

## **Dietetic Service Supervisor and Dietetic Technician Supervised Clinical Practice NC 175 Competencies**

**These competencies meet requirements for the CA-state approved Dietetic Service Supervisor program and 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.

The California Department of Public Health defines the knowledge, skills, and abilities needed for entry-level practice as a Dietary Service Supervisor.

### **Supervised Practice Clinical Notebooks:**

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

### **Notebook to include:**

- Facility Exploration assignment
  - 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 'Food Safety/Sanitation/Storage/Supplies', 2nd section is 'Food Preparation', 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 educational handouts, brochures, photos of events, curriculum, 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.

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Expected Student Performance Criteria

Entry Level Competency

* Items - reports to be included in notebook	ACEND competency	Does Not Meet	Meets	Exceeds	N/A
<b>FOOD SERVICE MANAGEMENT:</b>					
<b>1. FOOD SAFETY/SANITATION/STORAGE/SUPPLIES</b>					
A. Demonstrate competency in supervising safe food handling practices, including procurement, receipt, storage and preparation, distribution, and disposal (time/temp. control, cross contamination, proper storage)	CNDT 3.6				
B. *As part of HACCP, complete a time/temperature log of one pre- prepared or cook-chilled hazardous food. Evaluate by HACCP requirements.	CNDT 3.6				
C. Conduct a Sanitation Inspection. Report results to Supervisor	CNDT 3.6				
D. Conduct a Safety Inspection. Report results to Supervisor.	CNDT 3.6				
E. Demonstrate proper hand washing technique and personal hygiene					
F. Identify cleaning schedule; know proper equipment operation and cleaning	CNDT 3.6				
G. *Describe food and non-food ordering process, par sheets	CNDT 3.6				
H. *Describe procedures for food brought to client by family/friends					
I. *Identify procedures for disposition of left-overs.					
<b>2. FOOD PREPARATION</b>					
A. *Describe the purpose of a daily census sheet and discuss its use by dietary/nutrition services	CNDT 3.6				
B. Tally menus accurately					
C. Demonstrate ability to follow standardized recipes, and check yield on recipes	CNDT 3.6				
D. *Evaluate the quality of food as served (temp, appearance, sensory, etc.)	CNDT 3.6				
E. Able to implement the plan of care related to food service, under the supervision of a dietitian (modified texture, nourishments, etc.)	CNDT 1.4				
F. *Modify recipes and menus for acceptability that accommodate the cultural diversity and health status of the population	CNDT 3.7				
<b>3. FOOD SERVICE</b>					
A. Collect and maintain dietary information on residents per procedure (Profile card or computer record)	CNDT 4.3				
B. Demonstrate competence in 'tray checker' function based on: menu selection, diet modification, portions, appearance, adaptive equipment, and temp	CNDT 3.6				
C. * Draw or provide photos of standard tray set-ups for B-L-D					
D. *Describe procedures for meal hours, late trays and tray					

**FIELD EXPERIENCE COMPETENCY RECORD: NC 175**

<b>* Items - reports to be included in notebook</b>	<b>ACEND competency</b>	<b>Does Not Meet</b>	<b>Meets</b>	<b>Exceeds</b>	<b>N/A</b>
delivery					
E. Observe residents who need assistance with eating, and note techniques used, for example, adaptive eating equipment or positioning	CNDT 3.2				
<b>4.ROLE IN PATIENT CARE</b>					
A. Modify patient menus appropriately, following standard procedures and diet patterns, as assigned:	CNDT 3.2				
Dysphagia: pureed, ground, chopped					
Thickened liquids					
Sodium Restriction					
Cardiac Diet					
Diabetic Diet with consistent carbohydrate content					
Renal Diet					
B. Provide sample menus					
C. *Modify a minimum of 2 Fluid-restricted patient menus which have different cc requirements	CNDT 3.2				
D. *Calculate correctly a minimum of 2 Calorie Counts	CNDT 3.2				
E. Support resident care plan related to preferences, snacks, meal times, dining room environment, family involvement	CNDT 3.2				
F. Identify where RD and DSS chart in the medical record	CNDT 1.1				
G. Demonstrate ability to collect data such as height and weight, needed for nutrition care process. Document in the MDS.	CNDT 3.2				
H. Participate in mealtime and new resident visits. Process preferences and screening information appropriately.	CNDT 3.1				
I. Refer residents to RD when situation is beyond scope of practice; identify facility policy to alert RD.	CNDT 2.6				
J. Process nourishment orders. Prepare, serve, and determine acceptability of nourishments, as assigned	CNDT 3.2				
K. *List 2 Tube-feedings used and the reason why they were ordered.	CNDT 3.2				
<b>5.PROFESSIONAL PRACTICE EXPECTATIONS</b>					
A. Use clear and effective oral and written communication	CNDT 2.2				
B. *Attend interdisciplinary resident/patient care meeting. Identify participants, and the process used in determining appropriate care. Summarize meeting	CNDT 2.4				
C. Demonstrate ability to communicate with other professionals	CNDT 2.5				
D. Demonstrate professional attributes in all areas of practice	CNDT 2.8				
<b>6.LAWS &amp; DUTIES</b>					
A. *Identify the following regulations <b>and their impact on Nutrition Service:</b>	CNDT 2.1				
CA and Federal Food Code					

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SDS					
OSHA					
Title 22					
OBRA					
MDS – RAI – RAP					
Ombudsman					
Patient Rights					
Durable Power of Attorney					
B. *Describe the state survey process for LTC facilities	CNDT 2.1				
C. Participate in process for determining facility’s survey readiness	CNDT 2.1				
D. Identify other surveys/inspections	CNDT 2.1				
E. Display collaboration skills with the RD	CNDT 2.5				
<b>7. POLICIES, PROCEDURE, AND DIET MANUAL</b>					
A. *Review the Policy and Procedure Manual. Identify the frequency of review and approval process	CNDT 1.4				
B. Demonstrate ability to develop or revise a P&P	CNDT 1.4				
C. Be familiar with location and usage of Diet Manual	CNDT 1.4				
<b>8.STAFF</b>					
A. Review procedure for accident/incident reporting					
B. Participate in an interview and/or performance review	CNDT 4.2				
C. *Participate in a staff meeting, department manager’s meeting. Summarize meeting.					
D. Demonstrate ability to plan a work schedule including job titles and hours worked.	CNDT. 4.2				
E. Review implementation of menu and food production schedule	CNDT 3.6				
F. Demonstrate ability to evaluate adequacy of labor hours (financial data)	CNDT 1.3				
G. Demonstrate understanding of cultural diversity of staff	CNDT 2.9				
H. *Identify procedure for documenting menu substitutions					
I. *Provide an In-Service training to staff.	CNDT 4.2				
J. Develop/review a position description	CNDT 4.2				
K. *Describe various menus/rationale used for disaster planning; vendor contracts in event of emergency	CNDT 3.6				
<b>9. PRACTICE MANAGEMENT AND USE OF RESOURCES</b>					
A. *Participate in a quality improvement or customer satisfaction activity to improve the delivery of nutrition services	CNDT 4.1				
B. *Develop a marketing or management tool for use by Nutrition Services – for patients or employees	CNDT 4.6				

**FIELD EXPERIENCE COMPETENCY RECORD: NC 175**

**Supervisor's Comments:**

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**Student Signature**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

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STUDENT PERFORMANCE EVALUATION

**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 all members of nutrition services.				
16. Interacts appropriately with interdisciplinary health care team.				

**Comments:**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date