

Food Service & Management Project *Directions/Rubric Evaluation Form*

Type Intern First and Last Name

Project Overview

In Food Service & Management, the NDTR and the RDN work as a team. The activities required for this project should be completed using an appropriate FSM setting that allows the Intern to gain the type and variety of experiences in food service, management and food safety expected of an entry-level NDTR.

Before Intern begins

- This Project requires a minimum of **120 hours of supervised practice over 5 weeks based on 24 hours/week.**
- This project must be planned, discussed and agreed to by the Preceptor.
- Interns must complete and submit the documents required in Blackboard.
- During the course of the project, Interns should review the documents and reports with their Preceptor.
- Preceptors will use assessment rubrics to guide how they evaluate the Intern's work.
- The Intern will have additional assignments that are submitted in Blackboard and graded by the Internship Instructor.

Directions/Instructions

Interns are expected to learn first by observing their Preceptors and discussing "how" and "why" professional activities are performed. Interns should advance as quickly as possible to performing with supervision the skills expected of an entry-level NDTR. Once Interns have demonstrated the skill, they should gradually increase the amount of responsibility that they can manage well until they can handle the work load expected of an entry-level practitioner. Preceptors should continue to monitor the Intern's performance to ensure that competencies are being demonstrated consistently at entry level.

Preceptors may choose to designate other facility employees to direct the learning of Interns as appropriate; however, Preceptors are responsible for documenting that the Intern has demonstrated entry-level competency.

Glossary

ACEND: Accreditation Council for Education in Nutrition and Dietetics

CNDT: Required Core Competency for Nutrition and Dietetic Technicians

Competency: A competency is the capability to apply or use a set of related knowledge, skills, and abilities required to successfully perform "critical work functions" or tasks in a defined work setting.

Rubric Evaluation: A rubric is a tool that explicitly represents the performance expectations for an assignment or piece of work. A rubric divides the assigned work into component parts and provides clear descriptions of the characteristics of the work associated with each component, at varying levels of mastery.

Supervised Practice Activities: Activities and assignments developed to meet the ACEND competencies and must be supervised by Internship Preceptor

Column 1	Column 2	Column 3	Column 4, 5, 6
CNDT# (e.g 2.5)	CNDT Competencies Description (Required Core Competency for Nutrition and Dietetic Technicians (CNDT))	Supervised Practice Activities	Rubric Evaluation
	<ul style="list-style-type: none"> • Each Dietetic Technician competency is listed and accompanied by one or more rubrics for Interns to complete. • As the Intern works on the competencies, please review and provide feedback of their completed written work that supports their attainment of the expected knowledge and skills. • Meeting these competencies is mandated by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). 	<ul style="list-style-type: none"> • These activities and assignments were developed by the Director and College Faculty to meet the ACEND competencies and must be supervised by Internship Preceptor. 	<ul style="list-style-type: none"> • The rubrics are meant to assist all Preceptors in an objective rather than subjective rating of the Interns' competency. • A rating of Needs Improvement for any direction must be repeated until at least the Entry-Level is attained. If it applies, leave "Needs Improvement" checked. The CAC Dietetic Education Program will evaluate areas where Interns need improvement. Continuous quality improvement and changes in curriculum will be driven by these (if any) Needs Improvement rubrics. • The Intern cannot pass this project until all rubrics are checked off as at least entry-level.

Summary Page

- Complete Summary (last page).
- Contact the CAC Internship Instructor for any questions or clarifications regarding this project.
- When making comments, please reference the competency number *e.g. CNDT 2.5.*

