



<b>CD14. Supervise quality improvement, including systems and customer satisfaction for dietetics service and/or practice</b>				
Monitor food quality.		<ul style="list-style-type: none"> <li>▪ Review policy and procedures for monitoring of food quality.</li> <li>▪ Conduct taste test and temperature check for a meal.</li> <li>▪ Discuss results with preceptor, make <a href="#">journal entry</a>.</li> </ul>	Discuss with preceptor, program director to review journal entries	
Monitor customer satisfaction.		<ul style="list-style-type: none"> <li>▪ Review Putting the Wow! In Dietetics: An Introduction to Customer Satisfaction</li> <li>▪ Review policy and procedures on quality improvement</li> <li>▪ School foodservice only - use school health index, complete module 4: nutrition services- <a href="#">summarize results in journal entry</a></li> <li>▪ Discuss methods for monitoring customer satisfaction with preceptor.</li> <li>▪ Develop survey as needed and implement if possible.</li> </ul>	Discuss with preceptor	
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<b>CD18. Supervise the collection and processing of financial data.</b>				
Reviews budget planning process at this facility.		<ul style="list-style-type: none"> <li>▪ Review budget development/resource allocation handout</li> <li>▪ Review budgetary policies/guidelines</li> <li>▪ Review current budget.</li> <li>▪ Review forecasting procedures.</li> <li>▪ Using facility data, <a href="#">complete breakeven calculation worksheet</a></li> </ul>	discuss with preceptor or budgetary manager	
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<b>CD20. Participate in human resource functions.</b>				
Reviews human resource policies, lines of authority, personnel responsibilities for the department.		<ul style="list-style-type: none"> <li>▪ Review organization chart, lines of authority/ communication.</li> <li>▪ Review job descriptions of personnel - update if needed.</li> <li>▪ Attend departmental meetings if possible.</li> </ul>	discuss with preceptor director to review assignments, journal entries	
Review possible issues related to employee theft		<ul style="list-style-type: none"> <li>▪ Review employee theft policies and procedure</li> <li>▪ Read article "How to avoid excessive employee theft".</li> <li>▪ <a href="#">Complete employee theft assignment</a></li> </ul>	discuss with preceptor, director to review assignments, journal entries	
Review other sources of revenue loss		<ul style="list-style-type: none"> <li>▪ Review policies related to consumption of food and leftovers and discuss any issues with preceptor – make journal entry</li> <li>▪ Review policies related to floor stock</li> <li>▪ Discuss revenue loss related to these issues with preceptor, make journal entry</li> </ul>	discuss with preceptor, director to review assignments, journal entries	
Assists in development of staffing schedule.		<ul style="list-style-type: none"> <li>▪ Review scheduling policies and procedure</li> <li>▪ Assist in completing schedule for one week or designated time frame if possible</li> </ul>	discuss with preceptor, director to review assignments, journal entries	

<p>Uses problem solving/critical thinking skills to find solutions to foodservice dilemmas.</p>		<ul style="list-style-type: none"> <li>▪ Review worst case foodservice scenarios.</li> <li>▪ Develop at least two possible solutions to the problems and discuss with preceptor.</li> <li>▪ Ask preceptor to share additional experiences and solutions.</li> </ul>	<p>discuss with preceptor, program director to evaluate assignment</p>
<p>Monitors performance of designated subordinate or completes project designated by preceptor</p>		<ul style="list-style-type: none"> <li>▪ Review performance evaluation policies.</li> <li>▪ Review discipline, grievance procedures/ policies.</li> <li>▪ With preceptor, select a problem or potential problem or project and document in journal as follows:               <ol style="list-style-type: none"> <li>1. identify in writing what the problem is</li> <li>2. identify the underlying issues and the various "sides of the issue"</li> <li>3. develop an action plan for solving the issue</li> <li>4. review your action plan with preceptor</li> </ol> </li> </ul>	<p>evaluated by preceptor, program director to review journal entries</p>
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<p><b>CD21. Participate in facility management, including equipment selection and design/redesign of work units.</b></p>			
<p>Investigate selection of a new piece of equipment for the facility.</p>		<ul style="list-style-type: none"> <li>▪ Discuss future capital expenditures with director</li> <li>▪ Research equipment options and complete equipment assignment.</li> </ul>	<p>discuss with preceptor, assignment evaluated by director.</p>
<p>Evaluate work flow in an area.</p>		<ul style="list-style-type: none"> <li>▪ Observe preparation for meal noting any problems in traffic patterns, use of horizontal versus vertical space (including retrieval of articles from storage, food preparation and serving - make journal entry discussing findings.</li> <li>▪ Discuss efficiency of current layout with director. Prepare alternative layout to correct any observed problems as journal entry.</li> </ul>	<p>discuss with preceptor, journal entry to be evaluated by program director</p>
<p>Evaluates physical workspace.</p>		<ul style="list-style-type: none"> <li>▪ Review kitchen design principles handout; refer to undergrad text for additional information if needed.</li> <li>▪ Complete kitchen design worksheet and discuss with preceptor.</li> </ul>	<p>Discuss with preceptor, assignment to be evaluated by program director</p>

