



Nutrition and Dietetics

Program Handbook

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Nutrition and Dietetics Technician Program
Program Handbook

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Table of Contents

Introduction	1
Program Mission Statement/Goals/Accreditation	2
Estimated Expenses	4
Program Completion Requirements	5
Policies and Procedures	6
Course Requirements/College Catalog	11
Academy of Nutrition and Dietetics Code of Ethics for the Profession	13
Supervised Practice Competency Standards and Evaluation Forms	15
NC 175 Forms	
NC 281 Forms	
NC 286 Forms	
Portfolio Development/Evaluation	47
Signature page	51

**All content authored by the Orange Coast College
Nutrition and Dietetics Technician Program Director,
unless otherwise noted.**

Introduction and Purpose

The purpose of this student clinical handbook is to provide the Nutrition and Dietetics Technician student with resource information relevant to the program, as well as the profession of nutrition and dietetics.

The following pages contain program descriptions, policies and procedures, standards and record keeping materials related to the program. The expected student performance is well identified for each level of training, and progress evaluation forms are provided.

The total content of this handbook is designed to guide the student toward becoming a well-trained and employable entry-level Nutrition and Dietetics Technician, beginning at the Dietetic Service Supervisor level.

All information contained within is the specific responsibility of the student and will be used to direct the student toward successful program completion.

Please refer to the **School of Allied Health Professions Student Manual** and the **Orange Coast College Catalog** for additional Policies and Procedures.

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Orange Coast College
Nutrition and Dietetics Program

Program Mission Statement

The Mission of the Nutrition and Dietetics Program, similar to the Mission of the College, is to enhance student success by providing quality instruction in food, nutrition, dietetics, and related courses which lead to a certificate, associate degree, or transfer to higher education. The Nutrition and Dietetics Technician program specifically prepares students as entry-level Nutrition and Dietetic Technicians, Registered (NDTRs). In addition, a major goal is to offer continuing education, knowledge, and skills development to graduates and other dietetic professionals throughout the community, implementing the College's provision of instructional excellence for lifetime access to educational opportunities.

The faculty is committed to maintaining high accreditation standards of education and a close liaison with the health care industry, child nutrition organizations, and community agencies, of which nutrition education and nutrition services are an integral part. Nutrition and Dietetics Technician course work must maintain relevance to a rapidly changing work place, contribute to personal growth, and the ultimate success of students. In this way the program helps fulfill the College Mission as a partner in contributing to the economic vitality of the community.

The program provides foundation knowledge and entry-level competencies for the technical level of practice in nutrition and dietetics, with as much transferable credit to a university curriculum as possible. Educational objectives are based upon expected outcomes required of students at each phase of the program. Each student is encouraged to advance his/her knowledge of nutrition and dietetics once the basic competencies at the technician level have been achieved.

The program is part of a total educational continuum. Students completing the basic educational program should be given recognition for the competencies attained enabling them to pursue a realistic career ladder.

To assist the student in reaching his/her goals, appropriate orientation to the profession is given as well as opportunities for remedial preparation when necessary.

The faculty, chosen for their experience and expertise, create and maintain a warm, receptive, student-centered environment, encouraging free discussion of ideas, interests, and issues through which the student can realize his/her fullest potential. Part-time faculty are solicited for their area of academic and/or professional expertise. The faculty interphase vocational/continuing education needs, and promote the appropriate utilization of Nutrition and Dietetics Technicians in health care within the local community.

It is our belief that the Program Outcomes will produce graduates with education that will assist them to live within society, to adjust effectively to its demands and changes, to develop individual goals, and to recognize the need of continuing education as a lifelong process. The Program Outcomes, like the College Commitment and Outcomes, place emphasis on communication, thinking skills, global awareness, and personal development and responsibility.

Program Goals

Measurable **program goals** reflect the mission statement and are the basis for evaluation of program effectiveness. These are:

Prepare graduates:

1. to be competent entry-level Nutrition and Dietetics Technicians, Registered to meet the employment needs of the community.
2. to communicate and work effectively with an inter-disciplinary workforce and clientele of the community.
3. that will participate in personal growth and lifelong learning activities.

The Nutrition and Dietetics program goals reflect the Program mission and the College mission. Both missions strive to enhance student success by providing quality instruction for those who are able to benefit from it. The program leads students to an associate degree and/or transferable units to higher education, in addition to skills and competencies needed for success in the ever-changing work environment. Students obtain broad knowledge of food, nutrition, food science, food service management and health care systems as well as good communications skills and sensitivity to the diverse community in which they live and work.

The Nutrition and Dietetics program goals propose to prepare individuals with education necessary to promote the health of society through careers in dietetics. They also promote desired attitudes, critical thinking, interpersonal, and leadership skills as well as the ability to survive in and contribute to society.

Program outcomes data are available upon request.

Accreditation Status

This program has been granted full accreditation by the Accreditation Council for Education in Nutrition and Dietetics, the accrediting agency for the Academy of Nutrition and Dietetics. 120 S. Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 800-877-1600 ext 5400.

www.eatright.org/acend

Nutrition and Dietetics Technician Program

Estimated Expenses

Please be prepared to meet the following estimated expenses that will be incurred prior, during, and at the completion of the program. This fee schedule is based on completing the program in 4 semesters.

Fees subject to change.

		Approximate
1	Registration fees for California Residents (\$46/unit x 51 units- does not include General Education Requirements for AS Degree)	\$2,346
2	Student health fee \$21 per semester (\$21 x 4)	84
3	College Service fee \$26 per semester (\$26 x 4) and Student Representation Fee \$2 per semester (\$2 x4)	112
4	Parking permit fee \$30 per semester (\$30 x 4)	120
5	Lab/materials fee (some classes)	168
6	Textbooks/supplemental materials per semester (\$400 estimated)	1,600
7	1 year Student membership, Academy of Nutrition and Dietetics	58
8	Allied Health physical (required prior to clinical experience; these are Student Health Center fees if you don't have health insurance)	60-146
9	Immunizations/Titers/TB test (\$20)	Varies, depending on need
10	Complio Background Check, Drug Screen onboarding package	126
11	Student Liability Insurance (\$25/year)	50
12	Uniform – Chef coat/Lab coat, pants, shoes, knife kit	200
13	National Registration Exam Fee (upon Program completion)	120
14	Transportation/gas to and from clinical sites for 3 semesters	Varies
15	Total	\$5,130

Program Completion Requirements

In order to graduate from the Nutrition and Dietetics Technician Program and obtain a Verification of Program Completion statement from the program director, students must successfully complete the following:

- 1) general education course requirements satisfying the Associate of Science Degree*
- 2) all required program courses with a grade of 'C' or better
- 3) a minimum of 450 hours of Supervised Practice in community agencies and health care facilities.
- 4) a portfolio of accomplishments
- 5) the Nutrition and Dietetics Technician, Registered Practice Exam, administered by Orange Coast College Nutrition and Dietetics Technician Program instructors, with a 75% score or better

All students completing the program requirements as stated above will receive verification statements, and are submitted to CDR for eligibility for the DTR examination.

Each graduating student will attend the School of Allied Health Professions Pinning Ceremony, where they will receive their Orange Coast College pin and be honored for completing the program.

Within six months of program completion, students will take the national Registration Examination for Dietetic Technicians, administered by the Commission on Dietetic Registration. Upon passing this national exam, the NDTR/DTR credential may be used. This credential is necessary for Nutrition and Dietetics Technician to practice in the state of California, under the California Business & Professions Code.

- * Orange Coast College Counseling Department will assist students in evaluating transcripts from other colleges.

International students or those with degrees from another country: It is the student's responsibility to have transcripts evaluated by an Evaluation Agency currently approved by the Commission on Dietetic Registration (CDR) in Chicago. www.cdrnet.org

Additionally, during their final semester of classes, each student will again contact CDR to verify that the Evaluation Agency is still acceptable.

Nutrition and Dietetics Technician Program Supervised Practice: Policies and Procedures

Note: due to COVID-19, supervised practice hours may be modified, disrupted, or suspended. Please refer to the most current information provided by your Program Director.

Required Supervised Practice Hours

The Nutrition and Dietetics Technician program requires Supervised Practice rotations at approved and contracted off-site facilities. This experience is completed concurrent with classroom coursework. Internships provide students with hands-on application of knowledge and skills learned in the classroom and laboratory.

Internship sites are assigned by the Program Director. Students are expected to make arrangements to accommodate the assignments, approximately 8 to 15 hours per week and a minimum of 2 days per week. The program requires 450 hours of supervised practice. It is the responsibility of each student to provide his or her own transportation to assigned clinical sites. The exact times of the clinical assignment are determined by the clinical affiliate. Students are expected to adhere to the assigned times and days. It is inappropriate for students to rearrange their clinical times and days, without permission of the clinical affiliate. Any attempt to do so may result in withdrawal from the clinical class. There are 3 courses with internships: NC 175, NC 281, NC 286

- NC 175: 150 hours; long-term care facility
- NC 281: 150 hours; community nutrition agency
- NC 286: 150 hours; acute care or rehabilitation facility; food service operation

Clinical sites may require drug testing or other blood work. There may be exposure to hazardous materials or pathogens in the clinical setting. Students will adhere to all safety and precautionary measures. The student receives no financial compensation for clinical experience, but does receive course units as a required class in the program.