CNDT	Competencies	Supervised Practice Activities	RUBRIC EVALUATION A rating of <u>Needs Improvement</u> must be repeated by the Intern until <u>Entry Level</u> is attained.		
			NEEDS IMPROVEMENT , check <input type="checkbox"/> red box and REPEAT	If ENTRY LEVEL is met, check <input type="checkbox"/> black box	If EXCEEDS ENTRY LEVEL , check <input type="checkbox"/> black box
1.4	CNDT 1.4 Implement actions based on protocols, or policies	<p>Policies and Procedures Intern should read and study the Food and Nutrition Department's Policy and Procedure Manual and respond to the Preceptor's (or manager's) questions about key areas. Intern identifies and discusses with the Preceptor the mission and goals of the department. Intern observes, studies and then describes for the Preceptor how components such as the menu, recipes, forecasting, purchasing, receiving and storage, food production and service, kitchen design and equipment, employee safety and productivity, revenue-generating services, food safety, and ware-washing, recycling and waste reduction and removal function as integral parts of a system.</p> <p>Job Routines Intern reviews job descriptions and/or job routines and works side-by-side with 3 non-managerial food and nutrition department personnel for one entire shift each. Intern lists and discusses with the Preceptor 5 things that he/she learned (e.g. procedures for acquiring food from the store room, reading and implementing production sheets, handling of late trays, nourishments, quality control techniques, making menu substitutions when necessary). Intern compares what was accomplished with what was listed in</p>	Could not discuss or answer questions regarding the department's Policy and Procedure Manual. <input type="checkbox"/>	Adequately discussed or answered questions regarding the department's Policy and Procedure Manual. <input type="checkbox"/>	Demonstrated a good understanding and discussed or answered questions regarding the department's Policy and Procedure Manual. <input type="checkbox"/>
			Could not discuss or answer questions regarding the mission and current goals of the department. <input type="checkbox"/>	Adequately discussed or answered questions regarding mission and current goals of the department. <input type="checkbox"/>	Demonstrated a good understanding and discussed or answered questions regarding mission and current goals of the department. <input type="checkbox"/>
			Could not describe or answer Preceptor-posed questions regarding how components function. <input type="checkbox"/>	Adequately described or answered Preceptor-posed questions regarding how components function. <input type="checkbox"/>	Demonstrated a good understanding and described or answered Preceptor-posed questions regarding how components function. <input type="checkbox"/>
			Could not or did not implement actions based on protocols, or policies. <input type="checkbox"/>	Implement actions based on protocols, or policies. <input type="checkbox"/>	Evaluated, synthesized and implemented actions based on protocols, or policies. <input type="checkbox"/>
			Could not discuss or answer questions regarding the impact of policies and procedures. <input type="checkbox"/>	Discussed or answered questions regarding the impact of policies and procedures. <input type="checkbox"/>	Evaluated, synthesized and implemented actions based on protocols, or policies. <input type="checkbox"/>
			Could not or did not work side by side with each of 3 non-managerial employees for at least one entire shift. <input type="checkbox"/>	Successfully worked side by side with each of 3 non-managerial employees for at least one entire shift. <input type="checkbox"/>	Successfully worked side by side with each of 3 non-managerial employees for at least one entire shift, while demonstrating teamwork. <input type="checkbox"/>

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		each employee's job description/routine and discussed comparison with the Preceptor. If there were differences, Intern explains to the Preceptor why these occurred.	Could not or did not discuss, list or identify 5 things learned after reviewing job routines and shadowing employees. <input type="checkbox"/>	Identified and discussed 5 things learned after reviewing job routines and shadowing employees. <input type="checkbox"/>	Identified and discussed more than 5 things learned after reviewing job routines and shadowing employees. <input type="checkbox"/>
			Could not or did not compare what was accomplished with what was listed in the job description. <input type="checkbox"/>	Compared what was accomplished with what was listed in the job description. <input type="checkbox"/>	Compared what was and what was not accomplished to what was listed in the job description. <input type="checkbox"/>
			If there were differences, could not or did not explain why these occurred. <input type="checkbox"/>	If there were differences, explained why these occurred. <input type="checkbox"/>	If there were differences, was particularly insightful and comprehensive in the explanation as to why these occurred. <input type="checkbox"/>
2.8	CNDT 2.8 Demonstrate professional attributes in all areas of practice.	While working with department personnel, the Intern must demonstrate professional attributes within various organizational cultures	Could not or did not demonstrate professional attributes within various organizational cultures. <input type="checkbox"/>	Demonstrated professional attributes within various organizational cultures. <input type="checkbox"/>	Served as a role model in demonstrating professional attributes within various organizational cultures. <input type="checkbox"/>
2.2	CNDT 2.2 Use clear and effective oral and written communication	Intern reviews and updates as needed one job description/routine as assigned by the Preceptor. Intern reviews and discusses the updated job description with the Preceptor. Intern provides Preceptor with an accurate, complete and professional-quality updated job description or routine.	Could not or did not provide Preceptor with an accurate, complete, and professional-quality updated job description or routine. <input type="checkbox"/>	Provided Preceptor with an accurate and complete updated job description or routine. <input type="checkbox"/>	Provided Preceptor with an accurate, complete, and professional-quality updated job description or routine. <input type="checkbox"/>
			Could not or did not use clear and effective oral and written communication. <input type="checkbox"/>	Used clear and effective oral and written communication. <input type="checkbox"/>	Used clear and effective oral and written communication that was concise and engaging. <input type="checkbox"/>
			Could not or did not provide Preceptor with a written justification for each change suggested. <input type="checkbox"/>	Provided Preceptor with a written justification for each change suggested. <input type="checkbox"/>	Provided Preceptor with a well-organized written justification for each change suggested. <input type="checkbox"/>

