

**Curriculum for Supervised Practice**

**Oakwood University Dietetic Internship Program**

7000 Adventist Blvd, Huntsville, Alabama 35896

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Administrative Management Curriculum/ Acute Care/School District Foodservice Management

Revised October 2009

Weeks of Supervised Practice 3 weeks Acute Care

Practice Hours 120

Didactic Hours 20

Weeks of Supervised Practice 2 weeks School District

Practice Hours 80

Planned Experiences (Didactic Practice)	Evaluation Strategies	Signature/Date Completed
<p><b>Customer Satisfaction:</b></p> <ol style="list-style-type: none"> <li>1. Review the established standards for food quality, serving temperature, and portion control as they relate to cost.</li> <li>2. Monitor and develop a quality improvement plan for a particular area such as patient satisfaction including goals, threshold standard, data analysis, indicators, monitoring process, and evaluation. (Ask if there is something the facility needs done).</li> <li>3. Compile and analyze the patient satisfaction report, including recommendations.</li> <li>4. Attend a meeting and participate in a quality improvement program if available.</li> <li>5. Discuss quality assurance or improvement. Include how it is constructed and monitored.</li> </ol> <p><b>Human Resource Management:</b></p> <ol style="list-style-type: none"> <li>6. Review employee training, in-services or annual education.</li> <li>7. Supervise any corrective actions taken pertaining to the patient satisfaction reports or food safety sanitation problems.</li> <li>8. Review job description/specification for a specific employee position. Make additional suggestions for improvement if applicable.</li> </ol>	<p><i>Report results to preceptor.</i></p> <p><i>Preceptor evaluates proposed plan based on accuracy, thoroughness, and feasibility.</i></p> <p><i>Discuss evaluation summary with preceptor or present the results to the food service staff.</i></p> <p><i>Preceptor verifies attendance.</i></p> <p><i>Discuss with preceptor.</i></p> <p><i>Preceptor verifies intern's activities.</i></p> <p><i>Report to Foodservice Director.</i></p> <p><i>Preceptor evaluates intern's competencies.</i></p>	

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<p>9. Evaluate recruiting, selecting, training, developing, and evaluating of employee process.</p> <p>10. Note any contract or unions that govern employee supervision. Be prepared to discuss unions, collective bargaining, and mediation, as necessary.</p> <p>11. Make recommendations for managing cultural diversity within the facility.</p> <p>DI 4.1/12. Complete a personnel evaluation form on a selected employee.</p>	<p><i>Discuss with preceptor.</i></p> <p><i>Report to preceptor.</i></p> <p><i>Report to preceptor.</i></p> <p><i>Have preceptor review.</i></p>	
<p><b>Financial Management:</b> <b>DI 3.3/4.8</b> Demonstrate cost awareness and resource utilization when recommending supplements, special menu items, meals planning and use of formulas in all patient cases, ex: recommend healthshake vs. Mead Johnson/Ross products.</p> <p>DI 4.8/13. Evaluate scheduled pay period labor hours and compare to authorized overtime labor hours.</p> <p>DI 4.9/14. Review department budget and compare year-to-date standing to budget.</p> <p>DI 4.10/16. Develop a business plan for a program or service which includes developing a budget, staffing needs, facility requirement, equipment and supplies, ex: develop and implement /participate in a diabetes cooking class using facility standards, such as obtaining prior approval, determine cost, staffing, equipments, and supplies.</p>	<p><i>Assessment of how well intern deals with the total nutrition care process or pertinent activity within the clinical setting</i></p> <p><i>Give written suggestions to correct excessive overtime labor hours.</i></p> <p><i>Report to preceptor.</i></p> <p><i>Evaluation by preceptor of intern's ability to conduct business plan with expected standards met.</i></p>	
<p><b>Assessment and Operation of Foodservice Equipment:</b> 19. Write up an equipment order specification for a piece of needed equipment.</p> <p>20. Discuss the bid collection process with preceptor.</p>	<p><i>Report to preceptor.</i></p> <p><i>Preceptor evaluates interns.</i></p>	

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<p>21. Be familiar with operating and cleaning procedures for each of the following pieces of equipment: Convection Oven, Dish Machine, Range, Mixer, Slicer, Steam Jacketed Kettle, Steamer, Deep-fryer, Tilting Braising Pan, Rotating Oven, Grill, Commercial Food Processor and others.</p> <p><b>Administrative:</b></p> <p>22. Review and complete purchasing forms at each facility.</p> <p>23. Purpose of each foodservice facility and identify whether it is centralized or decentralized.</p> <p>DI 3.6/24. Implement a quality assurance monitoring measure which could be used by foodservice staff to track the effectiveness of an expected outcome in the department, e.g. monitor delivery of patient's trays and evaluate accuracy of meals provided/compared to diet orders.</p> <p>25. Recognize problems and potential solutions associated with housekeeping and maintenance as they relate to the kitchen.</p> <p>26. Develop a one-meal food production schedule for one position.</p> <p>27. Assist with supervising employees. Check trayline and discuss problems.</p> <p>28. Document inappropriate employee behavior, action or incident you observed.</p> <p>29. Plan, implement, and supervise one special event that includes menu planning, cost analysis, organizing staff, and supervising the function.</p> <p>30. Participate in forecasting by reviewing historical records, discussing trends with the foodservice manager, and estimating, not only the meals to be served, but also the quantity of food to be prepared.</p> <p>31. Audit production area forecast for accuracy (over/under production), at the end of the meal.</p> <p>32. Complete an inventory and prepare a purchase order after doing the inventory, including pricing.</p>	<p><i>Report results to preceptor.</i></p> <p><i>Written specification.</i></p> <p><i>Understanding of topic through discussion with preceptor.</i></p> <p><i>Preceptor evaluates effectiveness of the quality assurance monitoring measure.</i></p> <p><i>Report recommendations to preceptor.</i></p> <p><i>Preceptor evaluates recommendations.</i></p> <p><i>Direct observation.</i></p> <p><i>Preceptor evaluates recommendations.</i></p> <p><i>Preceptor evaluates intern's organizational skills.</i></p> <p><i>Report to preceptor.</i></p> <p><i>Report to preceptor.</i></p> <p><i>Written report.</i></p>	

