

**CURRICULUM FOR SUPERVISED PRACTICE**

**FOOD SERVICE MANAGEMENT (250 hours/ 10 weeks)**

Competency/Objectives	Planned Experiences (Didactic and Practice)	Evaluation Strategies
<b>Orientation (10 hrs)</b>		
Orientation to foodservice facility	Tour of facility by preceptor.  Observe foodservice operations; review departmental policies and procedures.  Review organizational charts; identify lines of authority at the production site. Learn names and title of staff.  Review infection control, safety policies and procedures.  Review competencies/objectives, schedule and assignments with preceptor.	Evaluation by preceptor
CD4. Perform self-assessment, prepare a portfolio for professional development, and	HNS 720X: Seminar in Nutritional Practice-	Portfolio evaluated periodically by DI Director

**FOOD SERVICE MANAGEMENT**

Competency/Objectives	Planned Experiences	Evaluation Strategies
participate in lifelong learning activities	<p>Developing a Professional Portfolio</p> <ul style="list-style-type: none"> <li>❖ Assemble portfolio throughout DI experience including selected assignments.</li> <li>❖ Complete self-assessment evaluations for all rotations</li> </ul>	
CD6. Use current technologies for information and communication activities (perform)	<p>HNS 720X: Seminar in Nutritional Practice- Use of Computer Software as a Clinical and Research Tool.</p> <p>Orientation to medical center’s computer system.</p> <p>Using the hospital computer system, obtain diet, nourishment and enteral feeding lists, consult lists, ward rosters, nutrition screening or profiles, lab or medical information.</p> <p>Enter information on hospital computer system.</p> <p>Perform computerized nutritional analysis using specialized software.</p> <p>Perform research on-line.</p> <p>All assignments must be typed using word processing software.</p> <p>Communicate with each other and DI director using Email.</p> <p>Present case study using power-point, overheads, or</p>	<p>Evaluation by preceptor &amp; DI Director.</p>

**FOOD SERVICE MANAGEMENT**

Competency/Objectives	Planned Experiences	Evaluation Strategies
	slides.	
<b>Quality Assurance (25 hrs)</b>		
<p>CD14. Supervise quality improvement, including systems and customer satisfaction, for dietetics service and/or practice</p> <p>CD15. Develop and measure outcomes for food and nutrition services and practice (perform)</p> <p>CD16. Participate in organizational change and planning and in goal-setting processes</p>	<p>Consult with preceptor for QA activity. Define problem, construct instrument, supervise collection of data, analyze results, make recommendations for improvement, set goals and implement.</p> <p>❖ Write summary report (CD 15, 14, 16).</p> <p>QA activities can include menu accuracy, temperature checks of refrigeration equipment and meals, timing studies, patient satisfaction surveys, etc.</p>	<p>Evaluation by foodservice preceptor</p>
<b>Financial Management (25 hrs)</b>		
<p>CD17. Participate in business or operating plan development</p>	<p>Assist foodservice director in development or revision of operations plan.</p>	<p>Evaluation by foodservice preceptor</p>
<p>CD18. Supervise the collection and processing of financial data</p>	<p>Review management reports (budget statements, income and expense statements, balance sheets, labor cost, food cost, and other records available).</p> <p>Work with manager responsible for budgeting; understand accounting systems used to record, track and verify food, utility, supply and labor costs.</p> <p>❖ Calculate nourishment costs for one day.</p>	<p>Evaluation by foodservice preceptor</p>

**FOOD SERVICE MANAGEMENT**

Competency/Objectives	Planned Experiences	Evaluation Strategies
CD19. Perform marketing functions	<p>Write a report.</p> <p>Participate in marketing a special menu, new product/food or special service being implemented by the department.</p>	Evaluation by foodservice preceptor
<b>Human Resource Management (25 hrs)</b>		
CD20. Participate in human resources functions	<p>Review policy and procedure manual of the organization and personnel regulations.</p> <p>Review departmental job descriptions and specifications. If possible, observe job interview.</p> <ul style="list-style-type: none"> <li>❖ Analyze the accuracy of at least one job description and the corresponding job specification and work schedule by shadowing an employee, write your observations.</li> </ul> <p>Review documentation of previous employee evaluation including promotions, disciplinary actions and grievances.</p> <p>Observe scheduling procedures and staffing patterns.</p> <ul style="list-style-type: none"> <li>❖ Plan a one-week schedule for foodservice personnel on all shifts. Sample schedule demonstrates knowledge of staffing patterns and worker capabilities in each area.</li> </ul>	Evaluation by foodservice preceptor
<b>Equipment Design and Selection (25 hr)</b>		
CD21. Participate in facility management,	Observe use of all equipment in the food	Evaluation by foodservice preceptor

