, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics	<ul style="list-style-type: none"> • Describe role of DTR at relevant site; compare to AND scope of practice • Review and understand the Academy's standards, scope of practice, and code of ethics. Include copies in binder. • Review facility's Policies & Procedures, including HIPAA. 	5 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/>	
CNDT 2.2 Use clear and effective oral and written communication	<ul style="list-style-type: none"> • Develop in-service educational presentation to food service personnel; preceptor evaluation completed • Review material available at each site. • Design a Brochure, Handout, or Bulletin Board 	5 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/>	
CNDT 2.4 Demonstrate active participation, teamwork, and contributions in group settings	<ul style="list-style-type: none"> • Attend and participate in interdisciplinary team meetings, budget meetings, human resource meetings, or other food service management meetings • Collaborate with food service management team to provide nutritional care to patients/clients and education to food service team • Conduct pre-service huddle, team, or unit meeting 	5 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/>	

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CNDT 2.7 Actively contribute to nutrition and dietetics professional and community organizations.	<ul style="list-style-type: none"> • <i>During the semester, attend district dietetic association meeting or other professional meeting and report a brief review to class</i> 	5 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/>	
CNDT 2.8 Demonstrate professional attributes in all areas of practice	<ul style="list-style-type: none"> • <i>Complete assignments within acceptable time constraints</i> • <i>Review Professional Attributes evaluation with preceptor(s)</i> 	5 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/>	
CNDT 2.9 Show cultural humility in interactions with colleagues, staff, clients, patients and the public	<ul style="list-style-type: none"> • <i>Provide culturally appropriate communication to patients, colleagues or staff (i.e., cultural food guides, language appropriate materials)</i> • Identify a customer-focused need for a culturally under-represented audience or constituents, e.g., culturally appropriate menu, signage, patient education materials, staff training materials, etc. Suggest appropriate solution 	5 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/>	
CNDT 3.4 Promote health improvement, food safety, wellness and disease prevention for the general population	<ul style="list-style-type: none"> • <i>Develop and present an in-service at the facility based on food safety and sanitation or another staff education directed by your preceptor</i> 	5 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/>	
CNDT 3.7 Perform supervisory functions for purchasing, production and service of food that meets nutrition guidelines, cost parameters, and health needs	<ul style="list-style-type: none"> • <i>Review and describe site's nutrient analysis of weekly menus and nutrient analysis program</i> • Analyze recipes for nutrient content (min 4) • At assigned facility, select and review 3 modified diets to ensure: <ul style="list-style-type: none"> ○ Menu meets nutritional guidelines as compared to DRIs ○ The cost meets budget projections ○ Modification meets health needs and concerns ○ Menu is acceptable to patient/client's preference • Review weekly menu cycle for general and specialized diets 	5 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/>	
CNDT 3.8 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"> • <i>Standardize and test a new recipe (min 1)</i> • <i>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. (See assignment details provided by your instructor)</i> • Produce meal with a new entrée (min 1) • Complete yield studies on test batch(es) and actual prepared product • Adjust menus for special diets/texture modifications (min 4) • Create recipe for modified consistency meal (min 1) • Attend taste panel 	5 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/>	

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	<ul style="list-style-type: none"> Develop one day's menu for a general diet (3 meals plus snacks) and modify for one target population 		
CNDT 4.1 Deliver nutrition services through quality improvement and customer satisfaction activities.	<ul style="list-style-type: none"> Review department's quality improvement plan. Describe how the results are reported within the organization. Develop and administer patient/customer satisfaction survey and present results to class Check tray line operation and provide recommendations for work simplification Conduct meal audits for temperatures Taste test new recipes and food items for school lunch Complete one administrative quality indicator report 	5 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/>	
CNDT 4.2 Perform supervisory, education and training functions	<ul style="list-style-type: none"> Review Food Services policies and procedures Review safety/sanitation policies and procedures Forecast patient/customer menu census/amount needed Complete a production sheet for actual preparation and present Complete weekly sanitation inspections using a checklist (min 1) Supervise safety and sanitation procedures Review a county health inspection report Assist with inventory, ordering, receiving, storing, and product rotation. 	5 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/>	
CNDT 4.3 Use current information technologies to develop, manage and disseminate nutrition information and data.	<ul style="list-style-type: none"> Use computerized ordering system to place food order Print and utilize production reports as needed Review and update patient/customer meal information Use diet analysis program Identify the patient menu management technology used and how this interface with the EMR, or describe other process for communicating nutrition orders 	5 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/>	
CNDT 4.4 Assist in developing a plan for a new service including budget.	<ul style="list-style-type: none"> Identify a health care facility or school nutrition need in the area of food service and provide the appropriate correction or service; assess impact to the budget Propose or identify the need for a new product or service; prepare a plan for implementation, including budget requirement. 	5 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/>	
CNDT 4.5 Implement and adhere to budgets.	<ul style="list-style-type: none"> Describe a current challenge to meeting a particular area or item of the budget and identify a strategy to address this challenge Examine and analyze budgetary information as it relates to facility's operating plan Attend operational budget meetings 	5 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/>	

DI Competencies	Planned Learning Experience	Rating	Preceptor Initials/ Date
	<ul style="list-style-type: none"> After examining the facility budget, follow procedure to ensure budgetary measures are met. 		
CNDT 4.6 Assist with marketing clinical and customer services	<ul style="list-style-type: none"> <i>Participate in marketing an event or special program</i> <i>Develop a Brochure, Handout, or Bulletin Board that markets/promotes a departmental service or product</i> 	5 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/>	
CNDT 4.7 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment	<ul style="list-style-type: none"> <i>Develop brochure or handout to improve recycling participation</i> <i>Review departmental policies and procedures on waste reduction and/or recycling</i> Conduct analysis of participation with recommendations 	5 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/>	
CNDT 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement	<ul style="list-style-type: none"> <i>Self-evaluation at the end of the rotation.</i> <i>Completion of food service practice NDTR questions</i> <i>Include completed Food Service Study Guides</i> <i>Write 3-5 goals for self-improvement</i> 	5 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/>	
CNDT 5.4 Advocate for opportunities in the professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).	<ul style="list-style-type: none"> <i>Request additional responsibilities from preceptor for added experience</i> <i>Attend training opportunities such as academy webinars on salary negotiation</i> <i>Perform mock hiring interview with preceptor or appropriate individual</i> 	5 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/>	
CNDT 5.5 Promote team involvement and value the skills of each member.	<ul style="list-style-type: none"> <i>Identify and describe existing employee recognition programs, or recommend a potential recognition program/activity</i> <i>Demonstrate the ability to work in teams and give examples of the importance of working in teams in food service.</i> 	5 <input type="checkbox"/> 4 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/>	

Total Points: _____

Note: All competencies must be completed (even if completed in a prior practicum class) and planned learning experiences must be completed. Include evidence in binder for each competency along with a competency journal for each.

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

GROUP PRESENTATION TITLE	Presentation Description: (REQUIRED, See CNDT 3.4)	Preceptor Initials & Date:

PROJECT TITLE	Session Description: (REQUIRED)	Preceptor Initials & Date: