

Bowling Green State University Dietetic Internship Program

Intern: _____ Facility: _____

Rotation: **Community Nutrition Programs**

Pre-rotation check list

- Readings completed
 Pre-rotation self assessment (journal entry)
 Pre-test completed
 Assignments printed
 Preceptor and Site forms, Affiliation Agreement (distance only)

Preceptors: Please use the following scale to evaluate whether or not the intern has met the designated competencies

- 1= attempted but unable to complete
- 2= partially met – needs frequent feedback, supporting cues, additional time
- 3= nearly met at entry level – timely completion with initial direction and periodic feedback
- 4= entry level – timely completion with minimal direction
- NA – not applicable or observed

Goal/Objective	initial	Planned Experience	Evaluation Method/Comments
DI 1.1 Select appropriate indicators and measure achievement of clinical, programmatic, quality, productivity, economic or other outcomes. DI 1.3 Justify programs, products, services and care using appropriate evidence or data			
Identifies variety of metrics in community research		<ul style="list-style-type: none"> • Read article: Measuring Population Health Outcomes. • What types of data are collected by this agency? How is the success of programming efforts determined? Journal entry • Review procedures for data collection, if applicable. • Participate in data collection, if applicable journal entry 	discuss with preceptor, director to review journal entries.
Participate in development and evaluation of community-based food and nutrition programs		<ul style="list-style-type: none"> • Discuss agency's food and nutrition programs with preceptor including criteria for eligibility, funding and evaluation criteria • Head Start – review state participation data and reimbursement rates – discuss with preceptor regarding trends and adequacy of reimbursement journal entry • Evaluate monthly food list or other forms of support (i.e. fruit and vegetable vouchers, congregate meals) and compare to the standard of care needs of clients or Dietary Guidelines as appropriate. Write a report and submit to preceptor and director 	preceptor and director to review report
Evaluation of competency: Rating and feedback (if needed)			
DI 2.2 Demonstrate professional writing skills in preparing professional communications (e.g research manuscripts, project proposals education materials, policies and procedures).			
Follows appropriate guidelines to develop effective print materials for target population.		<ul style="list-style-type: none"> • Review webinar Making Health Information Actionable and Engaging – previously viewed in FN5210, but view again • Review: Achieving Cultural Competence: A Guidebook for Providers of Services to Older Americans and Their Families. (Area Agency on Aging) • What topics are of general interest to target population How was this determined? Make journal entry. • review current educational materials available at facility - update if needed. What educational level are they intended for? Are cultural issues addressed? • Develop materials for class presentation or as needed • Review other forms of written communication, such as newsletters and write article as directed by preceptor as needed 	evaluated by preceptor using written materials evaluation form

Review and develop professional communications		<ul style="list-style-type: none"> Review examples of professional writing such as agency project or grant proposals Develop or assist with professionals writing if needed, include any samples in portfolio 	evaluated by preceptor
Evaluation of competency: Rating and feedback (if needed)			
DI 2.3 Design, implement and evaluate presentations considering life experiences, cultural diversity and educational background of the target audience.			
Assess education needs of target group		<ul style="list-style-type: none"> Review information in Know Your Learner module (FN 5210) as needed discuss characteristics of target population with preceptor and determine potential presentation topics - journal entry 	director to review journal entry
Develop and present class based on assessed needs if applicable		<ul style="list-style-type: none"> develop lesson for target population - state general goal, 1 - 3 behavioral objectives, at least one activity per behavioral objective, materials needed - journal entry develop a Power Point presentation with handouts and a food demonstration (demonstration should include calculated food cost and nutrition analysis) present class to target audience 	preceptor to evaluate using presentation evaluation form
Evaluation of competency: Rating and feedback (if needed)			
DI 2.5 Demonstrate active participation, teamwork, and contributions in group settings.			
DI 2.11 Establish collaborative relationships with internal and external stakeholders, including patients, clients, care givers, physicians, nurses and other health professionals administrative and support personnel to facilitate individual and organizational goals.			
Identify and participate in coalitions and teams		<ul style="list-style-type: none"> Review pages 35 – 40 in Making Health Communication Programs work – developing partnerships Read article: Organizing a Community Health Advocacy Coalition Discuss partnerships and coalitions in which this agency participates with preceptor – journal entry attend and participate in team and coalition meetings as available and appropriate document activities as journal entry 	evaluated by preceptor
Evaluation of competency: Rating and feedback (if needed)			
DI 2.7 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice			
Identify and apply procedure for client referral		<ul style="list-style-type: none"> Review agency procedures as appropriate – journal entry Refers patients/clients to other dietetics professionals or disciplines when a situation is beyond one’s level or area of competence 	discuss with preceptor, director to review journal entries
Participates in agency’s role in community partnerships.		<ul style="list-style-type: none"> identify related agencies appropriate for referral (ie. American Heart Association) identify community boards, committees, task forces, coalitions and partnerships relevant to this agency - attend meetings if possible visit related agencies if possible - journal entry 	evaluated by preceptor
Evaluation of competency: Rating and feedback (if needed)			
DI 2.12 Demonstrate professional attributes, such as advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic within various organizational cultures.			
Use appropriate judgment when initiating change and improving quality in the organization		<ul style="list-style-type: none"> discuss process of initiating change within this organization with preceptor – what type of changes have been implemented? Journal entry Use critical thinking to assist develop strategies to address a problem proposed by preceptor Use time management skills to complete projects as 	