Evaluate environmental issues impacting foodservice operations include maintenance issues		<ul style="list-style-type: none"> <li>▪ Read article “When the dish machine fails.”</li> <li>▪ Review article “A decision tree for selecting the most cost-effective waste disposal strategy in foodservice operations”</li> <li>▪ Review cost factors and options described in article (composting, reusable mug system, recycling center, etc.) and determine which are utilized by facility – <a href="#">make journal entry</a></li> <li>▪ Review water usage – does the dish machine recycle rinse water? Are flow restrictors or aerators used on faucets? Is cold running water used to thaw food or clean produce? <a href="#">Make journal entry</a></li> <li>▪ Review energy usage – what pieces of equipment use the most energy? Was energy efficiency considered when purchasing equipment?</li> <li>▪ Complete energy conservation practice checklist.</li> </ul>	Discuss with preceptor, journal entries to be reviewed by program director	
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<b>CD22. Supervise the integration of financial, human, physical and material resources and services.</b>				
Reviews components of contracts.		<ul style="list-style-type: none"> <li>• Review contract buying and foodservice equipment handouts</li> <li>• Review facility policy and procedure re: contracts, capital expenditures</li> <li>• Complete contract assignment</li> </ul>	Discuss with preceptor, assignment evaluated by director	
Uses problem-solving approach to develop solutions to specific problem.		<ul style="list-style-type: none"> <li>• Consult with preceptor for possible problem/situation to be addressed (ie plate waste, inefficient work area design, new equipment purchase, employee turnover)</li> <li>• Research alternatives as needed considering available resources – record as journal entries</li> <li>• Include evaluation method as appropriate – ie. decreased plate waste, increased production efficiency</li> <li>• Present alternatives to director for implementation with written documentation as appropriate.</li> </ul>	Discuss with preceptor, assignment evaluated by director	
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<b>CD23. Supervise production of food that meets nutrition guidelines, cost parameters and consumer acceptance.</b>				
Assists in planning menus that meet facility budget criteria.		<ul style="list-style-type: none"> <li>▪ Review menu pricing strategies and menu pricing worksheet.</li> <li>▪ Using facility resources (convenience foods, cookbooks) plan a one day cafeteria menu including entrees, soups, side dishes, desserts if applicable.</li> <li>▪ Price each item based on facility pricing policies - justify pricing method (demand oriented, prime cost, etc.)</li> <li>▪ Using forecasting procedures plan purchasing needs for next purchasing cycle.</li> </ul>	evaluated by preceptor	

Participates in food production operations.		<ul style="list-style-type: none"> <li>▪ Review facility policies/procedures</li> <li>▪ Work with an employee completing routine tasks as needed</li> <li>▪ Complete productivity assignment</li> <li>▪ Under direction of supervisor, develop production and labor sheets for a meal or special event</li> </ul>	evaluated by preceptor	
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<b>CD24. Supervise development and/or modification of recipes/formulas</b>				
Modify recipe according to guidelines for quantity and nutrient content.		<ul style="list-style-type: none"> <li>▪ Choose 1 recipe from a standardized cookbook. (If possible choose a recipe that can be incorporated into the facility menu)</li> <li>▪ Modify recipe so that it will serve 100 people (or number designated by director) and put in block format. Identify critical control points.</li> <li>▪ Modify the recipe to meet low fat (no more than 30% calories from fat) and reduced sodium (no more than 480 mg. sodium/serving)</li> <li>▪ Prepare recipe if possible.</li> </ul>	evaluated by preceptor/director.	
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<b>CD25. Supervise the translation of nutrition into foods/menus for target populations.</b>				
Promotes improved nutrition practices of target market.		<ul style="list-style-type: none"> <li>▪ Review facility policy and procedures re: menu planning - note special requirements dictated by school lunch guidelines, state or JCAHO.</li> <li>▪ Review special programs and guidelines as applicable - ie Team Nutrition, Wheeled Meals, etc., child lunch program – <a href="#">make journal entry</a></li> </ul>	Discuss with preceptor, program director to review journal entries	
Understand/identify special needs of the population served by the food service operation.		<ul style="list-style-type: none"> <li>▪ Collect general demographic information on population served - note diversity within population. <a href="#">Make journal entry.</a></li> <li>▪ Review current menu and describe how it fits the needs of the population served. Make journal entry.</li> </ul>	Discuss with preceptor, program director to review journal entries	
Incorporates nutrition-related preferences of target markets into menus.		<ul style="list-style-type: none"> <li>▪ Assist in planning one month menu utilizing input of target population if possible (residents, students, etc.)</li> <li>▪ Analyze menu to determine compliance with guidelines if possible.</li> </ul>	Evaluated by preceptor	
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<b>CD27. Participate in applied sensory evaluation of food and nutrition products.</b>				
Evaluate food items using standard procedures.		<ul style="list-style-type: none"> <li>▪ Review facility policy and procedure for sensory evaluation of meals, test trays, supplements</li> <li>▪ Discuss possibility of participating in a can cutting or other product testing with the foodservice director <a href="#">journal entry</a></li> <li>▪ Taste products in facility formulary intended for po intake as needed</li> </ul>	Evaluated by preceptor, director to review journal entries	