Requirements for Starting Supervised Practice

Prior to starting Supervised Practice, copies of the following must be provided to the Program Director:

- Full Allied Health physical, including immunizations/ vaccinations and TB test
- Background check, with drug screen
- Proof of student liability insurance
- Signature page of School of Allied Health Student Manual
- Signature page of Nutrition and Dietetics Program Handbook
- Specific sites may request additional requirements

Student Program File

Each student's file is maintained by the Program Director. Student can access their own student file by request to the Program Director. Students can access information submitted to Complio at any time.

Student Conduct and Evaluation

Each supervised practice site has a preceptor who is responsible for student evaluations, assignments, and intervening when problems arise. While students are assigned a variety of tasks and activities to practice professional and practical skills, they are not used to replace employees. Students should consult the clinical supervisor in matters relating to nutritional/food service concerns of the facility.

Students are expected to conduct themselves in a professional manner at all times while on the premises of the hospital/clinic. This includes the following student responsibilities:

1. Adhere to the prescribed dress code and standards of professionalism.
2. Arrive and leave the clinical site at the assigned times.
3. Make up all missed clinical hours, regardless of the reason. This must be arranged with the clinical preceptor at a time convenient to the facility and in a timely manner.
4. Notify the clinical preceptor and the program coordinator when you will be absent or late, due to illness, transportation issues, family emergency or any other reason. This should be done shortly before or at the start of the day. Failure to notify them of your absence may result in withdrawal from the clinical class.
5. Notify the clinical preceptor and the program coordinator if you must leave the facility early due to illness, family emergency or any other reason. This should be done before you leave the facility. Failure to notify them of your absence may result in withdrawal from the clinical class.
6. Complete all assignments accurately and thoroughly. If problems arise preventing you from completing your assignment, notify the program coordinator as soon as possible so that assistance can be given.

A formal assessment of student learning is completed at the end of each supervised practice site, using the Competency Record and Student Performance Evaluation forms. Students will be periodically evaluated on attitudinal behaviors and professional skills by the clinical supervisor. The purpose of the evaluation is to identify appropriate and inappropriate behaviors. Students may be withdrawn for serious issues. Some, but not all, of the conditions that may cause withdrawal from the clinical site are:

1. Three absences within a semester (except for major extenuating circumstances)
2. Absence without notifying the clinical supervisor or program coordinator
3. Being more than 15 minutes late more than three times in the rotation

4. Leaving the facility without permission
5. Leaving the facility without notifying the clinical supervisor or his/her designee
6. Two incident reports regarding inappropriate patient care, attendance, or professional behavior
7. Endangering the life of the facility personnel or patients

In addition, students may be subject to disciplinary action due to violation of the Student Code of Conduct, established by the Coast Community College District Board of Trustees. This delineates the type of conduct expected of all students. Refer to **the School of Allied Health Professions Student Manual** for disciplinary and termination procedures.

Program Remediation

Students with minimal chances of success in the program, as demonstrated through unsuccessful supervised practice or coursework, are given the opportunity to complete another nutrition certificate. Orange Coast College offers both a Nutrition Education certificate and a state-approved Dietetic Services Supervisor (DSS)/Certified Dietary Manager (CDM) certificate. Successfully completed coursework and/or supervised practice hours may be applied toward completion of a certificate program.

Credit for Prior Learning

The program will consider granting credit for prior supervised practice hours completed through other accredited dietetics programs. The student is responsible for initiating a review of prior supervised practice through the Academic Petition process. The student must schedule an appointment with an academic counselor who initiates the petition form.

Dress Code

All Nutrition and Dietetics students will be required to adhere to the following dress code when reporting to any clinical facility for the purpose of clinical instruction. It is the student's responsibility to present himself/herself in such a manner as not to offend patients, medical staff, or dietary staff and to represent the dietary department as a professional.

1. All students shall be neat and professional in appearance.
2. Both men and women will follow the dress code of the assigned facility, as required.
3. No jeans or denim will be allowed as slacks.
4. Any, if allowed, jewelry worn should be limited and tasteful.
5. Shoes must be closed toe and back, and soft-soled. No sandals will be allowed because of safety standards.
6. Hair shall be neatly combed. When in the food preparation area, hair shall be covered according to the policies used in the facilities (hair nets, caps, etc.)

7. Your school name badge must be worn at all times for identification purposes.

Failure to meet the requirements of this dress code will cause you to be sent home and an absence reported against you.

Grievance Procedure

“Service Complaint: Orange Coast College and its employees make every effort to serve students and non-students courteously and efficiently, including acting in accordance with college policies and state and federal laws. Individuals dissatisfied with a campus policy or the conduct of a college employee can bring a complaint, a written or verbal notice of dissatisfaction, to the attention of the appropriate faculty, staff, or administrator at any time. If a problem is identified, applicable remedies will be put in place as soon as possible. Before filing a complaint, individuals should make every effort to resolve their dissatisfaction informally with the college personnel immediately involved. If addressing an issue informally does not lead to satisfactory resolution, the individual may register a complaint with the appropriate supervisor or administrator. If, after contacting the appropriate supervisor or administrator, you are not satisfied with the outcome you may file a Complaint Form. Service complaints escalating to this level should be submitted in writing (a Complaint Form is available via the OCC website) so that the appropriate administrator can investigate your complaint and respond.

Most complaints, grievances or disciplinary matters should be resolved at the campus level. This is the quickest and most successful way of resolving issues involving a California Community College (CCC). You are encouraged to work through the campus complaint process first before escalating issues to any of the following resources. Issues that are not resolved at the campus level may be presented:

- To the Accrediting Commission for Community and Junior Colleges (ACCJC) at www.accjc.org/complaint-process if your complaint is associated with the institution’s compliance with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.
- • To the CCC Chancellor’s Office by completing a web form if your complaint does not concern CCC’s compliance with academic program quality and accrediting standards.
- • If your complaint involves unlawful discrimination, to the Chancellor’s Office website at www.cccco.edu/ChancellorsOffice/Divisions/Legal/Discrimination/tabid/294/Default.aspx. For more information, please visit the California Community College State Chancellor’s Office Complaint Form site at: www.californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx”

Source: Orange Coast College Catalog

Accreditation Council for Education in Nutrition and Dietetics (ACEND)

Program Complaints

If all institutional options have been exhausted, a student may contact ACEND to submit a complaint.

'ACEND® has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND®. However, the ACEND® board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the Accreditation Standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered.'

Source: <http://www.eatrightpro.org/resources/acend/public-notices-and-announcements/filing-a-complaint>

Process to submit a complaint:

Visit the ACEND website.

1. Download and complete the Complaint Investigation Form.
<http://www.eatrightpro.org/resources/acend/public-notices-and-announcements/filing-a-complaint>
2. Submit the completed form to ACEND per the instructions on the form.

The Program strictly prohibits any form of retaliation against a student who in good faith makes a complaint to OCC or ACEND regarding the program, faculty, or supervised practice sites.

Acknowledgement of Pathogen Exposure Risk:

There may be exposure to hazardous materials and infectious and contagious pathogens in the clinical setting. Students must adhere to all safety and standard precautionary measures. Students are taught appropriate Standard Precautions to protect themselves and their patients/clients in the Allied Health A115, Patient Care and/or specific program courses.

Please refer to the School of Allied Health Professions Student Manual and Orange Coast College Catalog for additional Policies and Procedures.

PROGRAM OF STUDY

Nutrition and Dietetics Technician Associate in Science

Students completing this program are prepared to join the dietetic team in various nutritional aspects of health care. Graduates from this program are employed by acute care, long term care, and rehabilitation hospitals, as well as by community agencies that provide education in nutrition. Completion of the following courses, along with the Associate Degree program at Orange Coast College qualifies the student to sit for the Nutrition and Dietetics Technician, Registered (NDTR) exam. Students are highly encouraged to become a member of the Academy of Nutrition and Dietetics.

Upon successful completion of these courses (with grade of 'C' or better), the program requirements, and the General Education Requirements, students will receive a Verification Statement from the program director confirming that all requirements of the program have been met. Students will then be eligible to take the National Registration Exam administered by the Commission on Dietetic Registration.

This program has been granted full accreditation by the Accreditation Council for Education in Nutrition and Dietetics, of the Academy of Nutrition and Dietetics, 120 S. Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 800-877-1600 x5400, www.eatrightacend.org/ACEND.

It is recommended that the student complete at least 15-17 units of general education requirements prior to entering the program.

Students are required to obtain a grade of 'C' or better in all required courses.