		<p>directed by preceptor</p> <ul style="list-style-type: none"> Participate in activities to promote the dietetic profession and advocate for clients and/or consumers. 	
Evaluation of competency: Rating and feedback (if needed)			
DI 1.4 Evaluate emerging research for application in dietetics practice			
DI 3.1 a. Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition is or can be delivered.			
Identify nutrition practices of target audience and compare to national survey data.		<ul style="list-style-type: none"> Identify relevant demographic information for the target population this agency serves including age, gender, income level, race/ethnicity – journal entry Review any assessment data collected by agency for the target population. Review the NHANES data tables and determine the percent of calories and sodium consumed away from home by this population based on gender and ethnicity. Discuss with preceptor and make journal entry. Review the Key Statistics from NHANES and determine the percent of the population with high serum total cholesterol (>240 mg/dL) represented by this agencies target population based on gender and the mean serum total cholesterol journal entry How can NHANES data be used by this agency to guide their intervention efforts? Journal entry Consult the BRFSS maps and prevalence data to determine the fruit and vegetables consumption among adults in this state. Journal entry 	<p>http://www.ars.usda.gov/Services/docs.htm?docid=18349</p> <p>http://www.nchs.gov/nhanes/bibliography/key_statistics.aspx</p> <p>http://apps.nccd.cdc.gov/gisbrfss/default.aspx</p> <p>discuss with preceptor, director to review journal entries.</p>
Review and assist with existing screening or assessment programs for target populations.		<ul style="list-style-type: none"> review screening instruments for target populations (DETERMINE, Mini-Nutritional Assessment, cholesterol values) review pertinent surveillance data for target population as available (Nutrition Screening Initiative, county based health assessments) acanthosis nigricans in Hispanic population – review Acanthosis nigricans in obese patients: Presentations and implications for prevention of atherosclerotic vascular disease review health & anthropometric measures if available – journal entry identify any demographic variables that may affect nutritional status –journal entry review guidelines for screening individuals for diabetes, malnutrition and CVD risk assist in screenings if possible 	discuss with preceptor, director to review journal entries
Assess nutritional status of individuals, if appropriate		<ul style="list-style-type: none"> Conduct face-to-face screening, if applicable Assess intake and compare to guidelines as part of nutrition screening Identify participants at nutritional risk and schedule counseling with the Clinic Registered Dietitian. Supervise screening of the nutritional status of the population and/or community groups. For community groups and general population, conduct face-to-face screening and for general health assessment of the nutritional status including NHANES weight and height procedures/protocols. 	evaluated by preceptor
Evaluation of competency: Rating and feedback (if needed)			
DI 4.4 Participate in public policy activities, including both legislative and regulatory initiatives			
Applies knowledge of federal, regional, state and local govt. structures and processes involved in the development of public policy, legislation and		<ul style="list-style-type: none"> Review agency web-site identify where authority lies for nutrition /food programs at federal, state and local levels, identify key player responsible for agency/program planning – journal entry identify lobbying activities at the local, state or national level – with what types of legislation is this group 	discuss with preceptor http://www.healthypeople.gov

