

**NTD 521 Dietetic Internship Supervised Practice Experience – *Foodservice Management***  
**Checklist and Final Evaluation by DI Rotation Preceptor**

<b>Name of Intern:</b>	
<b>Rotation facility:</b>	
<b>Dates of Rotation:</b>	<b>Total hours completed at this facility:</b>
<b>Name(s) of Preceptor(s):</b>	<b>Signature(s) of Preceptor(s)/Date:</b>
<b>Comments:</b>	

## **Foodservice Management Rotation Site Preceptor Professional Behavior Evaluation**

Performance Criteria:

- 4=performance frequently exceeds the requirements (above average)
- 3=performance meets the requirements (average)
- 2=performance frequently falls below requirements (needs improvement) \*Please provide a comment for a rating of 2.
- 1=performance consistently falls below requirements (unacceptable) \*Please provide a comment for a rating of 1.

Evaluate the intern on the following:

<b>Skill</b>	<b>Rating (1 – 4)</b>	<b>Comment</b>
<b>Adaptability:</b> Demonstrates a positive attitude to new assignments, change, and adversity.		
<b>Communication</b> (verbal, non-verbal): Speaks clearly and confidently, using appropriate language with others; uses appropriate eye contact, facial expressions, and body language to support and reinforce verbal messages.		
<b>Communication</b> (written): Writes in a format that is well-organized, clear, concise, professional and consistent with the documentation policies and procedures of the facility.		
<b>Decision making:</b> Recognizes problems/potential problems; makes sound decisions under pressure; exercises good judgment, demonstrates progress toward independence throughout rotation.		
<b>Dependability:</b> Follows through with assignments; arranges personal schedule to avoid interfering with professional obligations; meets professional commitments/obligations.		
<b>Enthusiasm:</b> Maintains a positive outlook; demonstrates confidence; displays interest and enthusiasm; shows an open mind to learning.		
<b>Initiative:</b> Acts promptly; willing to take independent action; self-motivated to attain goals.		
<b>Interpersonal Skills:</b> Conducts self in a tactful, professional and positive manner; accepts feedback; is cooperative and respectful of patients/clients & staff; works well with a team.		
<b>Professional/Ethical Conduct:</b> Adheres to policies and procedures of the institution and internship program; conducts self with honesty and integrity; accepts and respects supervision and guidance; respects and maintains the confidentiality of patients/clients and personnel.		
<b>Professional Development:</b> Knows and uses nutrition references and resources appropriately; is aware of personal/professional strengths and weaknesses; completes self-assessment and develops appropriate plans for professional development.		
<b>Resourcefulness:</b> Readily determines alternative course of plan of action in event of change; seeks additional learning experiences to improve areas of knowledge; thinks “out of the box.”		
<b>Time Management:</b> Arrives to rotation at designated time; organizes and manages time efficiently; completes tasks within specified time frames.		
Other (optional):		

**Final Foodservice Management Competency Checklist completed during rotation at clinical site and by preceptor:**

**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

\*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.

Include start and end dates for the rotation to note the period of time when the intern met the competencies.				
<b>Start Date:</b> <b>End Date:</b>				
CRDN	ACEND 2022 CRDN	<b>Learning Activities – Clinical</b> (These are example activities – preceptor can choose alternative activities that still meet the CRDN – add that in bold)	Rating by Preceptor	Comments
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 (e.g., 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	Justify programs, products, services and care using appropriate evidence or data.	<b>SWOT Analysis:</b> Identifies program, product, or service in the facility. Conduct a SWOT analysis to justify the continuation of the program, product, or service.		
1.5	Incorporate critical-thinking skills in overall practice.	<b>SWOT Analysis:</b> Demonstrate critical thinking in the project.		
2.7	Apply change management strategies to achieve desired outcomes.	<b>SWOT Analysis:</b> Takes on leadership role on communicating and/or implementing results of SWOT analysis to team members. If change was to be implemented, identify effective resource management		

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		necessary for successful execution.		
2.4	Function as a member of interprofessional teams.	Performs foodservice duties and works 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 (can be part of in-service); add details about the project in the comments box.		
3.13	Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.	Assists with ordering, receiving, production & distribution of food based on inventory & menu; assists with the requisition of supplies for food production; reviews work schedule.		
4.1	Participate in management functions of human resources (such as hiring, training and scheduling).	Reviews policies and procedures and State and Federal guidelines as they pertain to the food service program. Participates in Human Management Functions: - 1) Observes or shadows 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) Reviews and helps create employee schedule.		
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).	Quality Improvement: Develops a patient, client, employee, or student satisfaction survey and reviews results; analyzes results to suggest changes; identifies root causes of areas indicating weakness; develop strategies for improvement; discusses with preceptor, feasibility of implementation.		
5.5	Demonstrate the ability to resolve conflict.	Observes communication between staff members or between staff and management and its effect on		

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		productivity and/or morale; writes suggestions of how communication could be improved; discusses with preceptor. Completes a SBAR (Situation-Background- Assessment-Recommendation) related to communication in the facility.		
5.6	Promote team involvement and recognize the skills of each member.	Observes intern functioning as a team member and seeking involvement and feedback from team members.		

*Updated July 2020, August 2022, December 2022; June 2025*