Intern Name

Performance Standards (as defined on Competency Evaluation Guidelines):
- 4 = Exceptional
- 3 = Proficient
- 2* = Needs improvement (Intern will need to repeat the experience)
- 1* = Deficient (Intern will need to repeat the experience)

Preceptors:
1. Initial in blue ink next to each bulleted CRD which applies to individual rotation
2. Sign and date in blue ink at the end

Individual activities are organized under appropriate Competencies as required by ACEND. One rotation evaluation will be used for all required activities and evaluations. The intern will keep the evaluation form until all competencies have been evaluated during rotations at multiple facilities, if necessary.

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<th>Competencies</th>
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| (CRD 1.1/ CRD 4.6) Select indicators of program quality and/or customer service and measure achievement of objectives. / Analyze quality, financial or productivity data and develop a plan for intervention. Has the intern:  
  - Identified components of quality management in a foodservice setting.  
  - Participated in the collection and evaluation of quality management data as identified in the department quality management plan.  
  - Completed one administrative study of one foodservice component that is measurable by measuring a specific component and providing recommendations for improvement. |   |   |    |    |
| Assignment Title: Quality Management Projects –Foodservice (CANVAS) |   |   |    |    |
| Comments: |   |   |    |    |
| (CRD 1.3) Justify programs, products, services and care using appropriate evidence or data. Has the intern:  
  - Conducted a plate waste study at a school or hospital foodservice facility and made a recommendation.  
  - Reviewed a foodservice safety program based on HAACP and discussed the strengths and/or weaknesses of the record keeping and monitoring process with preceptor. |   |   |    |    |
| Assignment Title: Plate Waste Study (CANVAS) (turned in to preceptor, not Internship Director) |   |   |    |    |
| Comments: |   |   |    |    |
**CRD 1.4** Evaluate emerging research for application in dietetics practice:
Has the intern:
- Completed a scientific research module on identifying quality research, and submit to preceptor a written critique for a research article, published in a nutrition related publication. (Clin, FS, or Comm)
- Discussed with preceptor articles from professional literature regarding new aspects of foodservice nutrition intervention on topics of interest.

Assignment Title: Research Module (CANVAS)

Comments:

**CRD 2.1** Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics.
Has the intern:
- Identified and discussed with preceptor local, state and federal regulations that influence and affect food procurement, production, distribution and service.
- Identified and discussed with preceptor local, state, and federal regulations that influence and affect care in long term care facilities. (Clin or FS)

Assignment Title: SOP/SOPP, Code of Ethics (CANVAS) *due end of July

Comments:

**CRD 2.2** Demonstrate professional writing skills in preparing professional communications (e.g. research manuscripts, project proposals, education materials, policies and procedures).
Has the intern:
- Demonstrated ability to use computer hardware, software technology, web-based resources and the Internet to complete assignments and experiences and communicate effectively.
- Followed facility format and guidelines when developing documents.

Comments:
**Design, implement and evaluate presentations to a target audience. / Use effective education and counseling skills to facilitate behavior change. (considering life experiences, cultural diversity and educational background of the target audience):**

Has the intern:
- Created appropriate education materials, conducted and evaluated an in-service training for employees. (Clin, FS, or Comm)

**Assignment Title: Nutrition Education Material – Clinical or Community (CANVAS)**

Comments:

**Demonstrate active participation, teamwork and contributions in group settings / Establish collaborative relationships with other health professionals (physicians, nurses, pharmacists, etc.), and support personnel to deliver effective nutrition services:**

Has the intern:
- Attended and / or participated in foodservice meetings / conferences with a member of the management team.

Comments:

**Assign appropriate patient care activities to DTRs and/or support personnel considering the needs of the patient/client or situation, the ability of support personnel, jurisdictional law, practice guidelines and policies within the facility / Apply leadership skills to achieve desired outcomes:**

Has the intern:
- Provided RD/foodservice management staff relief (40 hours minimum).

Comments:

**Participate in professional and community organizations.**

Has the intern:
- Attended meeting(s) of professional organizations as available. (Clin, FS, or Comm)

Comments:
(CRD 2.11) Demonstrate professional attributes within various organizational cultures (showing initiative and proactively developing solutions, advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic.