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			NEEDS IMPROVEMENT, check red box and REPEAT	If <u>ENTRY LEVEL</u> is met, check black box	If <u>EXCEEDS ENTRY LEVEL</u> , check black box
		<p>Intern provides a written and/or oral justification for each update/change suggested.</p> <p>Intern clearly presents orally to the Preceptor or other audience as determined by the Preceptor the changes the Intern has suggested and the rationale for each.</p>	<p>Could not or did not clearly present to the Preceptor or other audience as determined by the Preceptor the changes you have suggested and the rationale for each. <input type="checkbox"/></p>	<p>Clearly presented to the Preceptor or other audience as determined by the Preceptor the changes you have suggested and the rationale for each. <input type="checkbox"/></p>	<p>Evaluated options and then selected the best choices to clearly present to the Preceptor or other audience as determined by the Preceptor the changes suggested and the rationale for each. <input type="checkbox"/></p>
4.3	CNDT 4.3 Use current nutrition informatics technology to develop, store, retrieve and disseminate information and data.	Intern determines the nutritional composition of one week of the regular menu by using a nutritional analysis program.	<p>Could not or did not determine the nutritional composition of the regular menu and critique it using a nutritional analysis program. <input type="checkbox"/></p>	<p>Determined the nutritional composition of the regular menu and critiqued it using a nutritional analysis program. <input type="checkbox"/></p>	<p>Evaluated options and then selected the best software choice to determine the nutritional composition of the regular menu and critiqued it using a nutritional analysis program. <input type="checkbox"/></p>
			<p>Could not or did not use current informatics technology (e.g. a nutritional analysis program) to develop, store, retrieve and disseminate information and data. <input type="checkbox"/></p>	<p>Used current informatics (e.g. a nutritional analysis program) technology to develop, store, retrieve and disseminate information and data. <input type="checkbox"/></p>	<p>Used current informatics (e.g. a nutritional analysis program) technology to clearly and concisely present information related to developing, storing, retrieving and disseminating information and data. <input type="checkbox"/></p>
3.7	CNDT 3.7 Modify recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups and individuals	<p>Menu, recipes, and forecasting With the guidance and approval of the Preceptor, Intern chooses a day's menu. [Be sure that the menu has at least three modifications for nutritional considerations (e.g. fat/cholesterol controlled, sodium controlled, calorie-controlled, etc.) Also include a clear liquid and a full liquid menu for the day.]</p>	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> <p>Rubric Evaluation on next page</p> </div>		

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		Intern determines the acceptability of the individual menu items by interviewing and/or surveying client/patients/ and or employees as appropriate. Intern determines which three items are least liked and why.	Could not or did not determine the acceptability of the individual menu items by interviewing or surveying client/patients/ and or employees as appropriate and listing the three items that are least liked. <input type="checkbox"/>	Determined the acceptability of the individual menu items by interviewing or surveying client/patients/ and or employees as appropriate and listed the three items that are least liked. <input type="checkbox"/>	Determined the acceptability of the individual menu items by interviewing or surveying client/patients/ and or employees as appropriate and listed more than three items that are least liked and why. <input type="checkbox"/>
		Intern identifies any menus that do not meet nutritional guidelines and notes what is lacking or excessive. For any menus that do not meet nutritional guidelines, Intern suggests alternatives that would better meet nutritional guidelines. Intern provides a justification for each alternative suggested.	Could not or did not identify any menus that do not meet nutritional guidelines. <input type="checkbox"/>	Identified menus that did not meet nutritional guidelines. <input type="checkbox"/>	Identified menus that did not meet nutritional guidelines and suggests alternatives that would better meet nutritional guidelines. <input type="checkbox"/>
		Intern Identifies recipes for alternative items and documents that they would meet acceptability, nutrition, and cost expectations.	Could not or did not identify recipes for alternative items and document that they would meet acceptability, nutrition, and cost expectations. <input type="checkbox"/>	Identified recipes for alternative items and documented that they would meet acceptability, nutrition, and cost expectations. <input type="checkbox"/>	Identified recipes for alternative items by using actual nutritional and cost data to document that they would meet acceptability, nutrition, and cost expectations. <input type="checkbox"/>
		Select 3 prevalent cultures represented in the facility. Identify one menu item and corresponding recipe for each of the cultures. Discuss with your Preceptor how the affordability conforms to the facilities food cost goals. Explain how the menu items/recipes will accommodate the cultural diversity and health status of various populations, groups and individuals	Could not or did not modify recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups and individuals. <input type="checkbox"/>	Modified recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups and individuals. <input type="checkbox"/>	Modified recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups and individuals and collect comments on these menu items from the cultures chosen in the facility. <input type="checkbox"/>