Program Outcomes:

OUTCOME 1: To be competent entry-level Nutrition and Dietetics Technician, Registered (NDTR) in order to meet the employment needs of the community.

OUTCOME 2: Communicate and work effectively with an interdisciplinary workforce and clientele of the community.

OUTCOME 3: Participate in personal growth and lifelong learning activities

Career Opportunities in Nutrition Care

Nutrition and Dietetics Technician, Registered (NDTR) in acute hospital, long-term care or rehab facility, Public Health Department, Community Agency

In addition to completion of the prerequisite and required courses below, this program requires completion of the Associate in Science General Education as listed in the catalog.

It is recommended that the student complete at least 15-17 units of general education requirements prior to entering the program.

Required prerequisites:		Units
ALH A010	Health Occupations	0.5
ALH A111	Medical Terminology	3.0
FN A100	Careers in Dietetics and Food Science	1.0
	or	
NC A100	Careers in Dietetics/FDSCI	1.0
Subtotal		4.5

Required Courses

FALL

ALH A115	Patient Care	2.5
FN A170 *	Nutrition	3.0
FSM A150 *	Principles of Quantity Food Preparation	4.0
FSM A160 *	Sanitation and Safety	3.0
FSM A260 *	Supervision and Training Techniques	3.0
Subtotal		15.5

SPRING

BIOL A221	Anatomy-Physiology	4.0
FSM A151 *	Food Production Management	2.0
NC A175 *	Health Care Field Experience	3.5
NC A180 *	Introduction to Medical Nutrition Therapy	3.0
Subtotal		12.5

Completion of the first year with a "C" grade in all courses is required before beginning second year.

FALL

FN A144	Life Cycle Nutrition	3.0
FN A171	Applied Nutrition	2.0
NC A280	Intermediate Nutrition Care	2.0
NC A281	Supervised Practice 1	3.5
Subtotal		10.5

SPRING

FSM A250	Menu Planning and Purchasing	3.0
NC A285	Advanced Nutrition Care	2.0
NC A286	Supervised Practice 2	3.5
Subtotal		8.5

Suggested Electives

ALH A120	Human Diseases	2.0
ALH A130	Applied Pharmacology	3.0
CMST A100	Interpersonal Communication	3.0
FN A195	Food Science	4.0
PSYC A100	Introduction to Psychology	3.0
Subtotal		0.0

*These courses meet the California Department of Health requirement for Dietetic Service Supervisor

AS General Education Breadth

Subtotal		18.0
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Total Units **69.5**

PID 1244

Effective Date: June 1, 2018

Preamble:

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:**1. Competence and professional development in practice (Non-maleficence)**

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

2. Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Glossary of Terms:

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.¹

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.²

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.²

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.³

Diversity: "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise."⁴

Evidence-based Practice: Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.²

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals¹ and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm.¹

References:

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017. <http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionoftermslist.ashx>
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.

Dietetic Service Supervisor and Nutrition and Dietetics Technician Supervised Clinical Practice NC 175 Competencies

These competencies meet requirements for the CA-state approved Dietetic Service Supervisor program, the ANFP-approved Certified Dietary Manager program and the ACEND-accredited Nutrition and Dietetics Technician program.

The accreditation agency for the Nutrition and Dietetics Technician program, ACEND, has defined core competencies, which are the skills needed for entry-level practice as a nutrition and dietetics technician, registered. They are indicated on the competency record by a CNDT number.

The California Department of Public Health defines the knowledge, skills, and abilities needed for entry-level practice as a Dietary Service Supervisor.

Supervised Practice Clinical Notebooks:

At the end of your supervised practice, you will turn in a clinical notebook.

Notebook to include:

- Facility Exploration assignment
 - Clinical Site Orientation
 - Competency Record/ Performance Criteria
 - Student Performance Evaluation by Supervisor
 - Student Evaluation of Experience
 - Student Work Report (one for each week) or log of your hours
 - All pages must be signed by your preceptor.
1. Organize your notebook following the sections of the Competencies page. (1st section is 'Food Safety/Sanitation/Storage/Supplies', 2nd section is 'Food Preparation', etc.).
 2. Provide a brief (2-3 paragraphs) summary of each of the starred items, as applicable, or provide documentation to demonstrate evidence of accomplishment.
 3. Include examples/documentation of how you accomplished the competencies in each section. For example, include educational handouts, brochures, photos of events, curriculum, etc.
 4. If you do not complete a competency at your site, you may use assignments from class. You may include activities completed at your facility, other events, and completed in class.

ORANGE COAST COLLEGE

Expected Student Performance Criteria	Entry Level Competency				
* Items – reports/documentation to be included in notebook	ACEND competency	Does Not Meet	Meets	Exceeds	N/A
FOOD SERVICE MANAGEMENT:					
1. FOOD SAFETY/SANITATION/STORAGE/SUPPLIES					
A. Demonstrate competency in supervising safe food handling practices, including procurement, receipt, storage and preparation, distribution, and disposal (time/temp. control, cross contamination, proper storage)	CNDT 3.6				
B. *As part of HACCP, complete a time/temperature log of one pre-prepared or cook-chilled hazardous food. Evaluate by HACCP requirements.	CNDT 3.6				
C. *Conduct a Sanitation/Safety Inspection. Report results to Supervisor	CNDT 3.6				
D. Demonstrate proper hand washing technique and personal hygiene					
E. *Identify cleaning schedule; know proper equipment operation and cleaning	CNDT 3.6				
F. *Describe food and non-food ordering process, par sheets	CNDT 3.6				
G. *Describe procedures for food brought to client by family/friends					
H. *Identify procedures for disposition of left-overs.					
2. FOOD PREPARATION					
A. *Describe the purpose of a daily census sheet and discuss its use by dietary/nutrition services	CNDT 3.6				
B. Tally menus accurately					
C. Demonstrate ability to follow standardized recipes, and check yield on recipes	CNDT 3.6				
D. *Evaluate the quality of food as served (temp, appearance, sensory, etc.)	CNDT 3.6				
E. Implement the plan of care related to food service, under the supervision of a dietitian (modified texture, nourishments, etc.)	CNDT 1.4				
F. *Modify recipes and menus for acceptability that accommodate the cultural diversity and health status of the population	CNDT 3.7				
3. FOOD SERVICE					
A. Collect and maintain diet order information on residents per procedure using facility's software system.	CNDT 4.3				
B. Demonstrate competence in 'tray checker' function based on: menu selection, diet modification, portions, appearance, adaptive equipment, and temp	CNDT 3.6				
C. * Draw or provide photos of standard tray set-ups for B-L-D					
D. *Describe procedures for meal hours, late trays and tray delivery					
E. *Observe residents who need assistance with eating, and	CNDT 3.2				

FIELD EXPERIENCE COMPETENCY RECORD: NC 175

* Items – reports/documentation to be included in notebook	ACEND competency	Does Not Meet	Meets	Exceeds	N/A
note techniques used, for example, adaptive eating equipment or positioning					
4.ROLE IN PATIENT CARE					
A. Modify patient menus appropriately, following standard procedures and diet patterns, as assigned:	CNDT 3.2				
Dysphagia: pureed, ground, chopped					
Thickened liquids					
Sodium Restriction					
Cardiac Diet					
Diabetic Diet with consistent carbohydrate content					
Renal Diet					
B. *Provide sample menus					
C. *Modify a minimum of 2 Fluid-restricted patient menus which have different cc requirements	CNDT 3.2				
D. *Calculate correctly a minimum of 2 Calorie Counts	CNDT 3.2				
E. Support resident care plan related to preferences, snacks, meal times, dining room environment, family involvement	CNDT 3.2				
F. Identify where RD and DSS chart in the medical record	CNDT 1.1				
G. Demonstrate ability to collect data such as height and weight, needed for nutrition care process. Document in the MDS.	CNDT 3.2				
H. Participate in new resident interviews and meal time visits. Honor resident preferences and rights. Process screening information appropriately.	CNDT 3.1				
I. Refer residents to RD when situation is beyond scope of practice; identify facility policy to alert RD.	CNDT 2.6				
J. Process nourishment orders. Prepare, serve, and determine acceptability of nourishments, as assigned	CNDT 3.2				
K. *List 2 Tube-feedings used and the reason why they were ordered.	CNDT 3.2				
L. *Select nutrition education materials that are adapted to the resident’s educational needs, such as language or reading level.	CNDT 3.5				
5.PROFESSIONAL PRACTICE EXPECTATIONS					
A. Use clear and effective oral and written communication	CNDT 2.2				
B. *Attend interdisciplinary resident/patient care meeting. Identify participants, and the process used in determining appropriate care. Summarize meeting	CNDT 2.4				
C. Demonstrate ability to communicate with other professionals	CNDT 2.5				
D. Demonstrate professional attributes in all areas of practice	CNDT 2.8				
6.LAWS & DUTIES					
A. *Identify the following regulations and their impact on	CNDT 2.1				