Has the intern:
- Used appropriate judgment when initiating change and improving quality in the organization.
- Used critical thinking, flexibility, and time management skills when completing projects within the organization.
- Participated in activities to promote the dietetic profession and advocate for clients and/or consumers. (Clin, FS, or Comm)

Comments:

( CRD 2.12) Perform self-assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration.

Has the intern:
- Completed Steps One-Four for the Commission on Dietetic Registration's Professional Development Portfolio Process.

Assignment Title: Professional Development Portfolio Project (CANVAS)

Comments:

( CRD 2.13) Demonstrate negotiation skills (while respecting life experiences, cultural diversity and educational background of other parties).

Has the intern:
- Participated in supervisory decision making while completing staff relief.

Comments:

( CRD 3.2) Demonstrate effective communications skills for clinical and customer services in a variety of formats (using oral, print, visual, electronic and mass media methods for maximizing client education, employee training and marketing.

Has the intern:
- Planned, coordinated and participated in a cafeteria / dining room promotional activity.

Assignment Title: Nutrition Article for the Public (CANVAS)

Assignment Title: Cafeteria/Dining Room Promotional Activity (CANVAS)

Assignment Title: Nutrition Education Material – Clinical or Community (CANVAS)

Comments:
**Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management** (consider health messages and interventions that integrate consumer desire for taste, convenience and economy with nutrition, food safety) / Analyze financial data to assess utilization of resources / Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

Has the intern:
- Written an employee schedule for one cycle. (Clin or FS)
- Worked with the foodservice manager to review planning and goal setting for the department.
- Reviewed weekly, monthly and yearly foodservice budget and other tools of financial management that are utilized.
- Discussed with preceptor menu costs in terms of food, labor and operating / overhead costs.
- Reviewed organizational chart of hospital to see how food and nutrition services relate to other departments.

**Coordinate procurement, production, distribution and service of goods and services.**

Has the intern:
- Observed the flow of foods through the procurement, preparation, distribution, and service and disposal systems of the facility.
- Reviewed department policies and procedures with respect to food procurement, production, distribution and service.
- Participated in and evaluated the distribution and service of meals.
- Conducted a food inventory and placed a food order.

**Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.**

Has the intern:
- Demonstrated competency in this area by revising individual patient menus (Clin or FS)
- Written a cycle menu for a target population. (Clin, FS, or Comm)
- Developed and implemented a standardized recipe for a regular or modified food item.
- Conducted a sensory evaluation of a new commercially prepared food product or new recipe.

**Assignment Title: Sensory Evaluation (CANVAS) (turned in to preceptor, not Internship Director)**

Comments:
(CRD 4.1) Participate in management of human resources. Has the intern:
- Reviewed departmental policy / procedure manual, employee manual, job description and personnel policies regarding recruiting, interviewing, hiring, orienting, training, appraising and terminating employees in a foodservice operation.
- Participated in human resources activities, as the experience becomes available.
- Reviewed the organizational chart of facility to see how the foodservice relates to other departments.
- Discussed employee turnover, employee productivity and job satisfaction in the foodservice with a preceptor.

Comments:

( CRD 4.2) Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food. Has the intern:
- Completed a sanitation / safety check of the foodservice facility.
- Developed a HACCP flow chart for one recipe.
- Conducted temperature checks of prepared foods at the point of service.
- Reviewed current equipment usage and facility layout and design.
- Written specifications and justification for a new piece of foodservice equipment.

Assignment Title: Equipment Selection Project (CANVAS)
Assignment Title: HACCP Project (CANVAS)

Comments:

( CRD 4.5) Use current informatics technology to develop, store, retrieve and disseminate information and data. Has the intern:
- Reviewed and discussed with preceptor computer resources and applications specific to foodservice, i.e., forecasting, menu planning, inventory, productivity assessment, employee scheduling, production scheduling, nutrient analysis, financial management.

Comments:
Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment.

Has the intern:
- Evaluated a facility’s waste management/recycle policy and recommended improvements if needed.
- Reviewed food procurement procedures to determine what foods are purchased from local or sustainable sources.

Comments:

**CRD 4.8** Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

Has the intern:
- Conducted a “make or buy” decision analysis.

Assignment Title: Make or Buy (Value) Analysis (CANVAS)

Comments:

*Reminder: please send in monthly packet one assignment after reviewing with Preceptor.*

Major Strengths for the Intern:

* Suggestions for Improvement for the Intern (Required for ratings of 1 or 2):

Intern comments:
Please use **blue ink** for signatures.

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