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		Purchasing, Receiving, Storage, & Waste Management Identify and then discuss with your Preceptor how purchasing, receiving and storage, production and service, productivity, food safety, ware-washing, recycling and waste reduction and removal are managed to accomplish their designated functions.	Could not or did not identify and then discuss with the Preceptor how purchasing, receiving and storage, production and service, productivity, food safety, ware-washing, recycling and waste reduction and removal are managed to accomplish their designated functions. <input type="checkbox"/>	Identified and then discussed with the Preceptor how purchasing, receiving and storage, production and service, productivity, food safety, ware-washing, recycling and waste reduction and removal are managed to accomplish their designated functions. <input type="checkbox"/>	Identified and then discussed with the Preceptor how purchasing, receiving and storage, production and service, productivity, food safety, ware-washing, recycling and waste reduction and removal are managed to accomplish their designated functions and made suggestions for changes in at least one area. <input type="checkbox"/>
1.4	CNDT 1.4 Implement actions based on protocols, or policies	Participate as directed by your Preceptor in purchasing, receiving, storage, and waste management.	Could not or did not participate as directed by Preceptor in purchasing, receiving, storage, and waste management. <input type="checkbox"/>	Participated as directed by Preceptor in purchasing, receiving, storage, and waste management. <input type="checkbox"/>	Actively participated as directed by Preceptor in purchasing, receiving, storage, and waste management. <input type="checkbox"/>
			Could not or did not Implement actions based on protocols, or policies. <input type="checkbox"/>	Implemented actions based on protocols, or policies. <input type="checkbox"/>	In advance of deadlines, implemented actions based on protocols, or policies. <input type="checkbox"/>
4.7	CNDT 4.7 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.	Describe facilities efforts and use of procedures for sustainability and to reduce waste and protect the environment.	Could not or did not propose procedures as appropriate to the practice setting to reduce waste and protect the environment. <input type="checkbox"/>	Proposed procedures as appropriate to the practice setting to reduce waste and protect the environment. <input type="checkbox"/>	Proposed creative, workable and complete solutions to procedures as appropriate to the practice setting to reduce waste and protect the environment. <input type="checkbox"/>
			Could not or did not use procedures as appropriate to the practice setting to reduce waste and protect the environment. <input type="checkbox"/>	Used procedures as appropriate to the practice setting to reduce waste and protect the environment. <input type="checkbox"/>	Planned and participated in procedures as appropriate to the practice setting to reduce waste and protect the environment. <input type="checkbox"/>

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		Identify and propose at least one additional opportunity to reduce waste and protect the environment and provide relevant information for your Preceptor's consideration.	Could not or did not identify at least one additional opportunity to reduce waste and protect the environment and provide relevant information for your Preceptor's consideration. <input type="checkbox"/>	Identified at least one additional opportunity to reduce waste and protect the environment and provide relevant information for your Preceptor's consideration. <input type="checkbox"/>	Identified two or more additional opportunities to reduce waste and protect the environment and provide relevant information for your Preceptor's consideration. <input type="checkbox"/>
1.4	CNDT 1.4 Implement actions based on protocols, or policies	Food and equipment safety and sanitation Conduct a HACCP review of a production item identified by your Preceptor.	Could not or did not conduct and submit a HACCP review of a production item identified by the Preceptor. <input type="checkbox"/>	Conducted and submitted a HACCP review of a production item identified by the Preceptor. <input type="checkbox"/>	Conducted and submitted a HACCP review of a production item identified by the Preceptor and noted areas or excellence and/or attention needed. <input type="checkbox"/>
		Learn to operate and clean a piece of foodservice equipment that you do not know how to use.	Could not or did not learn to operate and clean a piece of foodservice equipment that Intern did not know how to use. <input type="checkbox"/>	Learned to operate and clean a piece of foodservice equipment that Intern did not know how to use. <input type="checkbox"/>	Learned to operate and clean more than one piece of foodservice equipment that Intern did not know how to use. <input type="checkbox"/>
		Conduct a sanitation audit using your facility's procedures or the form provided in Blackboard for this course.	Could not or did not conduct a sanitation audit. <input type="checkbox"/>	Conducted a sanitation audit. <input type="checkbox"/>	Conducted a sanitation audit and made suggestions for changes in at least one area. <input type="checkbox"/>
			Could not or did not implement actions based on protocols, or policies. <input type="checkbox"/>	Implemented actions based on protocols, or policies. <input type="checkbox"/>	Evaluated audit results and implemented actions based on protocols, or policies. <input type="checkbox"/>
1.4	CNDT 1.4 Implement actions based on protocols, or policies	Production and Service As assigned by your Preceptor, work side by side with employees to produce and serve a hot item and a cold item (preferably items made from scratch) for the tray-line and the cafeteria/dining room. Discuss your experiences with your Preceptor.	Could not or did not work side by side with employees to produce (tray-line and employees/cafeteria) a <i>hot item</i> – preferably items made from scratch. <input type="checkbox"/>	Worked side by side with employees to produce (tray-line and employees/cafeteria) a <i>hot item</i> – preferably items made from scratch. <input type="checkbox"/>	Worked side by side actively and enthusiastically with employees to produce (tray-line and employees/cafeteria) a <i>hot item</i> – preferably items made from scratch. <input type="checkbox"/>