regulations that influence related nutrition and health services.		concerned – funding, research, policy? journal entry <ul style="list-style-type: none">• attend Board meetings if appropriate• identify specific agency activities that support Healthy People 2020 – journal entry• review agency regulations	
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Utilize knowledge of political, legislative and economic factors that affect dietetic practice.		<ul style="list-style-type: none"> review site appropriate readings ie. - Older Americans Act, status of Title III funding, poverty guidelines, AHA legislative priorities, Public Health initiatives – discuss with preceptor discuss funding issues as they apply to current legislation if appropriate journal entry 	discuss with preceptor
Evaluation of competency: Rating and feedback (if needed)			
DI 4.1 Use organizational processes and tools to manage human resources.			
Reviews organization's structure.		<ul style="list-style-type: none"> review facility organizational chart - where do RD's or DTR's fit in? - make journal entry review lines of communication review job descriptions if possible 	discuss with preceptor, director to review journal entries
Review role of organization as part of organization at the national level.		<ul style="list-style-type: none"> Review organization/agency's strategic plan at the local and national level, if applicable (i.e. Area Agency on Aging, review U.S. Administration on Aging Strategic Plan) How is the local organization meeting these goals at the local level – journal entry. 	discuss with preceptor, director to review journal entries
Reviews organization's goal setting process.		<ul style="list-style-type: none"> review facility's long range and short range goals. relate agency goals to other relevant agencies or coalition partners - journal entry 	discuss with preceptor, director to review journal entries
Attends departmental meetings.		<ul style="list-style-type: none"> attend planning meetings/ training sessions as appropriate – make journal entry 	discuss with preceptor, director to review journal entries
Evaluation of competency: Rating and feedback (if needed)			
DI 3.6 Coordinate procurement, production, distribution and service of goods and services			
Participates in food delivery systems relevant to community nutrition programs.		<ul style="list-style-type: none"> review food delivery systems specific to the facility - Meals on Wheels, Mobile Markets, congregate meal sites, etc., Head Start sites, Commodity Supplemental Foods Program delivery – make journal entry assist in menu development, analyze to meet standards, assist in creating standardized, quantity recipes as needed observe delivery of meals or food packages as able 	discuss with preceptor primarily applicable to Area Office on Aging and Food Bank
Applies factors that impact on the accessibility, adequacy and safety of the food supply system (production, processing, distribution and consumption) and the relationship of those to community health		<ul style="list-style-type: none"> compare cost of and food access of neighborhoods with a variety of incomes, available transportation, ethnicities - has the agency collected this type of information? Discuss with preceptor and make journal entry develop weekly menu for a culturally diverse population - what options are available for the different food groups (ie. produce stands for fruits and vegetables, convenience food stores, etc.) on-going activity - identify all food programs available within the county (school lunch, WIC, food banks, etc.) - make journal entry, identify funding sources if possible - create list of contact personnel and phone numbers optional activity - determine average income for population group this agency serves - plan a monthly family budget, including rent, transportation, food and welfare resources is food accessibility an issue considered in developing heart healthy programming – discuss with preceptor and make journal entry 	discuss with preceptor, sample menus and budgets to be evaluated by director
Evaluation of competency: Rating and feedback (if needed)			

DI 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.

DI 4.5 Conduct clinical and customer service quality management activities.

Evaluates nutrition service based on established criteria for cost, nutrient quality, quantity, safety and sanitation.	<ul style="list-style-type: none"> Develop a HACCP plan for the storage and preparation of food from the pantry used in food demonstrations, groceries for clients or other food provided to clients (e.g. congregate meal programs) discuss site monitoring protocol with preceptor Assist in site monitoring as able Assist in writing report if needed 	evaluated by preceptor, director to review journal entries
Evaluates nutrition service based on established criteria for nutrition education programs.	<ul style="list-style-type: none"> Discuss program evaluation process with preceptor – journal entry Assist in collecting data as appropriate 	discuss with preceptor, director to review journal entries
Utilizes management principles for effective community assessment, program planning, implementation and evaluation.	<ul style="list-style-type: none"> observe strategic planning if possible – journal entry identify criteria for implementing Quality Assurance plan for local agency or review existing plan – journal entry participate in conducting a community needs assessment, including socioeconomic data or review needs assessment if available – journal entry 	discuss with preceptor, director to review journal entries

Evaluation of competency: Rating and feedback (if needed)

DI 4.9 Obtain and analyze financial data to assess budget controls and maximize fiscal outcomes>

Apply resource management, including grant application, identifying funding sources and reading fiscal reports.	<ul style="list-style-type: none"> list actual and potential funding sources for agency programming – journal entry review agency budget for nutrition related services – journal entry assist with grant writing application or review existing applications as available. 	discuss with preceptor, director to review journal entries
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Evaluation of competency: Rating and feedback (if needed)

Were competencies generally met by intern? yes no

Please make suggestions for future planned experiences:

Preceptor Signature: _____ Date: _____

Intern Signature: _____ Date: _____

Post rotation checklist:

- _____ Goals and objectives signed by preceptor and intern
- _____ Post rotation evaluation form completed by preceptor, signed by intern (for rotations at least two weeks or longer)
- _____ Submission of case studies and assignments to director – hard copy or electronically
- _____ Submission of journal entries to director (e-mail attachment or through electronic link)
- _____ Complete intern feedback form and submit electronically. (under course documents, evaluations folder)
- _____ Evaluation of distance internship program by preceptor (distance program only - under resources, preceptor web page)