FIELD EXPERIENCE COMPETENCY RECORD: NC 175

* Items – reports/documentation to be included in notebook	ACEND competency	Does Not Meet	Meets	Exceeds	N/A
Nutrition Service:					
CA and Federal Food Code					
SDS					
OSHA					
Title 22					
OBRA					
MDS					
Ombudsman					
Patient Rights					
Durable Power of Attorney					
B. *Describe the state survey process for LTC facilities	CNDT 2.1				
C. Participate in process for determining facility’s survey readiness	CNDT 2.1				
D. *Identify other surveys/inspections	CNDT 2.1				
E. Display collaboration skills with the RD	CNDT 2.5				
7. POLICIES, PROCEDURE, AND DIET MANUAL					
A. *Review the Policy and Procedure Manual. Identify the frequency of review and approval process.	CNDT 1.4				
B. Implement actions based on facility’s Policies and Procedures.	CNDT 1.4				
C. Be familiar with location and usage of Diet Manual	CNDT 1.4				
8.STAFF					
A. Review procedure for accident/incident reporting					
B. Participate in an interview and/or performance review	CNDT 4.2				
C. *Participate in a staff meeting, department manager’s meeting. Summarize meeting.					
D. *Demonstrate ability to plan a work schedule including job titles and hours worked.	CNDT. 4.2				
E. Review implementation of menu and food production schedule	CNDT 3.6				
F. Demonstrate ability to evaluate adequacy of labor hours (financial data) PPD factor	CNDT 1.3				
G. Demonstrate understanding of cultural diversity of staff	CNDT 2.9				
H. *Identify procedure for documenting menu substitutions					
I. *Provide an In-Service training to staff.	CNDT 4.2				
J. *Develop/review a position description	CNDT 4.2				
K. *Describe various menus/rationale used for disaster planning; vendor contracts in event of emergency	CNDT 3.6				
L. Review spend-down sheet (operating budget). Discuss variance report of actual costs vs budget. Determine capital budget needs.	CNDT 4.5				
9. PRACTICE MANAGEMENT AND USE OF RESOURCES					

FIELD EXPERIENCE COMPETENCY RECORD: NC 175

* Items – reports/documentation to be included in notebook	ACEND competency	Does Not Meet	Meets	Exceeds	N/A
A. *Participate in a quality improvement or customer satisfaction activity to improve the delivery of nutrition services	CNDT 4.1				
B. *Develop a marketing or management tool for use by Nutrition Services – for patients or employees	CNDT 4.6				
C. *Participate in planning and implementation of a special event, such as candlelight dinner, holiday event, etc.	CNDT 4.1				

Preceptor's Comments:

Student Signature

Preceptor Signature

Date

ORANGE COAST COLLEGE

STUDENT PERFORMANCE EVALUATION

Expected Student Performance Criteria

Student _____

Facility _____

General Rating _____

Date _____

Entry Level Competency

	Does Not Meet	Meets	Exceeds	N/A
1. Dependable, punctual, reliable				
2. Courteous, considerate, respectful of other's limitations, including time restraints				
3. Maintains professional appearance, dress code, appropriate to facility/tasks assigned				
4. Consistently follows policies and procedures of facility				
5. Uses time constructively to maximize learning opportunities				
6. Requests opportunities to acquire learning experiences needed				
7. Utilizes own resources before asking others for help				
8. Demonstrates appropriate listening skills				
9. Demonstrates proper conduct in regard to patient care with respect to confidentiality, informed consent, and privacy				
10. Adjusts verbal and non-verbal communication to each person and situation, asking relevant questions as needed				
11. Demonstrates sustained interest, willing to do assigned tasks				
12. Respects the right of those in authority to make decisions and complies with those decisions.				
13. Prioritizes tasks and performs them in a timely manner				
14. Willing to change plans to maintain quality of service if unexpected circumstances arise				
15. Interacts appropriately with all members of nutrition services.				
16. Interacts appropriately with interdisciplinary health care team.				

Preceptor's Comments:

Student Signature

Preceptor Signature

Date

FACILITY ORIENTATION

Student Name _____ Facility _____

Clinical Level: NC 175 NC 281 NC 286

Each student must complete the following orientation form at each clinical site with assistance of the preceptor or clinical educator or other assigned individual.

Directions: Please date the following statements when orientation has been provided, or mark N/A if not applicable to your facility.

- _____ 1. Parking facilities/regulations
- _____ 2. Meals – on site or student- provided
- _____ 3. Dress Code/Name Badge/ID (College provides name badges)
- _____ 4. Absences/Tardiness: Who to notify, Contact Information
- _____ 5. Food/Nutrition Services
 - Key Personnel
 - Policy/Procedure Manual
 - Phone/Computer Protocols
 - Student Emergency Contact
 - Reporting Accidents/Incidents
 - Units involved in nutrition-related services
- _____ 6. Physical Facilities
 - Storage of personal items, such as purse or backpack
 - Restrooms
- _____ 7. Safety & Emergency
 - Fire Regulations
 - Codes
 - Security
- _____ 8. Learning resources, if available – location

Student Signature/Date

Preceptor/Date

NC 175 ORANGE COAST COLLEGE
STUDENT EVALUATION OF SUPERVISED PRACTICE

Name _____

Date _____

Internship Site _____

At the end of your supervised practice, complete the supervised practice evaluation. This information will be used to evaluate the adequacy and appropriateness of internship sites.

1. Describe the learning experiences that were most beneficial to you.

2. Describe the learning experiences that were least beneficial to you.

3. Please comment on this experience in each of the categories below, to provide feedback to the facility:

Ability to provide learning experiences compatible with the competencies :

Effectiveness of primary preceptor:

Support and participation from other staff members:

Quality and variety of learning experiences:

Suggestions and recommendations for improvement for future students:

Signature of Student

**NUTRITION AND DIETETICS PROGRAM
NC 281 STUDENT PERFORMANCE CRITERIA
COMMUNITY AGENCIES**

These competencies meet requirements for the ACEND-accredited Nutrition and Dietetics Technician program.

The accreditation agency for the Nutrition and Dietetics Technician program, ACEND, has defined core competencies, which are the skills needed for entry-level practice as a nutrition and dietetics technician, registered. They are indicated on the competency record by a CNDT number.

Clinical Notebooks:

At the end of your supervised practice, you will turn in a clinical notebook.

Notebook to include:

- Preparation for your Community Agency assignment
 - Clinical Site Orientation
 - Competency Record/ Performance Criteria
 - Student Performance Evaluation by Supervisor
 - Student Evaluation of Experience
 - Student Work Report (one for each week) or log of your hours
 - **All pages must be signed by your preceptor.**
1. Organize your notebook following the sections of the Competencies page. (1st section is 'General Information', 2nd section is 'Scientific and Evidence Base of Practice', etc.).
 2. Include examples/documentation of how you accomplished the competencies in each section. For example, include a brief (2-3 paragraph) summary of the competency, educational handouts, brochures, photos of events, curriculum, etc.
 3. If you do not complete a competency at your site, you may use assignments from class.
 4. You may include activities completed at your community agency, other events, and completed in class as approved by the Program Director.

ORANGE COAST COLLEGE

Expected Student Performance Criteria	Entry Level Competency				
	ACEND Competency	Does Not Meet	Meets	Exceeds	N/A
		SUGGESTED ACTIVITIES/PROJECTS: Competencies can also be completed with other appropriate activities at your internship site.			
AGENCY:					
1. GENERAL INFORMATION					
A. Describe the services provided and locations		Research internship agency assigned by instructor. Complete assignment, including the 'general information' as listed. 2 hours			
B. Identify mission, goals, objectives of program					
C. Identify professional (types/numbers) and volunteers involved in staffing the program.					
D. Describe communities/population being served – eligibility criteria, ages, length of time allowed in program					
E. Identify source of funding, and means of fund-raising or donations; is agency non-profit?					
F. Identify legislative Issues impacting the agency and clients					
2. SCIENTIFIC AND EVIDENCE BASE OF PRACTICE					
A. Access data, references, patient education materials, consumer and other information from credible sources.	CNDT 1.1				
		Use the AND Nutrition Care Manual to develop a nutrition education brochure on a normal nutrition topic. Talk to your preceptor about a topic for your client population.			
B. Conduct a literature search on a specific topic, as assigned, using OCC library, agency, and Internet resources. Summarize and present.	CNDT 1.1				
		Leadership seminar assignment. Complete assignment and present to class. 8 hours			
C. Identify nutrition standards that must be met, or nutrition guidelines used for the programs (Harvest of the Month, Dietary Guidelines for Americans, MyPlate)	CNDT 1.1				
		Identify nutrition standards and guidelines used at your assigned community agency.			
D. Evaluate at least one lesson plan – nutrition content, techniques used, visual aids, evaluation tools, response of participants	CNDT 1.2				
		Use the rubric posted on Canvas to evaluate 2 lesson plans from your agency.			
E. Describe how the program complies with State/Federal guidelines (school lunch guidelines, WIC food package)	CNDT 1.4				