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			NEEDS IMPROVEMENT , check <input type="checkbox"/> and REPEAT	If ENTRY LEVEL is met, check <input type="checkbox"/>	If EXCEEDS ENTRY LEVEL , check <input type="checkbox"/>
			Could not or did not work side by side with employees to <i>serve</i> (tray-line and employees/cafeteria) a <i>hot item</i> – preferably items made from scratch. <input type="checkbox"/>	Worked side by side with employees to <i>serve</i> (tray-line and employees/cafeteria) a <i>hot item</i> – preferably items made from scratch. <input type="checkbox"/>	Worked side by side with employees to <i>serve</i> (tray-line and employees/cafeteria) a <i>hot item</i> – preferably items made from scratch. <input type="checkbox"/>
			Could not or did not work side by side with employees to <i>produce</i> (tray-line and employees/cafeteria) a <i>cold item</i> – preferably items made from scratch. <input type="checkbox"/>	Worked side by side with employees to <i>produce</i> (tray-line and employees/cafeteria) a <i>cold item</i> – preferably items made from scratch. <input type="checkbox"/>	Worked side by side with employees to <i>produce</i> (tray-line and employees/cafeteria) a <i>cold item</i> – preferably items made from scratch. <input type="checkbox"/>
			Could not or did not work side by side with employees to <i>serve</i> (tray-line and employees/cafeteria) a <i>cold item</i> – preferably items made from scratch. <input type="checkbox"/>	Worked side by side with employees to <i>serve</i> (tray-line and employees/cafeteria) a <i>cold item</i> – preferably items made from scratch. <input type="checkbox"/>	Worked side by side with employees to <i>serve</i> (tray-line and employees/cafeteria) a <i>cold item</i> – preferably items made from scratch. <input type="checkbox"/>
			Could not or did not Implement actions based on protocols, or policies. <input type="checkbox"/>	Implemented actions based on protocols, or policies. <input type="checkbox"/>	Evaluated experiences working with employees and implemented actions based on protocols, or policies. <input type="checkbox"/>
3.6	CNDT 3.6 Perform supervisory functions for production and service of food that meets nutrition	Check tray line on 3 different days and 3 different meal periods. (For example, breakfast on Monday, Lunch on Tuesday, and Dinner on Friday.) Identify and discuss with your Preceptor any problems and your	Could not or did not accurately check tray line on 3 different days and 3 different meal periods. <input type="checkbox"/>	Accurately checked tray line on 3 different days and 3 different meal periods. <input type="checkbox"/>	Accurately checked tray line on 3 different days and 3 different meal periods and made recommendations for constructive changes. <input type="checkbox"/>

