

Dietetic Technician Supervised Clinical Practice NC 286 Competencies

These competencies meet requirements for the ACEND-accredited Dietetic Technician program.

The accreditation agency for the Dietetic Technician program, ACEND, has defined core competencies, which are the skills needed for entry-level practice as a nutrition and dietetics technician, registered. They are indicated on the competency record by a CNDT number.

Supervised Practice Clinical Notebooks:

At the end of your supervised practice, you will turn in a clinical notebook.

Notebook to include:

- Clinical Site Orientation
 - Competency Record/ Performance Criteria
 - Student Performance Evaluation by Supervisor
 - Student Evaluation of Experience
 - Student Work Report (one for each week) or log of your hours
 - All pages must be signed by your preceptor.
-
1. Organize your notebook following the sections of the Competencies page. (1st section is 'Scientific and Evidence Base of Practice', 2nd section is 'Professional Practice Expectations', etc.).
 2. Provide a brief (2-3 paragraphs) summary of each of the starred items, as applicable.
 3. Include examples/documentation of how you accomplished the competencies in each section. For example, include Job Description, Policy & Procedures, Menus, Inventory, Marketing brochures, etc.
 4. If you do not complete a competency at your site, you may use assignments from class. You may include activities completed at your facility, other events, and completed in class.

ORANGE COAST COLLEGE

Expected Student Performance Criteria

Entry Level Competency

* Items - Reports are to be included in notebook	ACEND competency	Does Not Meet	Meets	Exceeds	N/A
FOOD SERVICE MANAGEMENT:					
1.SCIENTIFIC AND EVIDENCE BASE OF PRACTICE					
A. Access data, references, patient education materials, consumer and other information from credible sources.	CNDT 1.1				
B. * Describe cost control procedures used for food and labor : Methods used to control Quantity of food: standardized recipes, inventory, purchasing, waste Methods to control labor costs: scheduling, training, turnover	CNDT 1.3				
2.PROFESSIONAL PRACTICE EXPECTATIONS					
A. Review the impact of the following on the Nutrition Department personnel management: 1. Title 22 2. EOE 3. ADA (Americans with Disabilities Act) 4. Insurance coverage for employees 5. Social Security Benefits 6. Medical Benefits for employees 7. Overtime/Holidays	CNDT 2.1				
B. Use clear and effective oral and written communication.	CNDT 2.2				
C. *Demonstrate active participation, teamwork and contributions in a group setting. Participate in a staff/team meeting. Summarize meeting for notebook.	CNDT 2.4				
D. Demonstrate professional attributes in all areas of practice	CNDT 2.8				
E. *Describe techniques used to manage cultural diversity among employees in the department.	CNDT 2.9				
3.CLINICAL AND CUSTOMER SERVICE					
A. Participate in non-food and food ordering, and par maintenance	CNDT 3.6				
B. Conduct an inventory utilizing established procedures.	CNDT 3.6				
C. Participate in receiving perishable food items. Evaluate the receiving process according to recommended procedures.	CNDT 3.6				
D. *Identify inventory control measures and perform an assessment of current practices (spoilage, theft, pilferage, etc.)	CNDT 3.6				
E. *Describe the types of service you observe	CNDT 3.6				
F. *Describe the procedure for handling special functions, such as a holiday lunch.	CNDT 3.6				
G. Modify a recipe or menu that accommodates the cultural diversity and health status of the population being served.	CNDT 3.7				

SUPERVISED PRACTICE 2 COMPETENCY RECORD MANAGEMENT: NC 286

4.PRACTICE MANAGEMENT AND USE OF RESOURCES					
A. Participate in one or more quality improvement (QI) and customer satisfaction activities to improve delivery of nutrition services	CNDT 4.1				
B. *Describe disaster planning necessary for this operation.	CNDT 4.1				
C. *Define one P&P that assists in personnel management. Describe the rationale behind these policies.	CNDT 4.2				
D. Obtain the job description of one employee, as assigned. Job-shadow this employee to determine the relationship of the work schedule to actual job performed. Evaluate and discuss with supervisor.	CNDT 4.2				
E. *Describe methods used to orient and train new employees. How are these methods tailored to meet the needs of the new employee’s abilities to function on the job?	CNDT 4.2				
F. Participate in and evaluate an in-service training session.	CNDT 4.2				
G. *Discuss a minimum of 2 supervisory problems you have observed. How were they handled? Analyze the solutions and suggest alternatives possible.	CNDT 4.2				
H. Use current procedures to maintain records as assigned (Include samples of work done): 1. Meals served 2. Menu work sheets - Tally, Production sheets, etc. 4. Receiving payment records/Cash revenues 5. Other (Standing Purchase Orders, etc.)	CNDT 4.3				
I. Participate in a department Marketing Project of a special menu item or other nutrition service/survey. 1. Identify the target population 2. Develop a marketing strategy 3. Develop a simple marketing tool for one cafeteria item/service (special entree, National Nutrition Month, etc.) 4. Implement and Evaluate the marketing strategy 5. What is the budget allotted to marketing products/service?	CNDT 4.4 CNDT 4.6				
J. Review operating budget. Discuss methods to adhere to budget.	CNDT 4.5				
K. *Propose and use procedures as appropriate to promote sustainability, reduce waste, and protect the environment.	CNDT 4.7				

Comments:

Student Signature

Supervisor Signature

Date

SUPERVISED PRACTICE 2 COMPETENCY RECORD MANAGEMENT: NC 286

ORANGE COAST COLLEGE

STUDENT PERFORMANCE EVALUATION

SUPERVISED PRACTICE COMPETENCY RECORD: NC 286

Expected Student Performance Criteria

Student _____

Facility _____

General Rating _____

Date _____

Entry Level Competency

	Does Not Meet	Meets	Exceeds	N/A
1. Dependable, punctual, reliable				
2. Courteous, considerate, respectful of other's limitations, including time restraints				
3. Maintains professional appearance, dress code, appropriate to facility/tasks assigned				
4. Consistently follows policies and procedures of facility				
5. Uses time constructively to maximize learning opportunities				
6. Requests opportunities to acquire learning experiences needed				
7. Utilizes own resources before asking others for help				
8. Demonstrates appropriate listening skills				
9. Demonstrates proper conduct in regard to patient care with respect to confidentiality, informed consent, and privacy				
10. Adjusts verbal and non-verbal communication to each person and situation, asking relevant questions as needed				
11. Demonstrates sustained interest, willing to do assigned tasks				
12. Respects the right of those in authority to make decisions and complies with those decisions.				
13. Prioritizes tasks and performs them in a timely manner				
14. Willing to change plans to maintain quality of service if unexpected circumstances arise				
15. Interacts appropriately with the nutrition services team.				
15. Interacts appropriately with interdisciplinary health care team				

Supervisor's Comments:

Student Signature

Supervisor Signature

Date