		Describe how your agency complies with State/Federal guidelines.				
F. Evaluate 2 nutrition education tools used. (languages, reading/comprehension levels, age & culture appropriateness)	CNDT 1.2					
		Select 2 nutrition education brochures used by your community agency. Evaluate using the tool posted on Canvas.				
3. PROFESSIONAL PRACTICE EXPECTATIONS						
A. 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 Code of Ethics	CNDT 2.1					
		ACEND Webinar: Code of Ethics Review and Update 2 hours https://spaces.hightail.com/space/8pDEoRCLz5				
B. Use clear and effective oral and written communication	CNDT 2.2					
		Provide an example from your internship using effective communication skills, such as a flyer, handout, or training tool.				
C. Prepare and deliver a sound food and nutrition presentation to target audience, as assigned.	CNDT 2.3					
		Deliver a nutrition class or training (or part of it) for clients/staff at your internship site.				
D. Demonstrate active participation, teamwork, and contributions in group settings.	CNDT 2.4					
		Attend a staff/team meeting. Summarize meeting.				
E. Function as a member of interprofessional teams. Attend team conferences, interdepartmental meetings, and professional seminars, as assigned.	CNDT 2.5					
		NDEP Webinar: Eliminating the 'Top Ramen Years'. Summarize what you learned. Access the link from this page. https://www.eatrightpro.org/ndep/member-resources/documents Attend a staff/team meeting or training. Summarize what you learned.				
F. Participate in professional and community organizations.	CNDT 2.7					
		Attend a local or national Academy of Nutrition and Dietetics meeting or other professional group. Must				

		be approved in advance by instructor. Summarize the meeting.				
G. Demonstrate professional attributes in all areas of practice.	CNDT 2.8					
		Demonstrate professional attributes throughout your internship.				
H. Show cultural competence in interactions with clients, colleagues, and staff	CNDT 2.9					
		ACEND Webinar: Diversity and Inclusion in Dietetics. Summarize what you learned. 2.5 hours https://www.eatrightpro.org/ndep/member-resources/documents				
I. List skills, education, training needed for conducting effective nutrition education classes for the agencies' population	CNDT 2.9					
		Describe the skills, education, and training needed for the staff at your assigned internship.				
J. Participate in advocacy on local, state, or national legislative or regulatory issues that impact the agency (for example, School District Wellness Policy)	CNDT 2.12					
		Go to the National WIC Association (NWA) website at www.nwica.org and determine the mission and goals of this organization. Explore the advocacy webpages and find out what current legislation NWA is supporting. Learn the difference between advocacy and lobbying. Summarize your findings. Go to the California Food Policy Advocates website at www.cfpa.net and review the work they are doing at the local level. Explore their initiatives and campaigns and areas of focus. Summarize your findings.				
4. CLINICAL AND CUSTOMER SERVICES						
A. Provide nutrition and lifestyle education to well populations through a client education class, parent class, or training	CNDT 3.3					
		Plan a nutrition class, including a lesson plan, for clients at your community agency or as assigned by your instructor.				
B. Conduct individual client nutritional education, as assigned.	CNDT 3.2					

Document instruction through ADIME note or other system appropriate to agency.					
		Plan a nutrition counseling session for a client at your agency or as assigned by your instructor.			
C. Observe nutrition education classes/instruction	CNDT 3.3				
		Observe and evaluate nutrition education at your internship site or in-class presentations. Summarize what you observed.			
D. Promote health improvement, food safety, wellness and disease prevention for the general population by participating in a community event, such as a health fair, open house, etc.	CNDT 3.4				
		Nutrition Marketing Activity (posted on Canvas) Participate in a community event hosted by your internship site such as a food distribution event or health fair.			
E. Develop a nutrition education brochure or newsletter article that is culturally and age appropriate and designed for the literacy level of the audience	CNDT 3.5				
		Develop a brochure or newsletter article for your internship site.			
F. Modify recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of the client	CNDT 3.7				
		Select a one-month menu from Age Well senior services or use menus from your internship site. Modify one week of lunches for a selected cultural group. https://agewellseniorservices.org/meals-on-wheels/ Corner Store Assessment activity (posted on Canvas).			
5. PRACTICE MANAGEMENT AND USE OF RESOURCES					
A. Participate in a quality improvement or customer services activity, such as a survey, to improve delivery of services.	CNDT 4.1				
		Participate in a customer satisfaction survey or quality improvement project at your internship. Nutrition Nudges activity (posted on Canvas)			
B. Use current nutrition informatics technology to develop,	CNDT 4.3				

store, retrieve, and use information and data. Follow agency procedures for updating records, documenting outcomes					
		Update client records and document outcomes at your community agency.			
C. Adhere to agency budget for activities, staffing. Review the budget and budget planning process for the program/agency.	CNDT 4.4				
		Review the budget planning process for the community agency with your preceptor. What is the process for requesting budget for events/purchases?			
D. Propose and use procedures as appropriate to promote sustainability, reduce waste, and protect the environment.	CNDT 4.7				
		Discuss sustainability efforts at your internship site. Propose a new possible effort.			

Comments:

Student Signature

Preceptor Signature

ORANGE COAST COLLEGE

STUDENT PERFORMANCE EVALUATION

SUPERVISED PRACTICE COMPETENCY RECORD

Expected Student Performance Criteria

Student _____

Facility _____

General Rating _____

Date _____

Entry Level Competency

	Does Not Meet	Meets	Exceeds	N/A
1. Dependable, punctual, reliable				
2. Courteous, considerate, respectful of other's limitations, including time restraints				
3. Maintains professional appearance, dress code, appropriate to facility/tasks assigned				
4. Consistently follows policies and procedures of facility				
5. Uses time constructively to maximize learning opportunities				
6. Requests opportunities to acquire learning experiences needed				
7. Utilizes own resources before asking others for help				
8. Demonstrates appropriate listening skills				
9. Demonstrates proper conduct in regard to patient care with respect to confidentiality, informed consent, and privacy				
10. Adjusts verbal and non-verbal communication to each person and situation, asking relevant questions as needed				
11. Demonstrates sustained interest, willing to do assigned tasks				
12. Respects the right of those in authority to make decisions and complies with those decisions.				
13. Prioritizes tasks and performs them in a timely manner				
14. Willing to change plans to maintain quality of service if unexpected circumstances arise				
15. Interacts appropriately with the nutrition education team members.				
16. Interacts appropriately with interdisciplinary health care team				

Preceptor's Comments:

Student Signature

Preceptor Signature

Date

FACILITY ORIENTATION

Student Name _____ Facility _____

Clinical Level: NC 175 NC 281 NC 286

Each student must complete the following orientation form at each clinical site with assistance of the preceptor or clinical educator or other assigned individual.

Directions: Please date the following statements when orientation has been provided, or mark N/A if not applicable to your facility.

- _____ 1. Parking facilities/regulations
- _____ 2. Meals – on site or student- provided
- _____ 3. Dress Code/Name Badge/ID (College provides name badges)
- _____ 4. Absences/Tardiness: Who to notify, Contact Information
- _____ 5. Food/Nutrition Services
 - Key Personnel
 - Policy/Procedure Manual
 - Phone/Computer Protocols
 - Student Emergency Contact
 - Reporting Accidents/Incidents
 - Units involved in nutrition-related services
- _____ 6. Physical Facilities
 - Storage of personal items, such as purse or backpack
 - Restrooms
- _____ 7. Safety & Emergency
 - Fire Regulations
 - Codes
 - Security
- _____ 8. Learning resources, if available – location

Student Signature/Date

Preceptor/Date

NC 281 ORANGE COAST COLLEGE
STUDENT EVALUATION OF SUPERVISED PRACTICE

Name _____
Date _____
Internship Site _____

At the end of your supervised practice, complete the supervised practice evaluation. This information will be used to evaluate the adequacy and appropriateness of internship sites.

1. Describe the learning experiences that were most beneficial to you.

2. Describe the learning experiences that were least beneficial to you.

3. Please comment on this experience in each of the categories below, to provide feedback to the facility:

Ability to provide learning experiences compatible with the competencies :

Effectiveness of primary preceptor:

Support and participation from other staff members:

Quality and variety of learning experiences:

Suggestions and recommendations for improvement for future students:

Signature of Student

Nutrition and Dietetics Technician Supervised Clinical Practice NC 286 Competencies

These competencies meet requirements for the ACEND-accredited Nutrition and Dietetics Technician program.

The accreditation agency for the Nutrition and Dietetics Technician program, ACEND, has defined core competencies, which are the skills needed for entry-level practice as a nutrition and dietetics technician, registered. They are indicated on the competency record by a CNDT number.

Supervised Practice Clinical Binder:

At the end of your supervised practice, you will turn in an internship binder.