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	guidelines, cost parameters, and health needs	suggestions for appropriate next steps.	Could not or did not Identify and discuss with Preceptor any problems and suggestions for appropriate next steps. <input type="checkbox"/>	Identified and discussed with Preceptor any problems and suggestions for appropriate next steps. <input type="checkbox"/>	Identified and discussed with Preceptor any problems and suggestions for appropriate next steps including ideas for implementation. <input type="checkbox"/>
3.6	CNDT 3.6 Perform supervisory functions for production and service of food that meets nutrition guidelines, cost parameters, and health needs	Assess two patient trays at the point of service to determine if accuracy, quality, and temperature standards have been met – if not identify problems and discuss your suggested appropriate next steps.	Could not or did not assess two patient trays at the point of service to determine if accuracy, quality, and temperature standards have been met – if not identify problems and suggest appropriate next steps. <input type="checkbox"/>	Assessed two patient trays at the point of service to determine if accuracy, quality, and temperature standards have been met – if not identified problems and suggested appropriate next steps. <input type="checkbox"/>	Assessed two patient trays at the point of service to determine if accuracy, quality, and temperature standards have been met – if not identified problems and suggested appropriate next steps including ideas for implementation. <input type="checkbox"/>
			Could not or did not perform supervisory functions for production and service of food that meets nutrition guidelines, cost parameters, and health needs. <input type="checkbox"/>	Performed supervisory functions for production and service of food that meets nutrition guidelines, cost parameters, and health needs. <input type="checkbox"/>	Performed supervisory functions for production and service of food that meets nutrition guidelines, cost parameters, and health needs with leadership qualities. <input type="checkbox"/>
3.6	CNDT 3.6 Perform supervisory functions for production and service of food that meets nutrition guidelines, cost parameters, and health needs	Critique the employee cafeteria, dining room, or kitchen operation – identifying in writing both the strengths and areas for improvement.	Could not or did not critique the employee cafeteria or dining room operation – identifying in writing both the strengths and areas for improvement. <input type="checkbox"/>	Critiqued the employee cafeteria or dining room operation – identifying in writing both the strengths and areas for improvement. <input type="checkbox"/>	Critiqued the employee cafeteria or dining room operation – identifying in writing both the strengths and areas for improvement and made recommendations for constructive changes. <input type="checkbox"/>
3.6	CNDT 3.6 Perform supervisory functions for production and service of food that	Management Calculate the cost per meal, cost per patient day.	Could not or did not accurately calculate the cost per meal, cost per patient day. <input type="checkbox"/>	Accurately calculated the cost per meal, cost per patient day. <input type="checkbox"/>	Accurately calculated the cost per meal, cost per patient day and a three day average of cost per patient day. <input type="checkbox"/>

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	meets nutrition guidelines, cost parameters, and health needs	List any items that do not meet the department's cost guidelines and/or that present an opportunity to reduce production costs.	Could not or did not list any items that do not meet the department's cost guidelines and/or that present an opportunity to reduce production costs. <input type="checkbox"/>	Listed any items that do not meet the department's cost guidelines and/or that present an opportunity to reduce production costs. <input type="checkbox"/>	Listed any items that do not meet the department's cost guidelines and/or that present an opportunity to reduce production costs and recommend replacement items that do meet the cost guidelines. <input type="checkbox"/>
		Prepare a written report and present this report to your Preceptor and any other audience as determined by your Preceptor. The report must identify the goal, the current situation, your recommendations for changing recipes and menus, and supporting data to include nutritional analysis and cost information and comparisons.	Did not prepare an accurate, complete and well written report and present this report to the Preceptor and any other audience as determined by the Preceptor. <input type="checkbox"/>	Prepared an accurate, complete, and written report and presented this report to your Preceptor and any other audience as determined by your Preceptor. <input type="checkbox"/>	Prepared an accurate, complete, and written report taking into consideration the health needs and acceptability and presented this report to your Preceptor and any other audience as determined by your Preceptor. <input type="checkbox"/>
3.6	CNDT 3.6 Perform supervisory functions for production and service of food that meets nutrition guidelines, cost parameters, and health needs	Review job descriptions and routines of at least 3 managerial or supervisory personnel. Work side by side with each of two managers or supervisory for one entire shift.	Could not or did not satisfactorily work side by side with each of two managers for one entire shift. <input type="checkbox"/>	Satisfactorily worked side by side with each of two managers for one entire shift. <input type="checkbox"/>	Satisfactorily worked side by side actively and enthusiastically with each of two managers for one entire shift. <input type="checkbox"/>
		Attend at least two department meetings and take meeting minutes. Provide minutes for your Preceptor.	Could not or did not provide the Preceptor with adequate minutes from two department meetings. <input type="checkbox"/>	Provide the Preceptor with adequate minutes from two department meetings. <input type="checkbox"/>	Provide the Preceptor with well formatted professionally written minutes from two department meetings. <input type="checkbox"/>
		Perform supervisory functions for production and service of food that meets nutrition guidelines, cost parameters, and health needs.	Could not or did not perform supervisory functions for production and service of food that meets nutrition guidelines, cost parameters, and health needs. <input type="checkbox"/>	Performed supervisory functions for production and service of food that meets nutrition guidelines, cost parameters, and health needs. <input type="checkbox"/>	Actively and enthusiastically performed supervisory functions for production and service of food that meets nutrition guidelines, cost parameters, and health needs. <input type="checkbox"/>