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<b>CD28. Supervise procurement, distribution and service within delivery systems.</b>				
Reviews procurement subsystem - receiving, storing, inventory and issuing of food and supplies in compliance with federal, state and local regulations.		<ul style="list-style-type: none"> <li>▪ Review receiving and inventory procedures handouts.</li> <li>▪ Review facility policy and procedure: receiving, and inventory complete purchase order for one week supply of food, etc.</li> <li>▪ Assist in conducting an inventory - complete inventory checklist</li> <li>▪ Assist in receiving - complete receiving assignment</li> <li>▪ Observe/participate in serving of food on trayline etc. - <a href="#">make journal entry</a></li> </ul>	Evaluated by preceptor.	
Reviews purchasing subsystem.		<ul style="list-style-type: none"> <li>▪ Review facility procedures for purchasing</li> <li>▪ Assist in purchasing food and supplies under supervision of responsible personnel</li> <li>▪ Review food specification handout, discuss with preceptor;</li> <li>▪ Complete specification assignment.</li> </ul>	Evaluated by preceptor and director	
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<b>CD29. Manage safety and sanitation issues related to food and nutrition.</b>				
Review safety issues for this facility.		<ul style="list-style-type: none"> <li>▪ Review federal, state and local regulations including OSHA and health department</li> <li>▪ Review most recent facility inspection for compliance with regulations - <a href="#">journal entry</a></li> </ul>	discuss with preceptor, program director to review journal entries	
Review employee food consumption policies		<ul style="list-style-type: none"> <li>▪ Review policy and procedures regarding employee food consumption for quality purposes.</li> <li>▪ Review state and facility policies regarding employee beverage consumption in the kitchen</li> <li>▪ Discuss any concerns with inappropriate food consumption with preceptor <a href="#">journal entry</a></li> </ul>	discuss with preceptor, program director to review journal entries	
Review sanitation issues for this facility.		<ul style="list-style-type: none"> <li>▪ Review facility policies and procedures regarding sanitation including waste disposal, pest management, dishwashing, storage and handling of cleaning supplies, floor maintenance. Review policies for inclusion of HACCP guidelines including documentation procedures.</li> <li>▪ Where are MDS sheets located? Overhead sprinklers? Eye wash stations? <a href="#">Make journal entry</a></li> <li>▪ How often are thermometers calibrated? <a href="#">Make journal entry</a></li> <li>▪ Review facility policy and procedure on monitoring and recording temperatures</li> <li>▪ How are dishes sanitized? What are temperatures of wash and rinse cycle? <a href="#">Make journal entry</a></li> </ul>	discuss with preceptor, program director to review journal entries	

Perform a safety and sanitation inspection.		<ul style="list-style-type: none"> <li>▪ Conduct sanitation audit using facility forms if possible.</li> </ul>	evaluated by preceptor
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Were competencies generally met?    yes        no

Suggestions for future planned experiences

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Preceptor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Intern Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Post rotation checklist:**

- \_\_\_\_\_ Goals and objectives signed by preceptor and intern to be mailed or faxed to director
- \_\_\_\_\_ Post rotation evaluation form completed by preceptor, signed by intern, to be mailed or faxed to director
- \_\_\_\_\_ Submission of assignments to director via mail or electronically
- \_\_\_\_\_ Submission of journal entries to director via mail or electronically
- \_\_\_\_\_ Evaluation of distance internship program by preceptor (under resources, preceptor web page)
- \_\_\_\_\_ Complete intern feedback form and submit electronically. (under course documents, evaluations folder)