Binder to include:

- Clinical Site Orientation
 - Competency Record/ Performance Criteria
 - Student Performance Evaluation by Supervisor
 - Student Evaluation of Experience
 - Pages, as required, must be signed by your preceptor.
-
1. Organize your binder following the sections of the Competencies page. (1st section is 'Scientific and Evidence Base of Practice', 2nd section is 'Professional Practice Expectations', etc.).
 2. For each competency, provide an assignment, project, or brief summary (2-3 paragraphs) of how that competency was accomplished.
 3. Include examples/documentation of how you accomplished the competencies in each section. For example, include policy & procedures, meeting minutes, lesson plans, resident surveys, quality improvement projects, production sheets, patient education materials, menus.
 4. If you do not complete a competency at your site, you may use assignments from class. You may include activities completed at your facility, other events, and completed in class.

ORANGE COAST COLLEGE

Expected Student Performance Criteria

Entry Level Competency

	ACEND competency	Does Not Meet	Meets	Exceeds	N/A
FOOD SERVICE MANAGEMENT COMPETENCIES:	SUGGESTED ACTIVITIES				
1.SCIENTIFIC AND EVIDENCE BASE OF PRACTICE					
A. Access data, references, patient education materials, consumer and other information from credible sources, ex: Nutrition Care Manual (NCM).	CNDT 1.1				
	Diet Manual Assignment (3 hours)				
B. Describe cost control procedures used for food and labor: Methods used to control food costs: standardized recipes, inventory, purchasing, waste Methods to control labor costs: scheduling, training, turnover	CNDT 1.3				
	Describe cost-control procedures used at your internship. Food Service Case Study – Part 1 (8 hours total) and Part 2 (8 hours total)				
2.PROFESSIONAL PRACTICE EXPECTATIONS					
A. Review the impact of the following on the Nutrition Department personnel management: 1. Title 22 2. EOE 3. ADA (Americans with Disabilities Act) 4. Insurance coverage for employees 5. Medical Benefits for employees 6. Overtime/Holidays	CNDT 2.1				
	Use Management (Hudson) textbook, chapters 7 and 8. Briefly summarize each in one paragraph. (2 hours)				
B. Use clear and effective oral and written communication.	CNDT 2.2				
	Example from your internship using effective communication skills, such as an in-service or training tool.				
C. Demonstrate active participation, teamwork and contributions in a group setting.	CNDT 2.4				
	Participate in a staff/team meeting at internship. Summarize meeting.				
D. Demonstrate professional attributes in all areas of practice	CNDT 2.8				
	ACEND webinar: Lessons in Leadership: How to Manage Conflict and Ethical Challenges (1 hour). Summarize what you learned.				

	https://spaces.hightail.com/space/6jMIIdVKQp				
E. Describe techniques used to manage cultural diversity among employees in the department.	CNDT 2.9				
	Describe techniques used at your internship. Food Service Case Study – Part 1 (8 hours total)				
3. CLINICAL AND CUSTOMER SERVICE					
A. Participate in non-food and food ordering, and par maintenance	CNDT 3.6				
	Participate in food and supplies ordering at your internship.				
B. Conduct an inventory utilizing established procedures.	CNDT 3.6				
	Discuss inventory management system with preceptor.				
C. Participate in receiving perishable food items. Evaluate the receiving process according to recommended procedures.	CNDT 3.6				
	Participate in receiving shipments at your internship. Food Service Case Study – Part 1 (8 hours total)				
D. Identify inventory control measures and perform an assessment of current practices (spoilage, theft, pilferage, etc.)	CNDT 3.6				
	Conduct an inventory at your internship. Food Service Case Study – Part 1 (8 hours total)				
E. Describe the types of service you observe	CNDT 3.6				
	Describe the types of service at your internship, such as dining rooms, boxed/bagged meals, room service, etc.				
F. Describe the procedure for handling special functions, such as a holiday menu.	CNDT 3.6				
	Describe the procedure for special events such as holidays or candlelight dinners				
G. Modify a recipe or menu that accommodates the cultural diversity and health status of the population being served	CNDT 3.7				
	ACEND webinar: Innovating Healthier Menus That Accommodate Cultural, Ethnic and Economic Preferences. (1 hour) https://spaces.hightail.com/space/wS4dDzxozr				
4. PRACTICE MANAGEMENT AND USE OF RESOURCES					
A. Participate in one or more quality improvement (QI) and customer satisfaction activities to improve delivery of nutrition services	CNDT 4.1				
	Participate in a customer satisfaction survey or quality improvement project at your internship.				
B. Describe disaster planning necessary for this operation.	CNDT 4.1				
	With your preceptor, discuss the disaster plan at your internship site.				

C. Define one P&P that assists in personnel management. Describe the rationale behind these policies.	CNDT 4.2				
	Ask your preceptor for 1-2 P&Ps used at the facility for personnel mgmt. (sick leave, PTO, social media, etc).				
D. Obtain the job description of one employee, as assigned. Job-shadow this employee to evaluate the relationship of the work schedule to actual job performed.	CNDT 4.2				
	Ask your preceptor for the job description of their position. Discuss if the job description aligns with actual job duties.				
E. Describe methods used to orient and train new employees. How are these methods tailored to meet the needs of the new employee's abilities to function on the job?	CNDT 4.2				
	Review training methods and materials used with new employees at your internship. Food Service Case Study – Part 1 (8 hours total)				
F. Participate in and evaluate an in-service training session.	CNDT 4.2				
	Develop at least one in-service or training session, including a lesson plan, for your internship site. Deliver the training, if possible.				
G. Discuss a minimum of 2 supervisory problems you have observed. How were they handled? Analyze the solutions and suggest alternatives possible.	CNDT 4.2				
	Discuss common supervisory problems with your preceptor. How are they managed?				
H. Use current procedures to maintain records as assigned (Include samples of work done): 1. Meals served 2. Menu work sheets - Tally, Production sheets, etc. 4. Receiving payment records/Cash revenues 5. Other (Standing Purchase Orders, etc.)	CNDT 4.3				
	Maintain records at internship site such as production sheets or meal tallies. Food Service Case Study – Part 2 (8 hours total)				
I. Participate in a department marketing project of a special clinical or customer service. Include the budget for the new service or project.	CNDT 4.4 CNDT 4.6				
	Assist with marketing a menu or product at internship facility; such as designing a menu, a flyer for a special entrée or event, or National Nutrition month activity.				
J. Review operating budget. Discuss methods to adhere to budget	CNDT 4.5				
	Review the operating budget with your preceptor, including PPD costs for food and supplies. Food Service Case Study – Part 2 (8 hours)				
K. Propose and use procedures as appropriate to promote sustainability, reduce waste, and protect the environment.	CNDT 4.7				

	ACEND webinar: Growing a Healthy, Sustainable Plate: From Recommendation to Reality https://spaces.hightail.com/space/8BotQif0GM (2 hours)
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Comments:

Student Signature

Supervisor Signature

Date

ORANGE COAST COLLEGE

STUDENT PERFORMANCE EVALUATION

SUPERVISED PRACTICE COMPETENCY RECORD: NC 286

Expected Student Performance Criteria

Student _____

Facility _____

General Rating _____

Date _____

Entry Level Competency

	Does Not Meet	Meets	Exceeds	N/A
1. Dependable, punctual, reliable				
2. Courteous, considerate, respectful of other's limitations, including time restraints				
3. Maintains professional appearance, dress code, appropriate to facility/tasks assigned				
4. Consistently follows policies and procedures of facility				
5. Uses time constructively to maximize learning opportunities				
6. Requests opportunities to acquire learning experiences needed				
7. Utilizes own resources before asking others for help				
8. Demonstrates appropriate listening skills				
9. Demonstrates proper conduct in regard to patient care with respect to confidentiality, informed consent, and privacy				
10. Adjusts verbal and non-verbal communication to each person and situation, asking relevant questions as needed				
11. Demonstrates sustained interest, willing to do assigned tasks				
12. Respects the right of those in authority to make decisions and complies with those decisions.				
13. Prioritizes tasks and performs them in a timely manner				
14. Willing to change plans to maintain quality of service if unexpected circumstances arise				
15. Interacts appropriately with the nutrition services team.				
15. Interacts appropriately with interdisciplinary health care team				

Supervisor's Comments:

Student Signature

Supervisor Signature

Date

FACILITY ORIENTATION

Student Name _____ Facility _____

Clinical Level: NC 175 NC 281 NC 286

Each student must complete the following orientation form at each clinical site with assistance of the preceptor or clinical educator or other assigned individual.

Directions: Please date the following statements when orientation has been provided, or mark N/A if not applicable to your facility.