CNDT	Competencies	Supervised Practice Activities	RUBRIC EVALUATION A rating of <u>Needs Improvement</u> must be repeated by the Intern until <u>Entry Level</u> is attained.		
			NEEDS IMPROVEMENT, check red box and REPEAT	If <u>ENTRY LEVEL</u> is met, check black box	If <u>EXCEEDS ENTRY LEVEL</u> , check black box
		Intern works side by side with an employee who supervises <i>production</i> for at least one entire shift.	Could not or did not perform supervisory functions for <i>production</i> of food that meets nutrition guidelines, cost parameters, and health needs. <input type="checkbox"/>	Performed supervisory functions for <i>production</i> of food that meets nutrition guidelines, cost parameters, and health needs. <input type="checkbox"/>	Actively and enthusiastically performed supervisory functions for <i>production</i> of food that meets nutrition guidelines, cost parameters, and health needs. <input type="checkbox"/>
		Intern works side by side with an employee who supervises <i>service of food</i> for at least one entire shift.	Could not or did not perform supervisory functions for <i>service of food</i> that meets nutrition guidelines, cost parameters, and health needs <input type="checkbox"/>	Performed supervisory functions for <i>service of food</i> that meets nutrition guidelines, cost parameters, and health needs. <input type="checkbox"/>	Actively and enthusiastically performed supervisory functions for <i>service of food</i> that meets nutrition guidelines, cost parameters, and health needs. <input type="checkbox"/>
		Participate to the extent possible in the making and implementation of managerial decisions.	Could not or did not participate to the extent possible in the making and implementation of managerial decisions. <input type="checkbox"/>	Participated to the extent possible in the making and implementation of managerial decisions. <input type="checkbox"/>	Actively and enthusiastically participated to the extent possible in the making and implementation of managerial decisions. <input type="checkbox"/>
2.4	CNDT 2.4 Demonstrate active participation teamwork and contributions in group settings	Attend menu reviews, planning or budget meetings, or other available group planning sessions or meetings. Demonstrate active participation, teamwork and contributions in group settings	Could not or did not demonstrate active participate, teamwork and contributions in group settings. <input type="checkbox"/>	Demonstrated active participate, teamwork and contributions in group settings. <input type="checkbox"/>	Demonstrated active participate, teamwork and contributions in group settings and made numerous valued contributions. <input type="checkbox"/>
		Discuss with your Preceptor or a manager staffing, performance standards, employee scheduling, motivation, performance review, policies and procedures, staff development communications and management styles. Demonstrate active participation, teamwork and contributions in group settings	Could not or did not discuss staffing, performance standards, employee scheduling, motivation, performance review, policies and procedures, staff development communications and management styles. <input type="checkbox"/>	Discussed staffing, performance standards, employee scheduling, motivation, performance review, policies and procedures, staff development communications and management styles. <input type="checkbox"/>	Discussed staffing, performance standards, employee scheduling, motivation, performance review, policies and procedures, staff development communications and management styles and identified those in need of changes. <input type="checkbox"/>

CNDT	Competencies	Supervised Practice Activities	RUBRIC EVALUATION		
			A rating of <u>Needs Improvement</u> must be repeated by the Intern until <u>Entry Level</u> is attained.		
			NEEDS IMPROVEMENT, check <input type="checkbox"/> red box and REPEAT	If ENTRY LEVEL is met, check <input type="checkbox"/> black box	If EXCEEDS ENTRY LEVEL, check <input type="checkbox"/> black box
2.1	CNDT 2.1 Adhere to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice, Standards of Professional Practice and the Code of Ethics for the Profession of Dietetics	Adhere to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice, Standards of Professional Practice and the Code of Ethics for the Profession of Dietetics	Could not or did not adhere to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice, Standards of Professional Practice and the Code of Ethics for the Profession of Dietetics. <input type="checkbox"/>	Adhered to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice, Standards of Professional Practice and the Code of Ethics for the Profession of Dietetics. <input type="checkbox"/>	Adhered to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice, Standards of Professional Practice and the Code of Ethics for the Profession of Dietetics that serve as a model for others to follow. <input type="checkbox"/>
1.3	CNDT 1.3 Collect performance improvement, financial, productivity or outcomes data and compare it to established criteria	Financial Controls Collect performance improvement, financial, productivity or outcomes data and compare it to established criteria.	Could not or did not collect performance improvement, financial, productivity or outcomes data and compare it to established criteria. <input type="checkbox"/>	Collected performance improvement, financial, productivity or outcomes data and compare it to established criteria. <input type="checkbox"/>	Collected performance improvement, financial, productivity or outcomes data and compare it to established criteria. Additional sources of relevant data were identified and used. <input type="checkbox"/>
		Determine the actual food and labor costs for one day and/or compare this to the goals for food and labor costs established by the department. In writing, note and explain the reasons for each difference between what was planned and what actually occurred with regard to food and labor expenses for one day.	Could not or did not determine the actual food costs for one day and/or compare this to the goals for food costs established by the department. <input type="checkbox"/>	Determined the actual food costs for one day and/or compare this to the goals for food costs established by the department. <input type="checkbox"/>	Determined the actual food costs for a three day average and/or compare this to the goals for food costs established by the department. <input type="checkbox"/>
		Could not or did not determine the actual labor costs for one day and/or compare this to the goals for labor costs established by the department. <input type="checkbox"/>	Determined the actual labor costs for one day and/or compare this to the goals for labor costs established by the department. <input type="checkbox"/>	Determined the actual labor costs for a three day average and/or compare this to the goals for labor costs established by the department. <input type="checkbox"/>	

