**NTD 524 Dietetic Internship Supervised Practice Experience III – *foodservice management***

**Checklist and Evaluation by DI rotation Preceptor & Faculty**

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| --- |
| Name of Intern: |
| Rotation facility:  | * Mid-point
* Final
 |
| Dates of Rotation: | Total hours completed at this facility:  |
| Name(s) of Preceptors(s):  | Signature(s) of Preceptor(s):  |
| Comments:  |

Rating Scale:

**4 - Surpasses entry level competency (above average) N/O -Not observable**

**3 - Meets entry level competency (average) IP – in progress (used at mid-point)**

**2 - Partially meets competency (below average)**

**1** - **Does not meet entry level (needs further instruction)**

All skills and learning activities must meet entry level expectations (3) for the intern to pass the rotation.

**Rotation Site Preceptor** to evaluate the intern on the following:

|  |  |  |
| --- | --- | --- |
| **Skill** | **Rating** | **Comment** |
| Communication (verbal, non-verbal, written)  |  |  |
| Decision making  |  |  |
| Enthusiasm |  |  |
| Integrity/Honesty |  |  |
| Positive Attitude |  |  |
| Problem Solving  |  |  |
| Resilience |  |  |
| Responsibility |  |  |
| Teamwork |  |  |
| Willingness to Learn |  |  |
| Accountability |  |  |
| Time Management |  |  |
|  |  |  |

**Completed during rotation at foodservice site and evaluated by preceptor:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CRDN** | **Learning Activities** | **Date completed** | **Rating by Preceptor** | **Comments** |
| 1.1 | 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, 1.6, 2.7 | 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. **Provide to professor of NTD 524 for evaluation**. Takes on leadership role on communicating and/or implementing the results of the SWOT analysis to team members.  |  |  |  |
| 2.4 | Perform foodservice duties and work with other staff members to contribute to the needs of the department, as assigned by the preceptor. |  |  |  |
| 2.5 | Assigns duties to food service staff or support personnel. Develops and conducts an in-service for foodservice staff.  |  |  |  |
| 3.5 | 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. |  |  |  |
| 4.1 | Reviews and/or revises job description(s) of foodservice personnel. Assists in creating employee work schedule. Reviews policies and procedures and State and Federal guidelines as they pertain to the food service program.  |  |  |  |
| **CRDN** | **Learning Activities** | **Date completed** | **Rating by Preceptor** | **Comments** |
| 4.2 | Attends Food Service Directors Meeting or other inter- or intra-departmental meetings, as available; Conducts a food safety, security, or sanitation audit.  |  |  |  |
| 4.3 | Develops and/or implements a survey to determine client preferences; analyzes results to suggest changes resulting from survey.  |  |  |  |

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

The foodservice facility will be used to complete projects.

\* Indicates learning activities completed in the NTD didactic coursework & evaluated by the WCU faculty.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CRDN** | **Learning Activities** | **Date completed** | **Rating by Faculty** | **Comments** |
| 2.2, 2.5, 3.9, 4.5, 4.7 & 4.8 | Produces a meal or food product, as part of the **Meal or Food Project**\*. Conduct feasibility study using a SWOT analysis of their proposed project. Coordinates procurement, production, distribution and service of goods and services. Demonstrates and promotes responsible use of resources. Considers staffing needs, budget, equipment and supplies and considering cost, quality, labor and equipment needs. Analyzes quality of the meal, financial outcomes (meal cost, revenue) and productivity data. Demonstrates professional writing skills in the Meal or Food Project report.\* |  |  |  |
| 2.12 | Self - reflects through weekly **journal submissions** for self-improvement in the rotation.\* |  |  |  |
| **CRDN** | **Learning Activities** | **Date completed** | **Rating by Faculty** | **Comments** |
| 3.10, 4.4 | **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. \* (Can be part of the meal or food project).  |  |  |  |
| 4.6 & 4.10 | **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 environment or population.\* |  |  |  |

Grades associated with rating:

**4 – Surpasses entry level competency (above average) = A N/O -Not observable**

**3 - Meets entry level competency (average) = B IP – in progress (used at mid-point)**

**2 - Partially meets competency (below average) = C**

**1** - **Does not meet entry level (needs further instruction) = D**

All skills, learning activities and projects must meet entry level expectations (3 or B) for the intern to pass the rotation.

*Updated July 2020*