- _____ 1. Parking facilities/regulations
- _____ 2. Meals – on site or student- provided
- _____ 3. Dress Code/Name Badge/ID (College provides name badges)
- _____ 4. Absences/Tardiness: Who to notify, Contact Information
- _____ 5. Food/Nutrition Services
 - Key Personnel
 - Policy/Procedure Manual
 - Phone/Computer Protocols
 - Student Emergency Contact
 - Reporting Accidents/Incidents
 - Units involved in nutrition-related services
- _____ 6. Physical Facilities
 - Storage of personal items, such as purse or backpack
 - Restrooms
- _____ 7. Safety & Emergency
 - Fire Regulations
 - Codes
 - Security
- _____ 8. Learning resources, if available – location

Student Signature/Date

Preceptor/Date

NC 286 ORANGE COAST COLLEGE
STUDENT EVALUATION OF SUPERVISED PRACTICE

Name _____

Date _____

Internship Site _____

At the end of your supervised practice, complete the supervised practice evaluation. This information will be used to evaluate the adequacy and appropriateness of internship sites.

1. Describe the learning experiences that were most beneficial to you.

2. Describe the learning experiences that were least beneficial to you.

3. Please comment on this experience in each of the categories below, to provide feedback to the facility:

Ability to provide learning experiences compatible with the competencies :

Effectiveness of primary preceptor:

Support and participation from other staff members:

Quality and variety of learning experiences:

Suggestions and recommendations for improvement for future students:

Signature of Student

Nutrition and Dietetics Technician Supervised Clinical Practice NC 286 Competencies

These competencies meet requirements for the ACEND-accredited Nutrition and Dietetics Technician program.

The accreditation agency for the Nutrition and Dietetics Technician program, ACEND, has defined core competencies, which are the skills needed for entry-level practice as a nutrition and dietetics technician, registered. They are indicated on the competency record by a CNDT number.

Supervised Practice Clinical Notebooks:

At the end of your supervised practice, you will turn in a clinical notebook.

Notebook to include:

- Clinical Site Orientation
 - Competency Record/ Performance Criteria
 - Student Performance Evaluation by Supervisor
 - Student Evaluation of Experience
 - Student Work Report (one for each week) or log of your hours
 - All pages must be signed by your preceptor.
1. Organize your notebook following the sections of the Competencies page. (1st section is 'Scientific and Evidence Base of Practice', 2nd section is 'Professional Practice Expectations', etc.).
 2. For each competency, provide an assignment, project, or brief summary (2-3 paragraphs) of how that competency was accomplished.
 3. Include examples/documentation of how you accomplished the competencies in each section. For example, include policy & procedures, meeting minutes, menus, temperature logs, patient education materials, photos of trayline or trays, etc.
 4. If you do not complete a competency at your site, you may use assignments from class. You may include activities completed at your facility, other events, and completed in class.

Expected Student Performance Criteria

Entry Level Competency

	ACEND competency	Does Not Meet	Meets	Exceeds	N/A
NUTRITION CARE COMPETENCIES:		SUGGESTED ACTIVITIES			
1.Scientific and Evidence Base of Practice					
A. Access data, references, patient education materials, consumer and other information from credible sources, ex. Nutrition Care Manual (NCM).	CNDT 1.1				
		Nutrition Care Manual assignment (3 hours)			
B. Evaluate a patient education brochure to determine if it is consistent with current scientific evidence	CNDT 1.2				
		Nutrition Care Manual assignment (3 hours)			
C. Implement actions based on care plans, protocols, policies, and evidence-based practice.	CNDT 1.4				
		Implement care plans and protocols specific to internship facility.			
2. Professional Practice Expectations					
A. Use clear and effective oral and written communication.	CNDT 2.2				
		Example from your internship using effective communication skills, such as a menu or clinical tool.			
B. Demonstrate active participation, teamwork and contributions in a group setting.	CNDT 2.4				
		Attend a staff/team meeting. Summarize meeting.			
C. Participate in interprofessional team meetings, such as care plan meetings or clinical rounds.	CNDT 2.4				
		Participate in care plan meetings or clinical rounds at internship. Summarize meeting.			
D. Refer situations outside the DT scope of practice or area of competence to an RDN or other professional.	CNDT 2.6				
		EHR Go Case studies: Mary Corbet, Oscar Sanchez. (8 hours each)			
E. Demonstrate professional attributes in all areas of practice	CNDT 2.8				
3. Clinical and Customer Service					
A. Conduct patient screening <ul style="list-style-type: none"> Gather pertinent data from appropriate sources (patient, family, caregiver, medical records) Include anthropometrics, lab data, food intake, clinical metrics, and patient preferences as part of the screening. 	CNDT 3.1				

Accurately identify current and potential nutrition-related problems and determine patient risk.					
		Conduct new resident interviews or patient screenings at internship.			
B. Using the Nutrition Care Process (ADIME) or other system appropriate to facility, document care on patients at low nutritional risk.	CNDT 3.2				
		EHR Go Case studies: Mary Corbet, Oscar Sanchez. (8 hours each)			
C. Monitor patient care using documented care plan. (quarterlies, follow-up visits)	CNDT 3.2				
		Assist with quarterly assessments or follow-up visits.			
D. Use correct medical terminology and abbreviations approved by the facility.	CNDT 3.2				
		Assist with screening or quarterly documentation.			
E. Provide nutrition education to client/patient following procedure of facility, using approved patient education materials.	CNDT 3.2				
		Nutrition Care Manual assignment (3 hours)			
F. Modify menus as required. Correctly process menus to meet meal service timelines. Follow standard procedures and diet orders.	CNDT 3.6				
		Correct menus for diet orders, as necessary, at internship			
G. Calculate calorie counts or fluid restriction for patient/resident food and beverage consumption.	CNDT 3.6				
		Check fluid restriction resident trays for accuracy. Calorie Count Assignment NC 285 (2 hours)			
H. Calculate simple tube feeding orders, as assigned.	CNDT 3.6				
		Tube Feeding Calculations NC 285 (1 hour)			
I. Provide Samples of Nutrition Care – A through H. (forms, education material, menus, etc.)	CNDT 3.2				
J. Check temperature of hot foods on tray line prior to serving. Check temperature of cold items. Record in Log.	CNDT 3.6				
		Check temps on tray line at internship facility. Food Service Case Study – part 2 (8 hours)			
K. Check tray line for accuracy for at least 3 different meals.	CNDT 3.6				
		Complete a 'test tray' at facility. Food Service Case Study – part 2 (8 hours)			

L. Prepare and taste at least 2 nourishments. Explain rationale for use of each type. Evaluate each item for acceptability and flavor	CNDT 3.6				
		Evaluate at least 2 nourishments at internship facility.			
M. Prepare a list of tube feedings commonly used at facility and the rationale for use of each.	CNDT 3.6				
		Evaluate at least 2 tube feeding formulas used at internship.			
4. PRACTICE MANAGEMENT AND USE OF RESOURCES					
A. Taste-test foods used for modified diets: Compare with non-modified food items. Evaluate the flavor/texture/appearance.	CNDT 4.1				
		Evaluate at least 3 modified-texture items at internship facility.			
B. Observe patient education classes. Describe goals, objectives, audience. Evaluate for effectiveness.	CNDT 4.2				
		Watch Team Nutrition Cooks! Video https://www.youtube.com/watch?v=CFYJXCgkaS4 Summarize the video. Is it effective for the targeted audience? What, if anything, would you change? (1 hour)			
C. Using current technology, process all computer/telephone messages accurately, following appropriate procedures and with professional courtesy.	CNDT 4.3				
		Use facility EHR and FSM system to update patient/resident records. (PCC, Meal Tracker, etc)			
D. Using current technology, update patient records for new patients/diet changes accurately according to established procedures.	CNDT 4.3				
		Use facility EHR and FSM system to update patient/resident records. (PCC, Meal Tracker, etc)			

Comments:

Student Signature

Supervisor Signature

Date

ORANGE COAST COLLEGE

STUDENT PERFORMANCE EVALUATION

SUPERVISED PRACTICE COMPETENCY RECORD

Expected Student Performance Criteria

Student _____

Facility _____

General Rating _____

Date _____

Entry Level Competency

	Does Not Meet	Meets	Exceeds	N/A
1. Dependable, punctual, reliable				
2. Courteous, considerate, respectful of other's limitations, including time restraints				
3. Maintains professional appearance, dress code, appropriate to facility/tasks assigned				
4. Consistently follows policies and procedures of facility				
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9. Demonstrates proper conduct in regard to patient care with respect to confidentiality, informed consent, and privacy				
10. Adjusts verbal and non-verbal communication to each person and situation, asking relevant questions as needed				
11. Demonstrates sustained interest, willing to do assigned tasks				
12. Respects the right of those in authority to make decisions and complies with those decisions.				
13. Prioritizes tasks and performs them in a timely manner				
14. Willing to change plans to maintain quality of service if unexpected circumstances arise				
15. Interacts appropriately with the nutrition care team members.				
16. Interacts appropriately with interdisciplinary health care team				

Supervisor's Comments:

Student Signature

Supervisor Signature

Date

FACILITY ORIENTATION

Student Name _____ Facility _____

Clinical Level: NC 175 NC 281 NC 286

Each student must complete the following orientation form at each clinical site with assistance of the preceptor or clinical educator or other assigned individual.