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33. Develop a performance improvement plan using facility guidelines. Present to staff.	<i>Understanding of topic through discussion with preceptor.</i>	
34. Discuss how the facilities handled the satellite service or bulk/individual, if applicable.	<i>Report to preceptor.</i>	
35. Supervise inspection of deliveries for signs of contamination and damage.	<i>Report to preceptor.</i>	
36. Compare invoice with purchase order.	<i>Report to preceptor.</i>	
37. Identify facility guidelines for storage of fresh, frozen, and dry foodstuffs.	<i>Report to preceptor.</i>	
38. Participate in inventory and be familiar with FIFO.	<i>Report to preceptor.</i>	
39. Discuss and observe the policy and procedure for using leftovers.	<i>Report to preceptor.</i>	
40. Follow basics of kitchen sanitation principles.	<i>Direct observation.</i>	
41. Evaluate employee compliance with kitchen sanitation principles.	<i>Report to preceptor.</i>	
42. Conduct food temperature audits (e.g. trayline, cafeteria, patient trays on the unit).	<i>Report to preceptor.</i>	
DI 4.2/43. Help review the Health Department Inspection sheet, interns noting where deficiencies are, analyzing and recommending reasonable changes that affect employees, customers, patients, facilities and foods.	<i>Preceptor evaluates recommendations for appropriateness.</i>	
DI 4.3/44. Interview a WIC or a City School's CEO regarding federal resources and develop a plan to demonstrate how to maximize outcomes from available resources.	<i>Preceptor evaluates recommendations for appropriateness.</i>	
45. Identify food-borne illness risks/ hazards in the facility and make written recommendations.	<i>Preceptor evaluates recommendations for appropriateness.</i>	
46. Conduct a hazard analysis of critical control points for a perishable food and provide a written report to the facility.	<i>Written report to preceptor</i>	
47. Conduct an employee in-service on sanitation topic.	<i>Preceptor evaluates intern's presentation based on feedback from audience.</i>	

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<p>DI 4.7/48. Analyze quality, financial or productivity data, make note of deficiencies and develop plans for intervention to correct problems identified.</p> <p><b>Recipe Development, Modification and Standardization:</b></p> <p>49. Conduct a taste panel to evaluate a food item or oral supplement. Develop scorecards for hedonic evaluation.</p> <p>50. Standardize a recipe for a new menu item. Calculate comparison costs and perform a sensory evaluation with a panel.</p> <p>DI 3.7/51. Develop modified recipes for patients with food allergies, food sensitivities, and religious preferences.</p> <p>DI 3.7/52. Review and evaluate the printed menu as needed.</p> <p>DI 3.7/53. Develop special menus for cardiac/ Hispanic/Chinese patient.</p> <p>54. Evaluate nutrition content of revised menu using computer analysis program such as Nat 2.0, or compare to diabetes exchange list.</p> <p>55. Review menus at various site hospitals or skilled nursing facilities. Observe menu cycles, standard used to develop menus and f/u for acceptance.</p>	<p><i>Direct observation</i></p> <p><i>Preceptor will evaluate intern's organization of taste panel and feasibility of recommendations.</i></p> <p><i>Written report to preceptor.</i></p> <p><i>Discuss with preceptor.</i></p> <p><i>Direct observation by preceptor.</i></p> <p><i>Written report to preceptor.</i></p> <p><i>Preceptor evaluates completed analysis for accuracy and thoroughness.</i></p> <p><i>Preceptor evaluates interns understanding of special menu.</i></p>	

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<p><b>School Lunch Program:</b></p> <p>56. Learn components of school lunch program: Review food budget, use of government commodities, menu writing and distribution system used in the school system.</p> <p>57. Evaluate food preparation, service and consumption: Assess kitchen for facilities available and methods of preparation. Work on various areas of preparation.</p> <p>58. Evaluating food waste: Conduct plate waste study at one meal and evaluate results.</p> <p>59. Conduct educational experience for students: Teach a basic nutrition class in the school system. Develop educational materials for class.</p> <p>DI 3.4/60. Conduct a nutrition or exercise class for the community which includes promotion of a healthy lifestyle.</p>	<p><i>Written</i></p> <p><i>Written</i></p> <p><i>Written</i></p> <p><i>Verbal</i></p> <p><i>Evaluation of assignments by preceptor in area chosen to determine if intern meets or exceeds expected standards.</i></p>	

Type of Experience/Rotation: **Administrative Management**

Strength:

Areas for Improvement:

Suggestions to help improve the program:

Intern \_\_\_\_\_ Date \_\_\_\_\_

Preceptor \_\_\_\_\_ Date \_\_\_\_\_

Program Director \_\_\_\_\_ Date \_\_\_\_\_