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

**FOOD SERVICE MANAGEMENT**

Competency/Objectives	Planned Experiences	Evaluation Strategies
including equipment selection and design/redesign of work units	production area.  Learn the proper operating procedures and maintenance practices for all equipment.  Evaluate equipment specifications for one piece of equipment relative to facilities needs.  ❖ Draw flow chart in food service areas, evaluate equipment and labor utilization, and study specifications of labor-saving equipment. Written report of findings.	
<b>Administrative Skills Development (30h)</b>		
CD22. Supervise the integration of financial, human, physical, and material resources and services	Plan special cafeteria or resident theme meal taking into account the following: ✓ Develop or select standardized recipes ✓ Raw food and labor costs ✓ Ordering, delivery and service factors ✓ Provide nutrient information for meal ✓ Discuss procurement, production and service requirements with manager ✓ Work scheduling ❖ Write report including information above. (CD22)	Evaluation by foodservice preceptor.
<b>Food Production (25 hrs)</b>		
CD23. Supervise production of food that meets nutrition guidelines, cost parameters, and consumer acceptance	Review foodservice budget.  Analyze allocations of time, food, supplies, equipment, personnel and materials for a	

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

**FOOD SERVICE MANAGEMENT**

Competency/Objectives	Planned Experiences	Evaluation Strategies
	specific product and make recommendations for cost containment.  Supervise tray line for standards of portion control, food quality, sanitation and temperature.  ❖ Supervise meal service: monitor the delivery and distribution of patient trays. Summarize process and make any recommendations.	Evaluation by foodservice preceptor.
<b>Recipe Development (25 hrs)</b>		
CD24. Supervise development and/or modification of recipes/formulas	Evaluate nutritional adequacy of one new recipe planned using a computer database.  Standardize new recipe for 100 portions. Cost recipe and test for adequate yield, flavor and acceptability.	Evaluation by foodservice preceptor.
CD27. Participate in applied sensory evaluation of food and nutrition products	Recruit participants and conduct a taste test project. Develop data collection and evaluation forms.  ❖ Submit copies of recipes, nutritional analysis, evaluation forms and summary.	Evaluation by foodservice preceptor.
<b>Menu Planning and Modification (30 hr)</b>		
CD25. Supervise translation of nutrition into foods/menus for target populations	Review department menu planning objectives, guidelines and process.  Attend and participate in menu planning meetings.  Review menu for production schedules, equipment and personnel needs.	

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

**FOOD SERVICE MANAGEMENT**

Competency/Objectives	Planned Experiences	Evaluation Strategies
	<p>Plan a two week cycle menu for a regular diet. Incorporate established guidelines for nutritional adequacy, budgetary allotments, client acceptability and available equipment and personnel.</p> <p>Analyze nutritional adequacy using a nutritional analysis software program.</p> <ul style="list-style-type: none"> <li>❖ Submit cycle menu and nutritional analysis.</li> </ul>	<p>Evaluation by foodservice preceptor</p>
<p>CD6. Use current technologies for information and communication activities (perform)</p>	<ul style="list-style-type: none"> <li>❖ Perform computerized nutritional analysis using specialized software</li> </ul>	
<p>CD26. Supervise design of menus as indicated by the patient's/client's health status</p>	<ul style="list-style-type: none"> <li>❖ Develop a one week menu for a modified diet.</li> </ul>	<p>Evaluation by foodservice preceptor</p>
<p><b>Purchasing, Inventory Control, Sanitation and Safety (30 hrs)</b></p>		
<p>CD28. Supervise procurement, distribution, and service within delivery systems</p>	<p>Review policies and procedures used for receiving and storing foods and supplies.</p> <p>Assist storeroom manager in receiving inventory and storing food and supplies.</p> <p>Follow at least one food item from procurement to service.</p>	<p>Evaluation by foodservice preceptor</p>
<p>CD29. Manage safety and sanitation issues related to food and nutrition</p>	<p>Read HACCP manuals in supervisor's office.</p> <ul style="list-style-type: none"> <li>❖ Follow HACCP trail from supply and delivery to meal service, describe process and critique the procurement, distribution and service in a summary report insuring that safety and sanitation guidelines are</li> </ul>	<p>Evaluation by foodservice preceptor</p>

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

**FOOD SERVICE MANAGEMENT**

Competency/Objectives

Planned Experiences

Evaluation Strategies

	being followed.	
--	-----------------	--

❖ These assignments must also be submitted to the DI director.