Directions: Please date the following statements when orientation has been provided, or mark N/A if not applicable to your facility.

- _____ 1. Parking facilities/regulations
- _____ 2. Meals – on site or student- provided
- _____ 3. Dress Code/Name Badge/ID (College provides name badges)
- _____ 4. Absences/Tardiness: Who to notify, Contact Information
- _____ 5. Food/Nutrition Services
 - Key Personnel
 - Policy/Procedure Manual
 - Phone/Computer Protocols
 - Student Emergency Contact
 - Reporting Accidents/Incidents
 - Units involved in nutrition-related services
- _____ 6. Physical Facilities
 - Storage of personal items, such as purse or backpack
 - Restrooms
- _____ 7. Safety & Emergency
 - Fire Regulations
 - Codes
 - Security
- _____ 8. Learning resources, if available – location

Student Signature/Date

Preceptor/Date

NC 286 ORANGE COAST COLLEGE
STUDENT EVALUATION OF SUPERVISED PRACTICE

Name _____

Date _____

Internship Site _____

At the end of your supervised practice, complete the supervised practice evaluation. This information will be used to evaluate the adequacy and appropriateness of internship sites.

1. Describe the learning experiences that were most beneficial to you.

2. Describe the learning experiences that were least beneficial to you.

3. Please comment on this experience in each of the categories below, to provide feedback to the facility:

Ability to provide learning experiences compatible with the competencies :

Effectiveness of primary preceptor:

Support and participation from other staff members:

Quality and variety of learning experiences:

Suggestions and recommendations for improvement for future students:

Signature of Student

**ORANGE COAST COLLEGE
NUTRITION AND DIETETICS TECHNICIAN PROGRAM**

PORTFOLIO DEVELOPMENT

Program Policy:

All graduates of Orange Coast College's Nutrition and Dietetics Technician program will, by the end of the program, have assembled a complete, professional, portfolio to display samples of classroom and clinical assignments, exhibiting their abilities and accomplishments. Portfolios will be collected in NC 286 Supervised Practice 2.

Purpose:

1. To demonstrate to potential employers, the student's accomplishments in the various areas of nutrition and dietetics – both classroom assignments and clinical projects.
2. To demonstrate the growth in skills and competencies achieved over the course of the nutrition and dietetics program.

Procedures:

Each Portfolio will include, along with these Instructions:

1. Table of contents, organized as below:
 - a. Nutrition Science and Care for Individuals and Groups
 - b. Food Science and Food Service
 - c. Management of Food and Nutrition Service
 - d. Resources
 - e. Student Evaluations
2. Assignments/Projects (10) that are dated and identified (the actual class assignment)
3. Student Evaluation of 5 Items

Each Portfolio will include a minimum of 10 items. **Examples include:**

- ___ Diet Analysis with evaluation (FN 170 or clinical experience)
- ___ Recipe analysis with the original and the modified versions – Evaluated for taste, appearance, and acceptability (FN 171, NC 180 or clinical)
- ___ Critical thinking Articles (FN 171)
- ___ Menu modification related to fluid restrictions (NC 175 or clinical)
- ___ Menu modification related to medical nutrition therapy (MNT) (NC 175, 180)
- ___ In-Service Training (NC 175 or internships)
- ___ Clinical/patient care case studies (NC 180 and 285)
- ___ Photo and summary of a health fair or community nutrition event
- ___ Nutrition education brochure (NC 280)
- ___ Nutrition-related presentations given in NC 180 or NC 280 (PowerPoint presentation and handouts included)

- ___ Outline of individual counseling session (NC 280)
- ___ Summary of Food Service Management Project and your role (FSM 150)
- ___ Summary of the Food Production Management Project and your role in it (FSM 151)
- ___ Marketing project (NC 285 or internship)
- ___ Cycle menu project (FSM 250)
- ___ Event Menu project (FSM 250)
- ___ Employee handbook (FSM 260)
- ___ Nutrition Care Process Case Studies/ADIME notes (NC 285)
- ___ Projects completed at internships – for example: curriculum, newsletters, flyers, brochures, special events
- ___ Job Description (NC 285)
- ___ Carbohydrate Counting logs (NC 180)
- ___ Special Diet Grocery list (NC 180)

Also include: (not counted toward 10 items)

- ___ Your updated Resume
- ___ Certificates and Honors you have earned (such as ServSafe Certification)
- ___ 5 Self-Evaluations of Projects & Displays (See attached formats)

Evaluation:

Each student will evaluate a minimum of 5 items in the Portfolio. These evaluations will be at the back, with a brief paragraph explaining your rationale. The evaluations will be for class/instructor use only, and should be removed when presenting your Portfolio to an employer.

Note: Please include all of these instructional sheets in the front of your Portfolio at time of submission.

STUDENT EVALUATIONS OF PROJECTS

Directions: You will evaluate 5 of your Portfolio Projects based on the scale of 4 – 1: 4 being your best; 1 being your poorest. For each project write a brief paragraph stating why you evaluated it that way, and how it could be improved if you were to do the project now.

(You may omit Cooperation if not a group project.)

	4 Awesome	3 Admirable	2 Acceptable	1 Amateur
Organization	<ul style="list-style-type: none"> • Well-organized • Logical • Excellent transition of ideas 	<ul style="list-style-type: none"> • Easy to follow most of the time • Ideas Unclear at times 	<ul style="list-style-type: none"> • Somewhat disorganized • Transition of ideas not smooth 	<ul style="list-style-type: none"> • Confusing • Difficult to follow • Poorly organized
Content	<ul style="list-style-type: none"> • Excellent job of research • Utilized information effectively 	<ul style="list-style-type: none"> • Good job of research • Used information well 	<ul style="list-style-type: none"> • Limited information • Research very limited 	<ul style="list-style-type: none"> • Research unacceptable • Few new facts were gathered
Presentation	<ul style="list-style-type: none"> • Original unique approach • Engaging • Provocative • No errors in spelling or grammar 	<ul style="list-style-type: none"> • Clever at times • Well-done • Interesting • Minor errors in spelling or grammar 	<ul style="list-style-type: none"> • Few original touches • Interesting at times • Several grammatical and sentence structure errors 	<ul style="list-style-type: none"> • Predicable, bland • Not very interesting to reader /audience • Poorly written
Cooperation (If group project)	<ul style="list-style-type: none"> • Worked extremely well with others • Solicited, respected, and complemented each other's ideas • Highly productive 	<ul style="list-style-type: none"> • Worked very well with others • Worked to get everyone involved • Productive team 	<ul style="list-style-type: none"> • Attempted to work well with others • At times "off task" • Not always actively involved 	<ul style="list-style-type: none"> • Was dysfunctional • Did not respect other's opinions • Argued often • Little teamwork

Student Evaluations: 4 being best; 1 being lowest score

- 1. Identify Project** _____
- | | | | |
|------------------|---------|------------------|---------|
| a. Organization: | 4 3 2 1 | c. Presentation: | 4 3 2 1 |
| b. Content: | 4 3 2 1 | d. Cooperation: | 4 3 2 1 |
- Comments:
-
- 2. Identify Project** _____
- | | | | |
|------------------|---------|------------------|---------|
| a. Organization: | 4 3 2 1 | c. Presentation: | 4 3 2 1 |
| b. Content: | 4 3 2 1 | d. Cooperation: | 4 3 2 1 |
- Comments:
-
- 3. Identify Project** _____
- | | | | |
|------------------|---------|------------------|---------|
| a. Organization: | 4 3 2 1 | c. Presentation: | 4 3 2 1 |
| b. Content: | 4 3 2 1 | d. Cooperation: | 4 3 2 1 |
- Comments:
-
- 4. Identify Project** _____
- | | | | |
|------------------|---------|------------------|---------|
| a. Organization: | 4 3 2 1 | c. Presentation: | 4 3 2 1 |
| b. Content: | 4 3 2 1 | d. Cooperation: | 4 3 2 1 |
- Comments:
-
- 5. Identify Project** _____
- | | | | |
|------------------|---------|------------------|---------|
| a. Organization: | 4 3 2 1 | c. Presentation: | 4 3 2 1 |
| b. Content: | 4 3 2 1 | d. Cooperation: | 4 3 2 1 |
- Comments:

**Nutrition and Dietetics Technician Program
Program Handbook Verification**

I _____ verify that I have thoroughly read and fully understand all information and requirements as set forth in the Nutrition and Dietetic Technician Program Handbook.

Initial specific sections listed below:

- _____ Program Completion Requirements
- _____ Program Policies and Procedures
- _____ AND Code of Ethics for the Professions
- _____ Supervised Practice Competencies and Evaluation Forms
- _____ Program Portfolio

Student Signature

Date

This form will be kept with your program records in your student file.