CNDT	Competencies	Supervised Practice Activities	RUBRIC EVALUATION		
			A rating of <u>Needs Improvement</u> must be repeated by the Intern until <u>Entry Level</u> is attained.		
			NEEDS IMPROVEMENT, check <input type="checkbox"/> red box and REPEAT	If ENTRY LEVEL is met, check <input type="checkbox"/> black box	If EXCEEDS ENTRY LEVEL, check <input type="checkbox"/> black box
4.6	CNDT 4.6 Assist with marketing customer services.	Marketing As directed by your Preceptor, assist with marketing customer services. For example, create a poster or prepare and distribute flyers promoting new menu items, "meal deals," frequent buyer programs, or meals for special events.	Could not or did not assist with marketing customer services. <input type="checkbox"/>	Assisted with marketing customer services. <input type="checkbox"/>	Contributed to the planning of and assisted with marketing customer services. <input type="checkbox"/>
4.5	CNDT 4.5 Participate in development of a plan for a new service including budget	New service Choose a FS area where a new service might be beneficial as a service to clients or employees and/or to generate additional revenue. Participate in development of a plan for a new service including budget	Could not or did not participate in development of a plan for a new service including budget. <input type="checkbox"/>	Participated in development of a plan for a new service including budget. <input type="checkbox"/>	Participated in development of a plan for a new service including budget and made valued contributions. <input type="checkbox"/>
		Prepare a written report and present this report to your Preceptor and any other audience as determined by your Preceptor. The report must identify the need or opportunity, the current situation, the objectives, the step-by-step plan for implementation, the budget, and the expected outcomes.	Could not or did not prepare and present a written report identifying the need or opportunity, the current situation, the objectives, the step-by-step plan for implementation, the budget, and the expected outcomes. <input type="checkbox"/>	Prepared and presented a written report identifying the need or opportunity, the current situation, the objectives, the step-by-step plan for implementation, the budget, and the expected outcomes. <input type="checkbox"/>	Prepared and presented a clear, concise, complete and accurate written report identifying the need or opportunity, the current situation, the objectives, the step-by-step plan for implementation, the budget, and the expected outcomes. <input type="checkbox"/>
2.9	CNDT 2.9 Show cultural competence in interactions with clients, colleagues and staff.	During this entire rotation/project the student is to be evaluated on this competency.	Could not or did not show cultural competence in observed interactions with clients, colleagues and staff. <input type="checkbox"/>	Demonstrated cultural competence in most observed interactions with clients, colleagues and staff. <input type="checkbox"/>	Demonstrated cultural competence in all observed interactions with clients, colleagues and staff. <input type="checkbox"/>
				Interns must meet Entry Level for the 59 rubrics	

Intern Name: _____

Type Intern First and Last Name

Summary

Must be completed by Preceptor

Supervised Hours	
Estimated Minimum # of Supervised Hours required to complete this project	Actual # of Supervised Hours
120	

Food Service & Management Project 59 Rubrics		
# of Rubrics Needed Improvement before Passing	Number of Rubrics met at	
	Entry Level	Exceeded Entry Level

Acknowledgement Statement

On ____ / ____ / ____ (dd/mm/yyyy), I _____ (Preceptor's Name) acknowledge this *Directions/Rubric Evaluation Form* was submitted electronically to the *Internship Instructor* of record for NTR 296 and sent an electronic copy to _____ (Name of Intern).

Comments

Written comments may be noted on this page. When making comments, please reference the competency number.