



---

GILLINGS SCHOOL OF  
GLOBAL PUBLIC HEALTH

# Nutrition

**MPH - Nutrition and Dietetics Program  
Foodservice Management Experience**

**Handbook for Students and Preceptors**

**2021 Cohort: FEM Standards**

**Practicum Coordinators:**

Amanda Holliday, MS, RD, LDN  
Program Director  
Clinical Associate Professor, Department of Nutrition and Medicine  
Office: 2211 McGavran-Greenberg  
Phone: 919.966.7214  
[amanda\\_holliday@unc.edu](mailto:amanda_holliday@unc.edu)

Beth Jenks, MS, RD, LDN  
Assistant Program Director and Instructor  
Office: 2217-B McGavran-Greenberg  
Phone: 919.333.4314  
[beth\\_jenks@unc.edu](mailto:beth_jenks@unc.edu)

Seema Agrawal, EdD, MS, RD, LDN  
Clinical Assistant Professor  
Office: 2221 McGavran-Greenberg  
Phone: 919.843.2476  
[seema.agrawal@unc.edu](mailto:seema.agrawal@unc.edu)

Melissa Walter, MPH, RDN, LDN  
Instructor, Program Coordinator, and PRISM Director  
Office: 2216B McGavran-Greenberg  
Phone: 919.649.2384  
[melissawalter@unc.edu](mailto:melissawalter@unc.edu)

**PACE Division Administration Manager**

Tammy Elliott  
Office: 2217A McGavran Greenberg Hall  
Phone: 919.966.7344  
Fax: 919.966.7216  
[tammy\\_elliott@unc.edu](mailto:tammy_elliott@unc.edu)

**Onboarding Specialist**

David Gaviria, MPH, RDN, LDN  
Office: 2221 McGavran-Greenberg  
Phone: 321.848.1884  
[dgaviria@live.unc.edu](mailto:dgaviria@live.unc.edu)

**PRISM Technical Support:** [melissawalter@unc.edu](mailto:melissawalter@unc.edu)

## **TABLE OF CONTENTS**

<b>OVERVIEW OF THE FOODSERVICE MANAGEMENT EXPERIENCE</b>	<b>3</b>
Purpose of the Foodservice Management Experience	3
Goals of the Foodservice Management Experience	3
Core Knowledge and Competencies	4
<b>FOODSERVICE MANAGEMENT EXPERIENCE PLANNING</b>	<b>4</b>
Planning and Scheduling	4
Time Commitment and Requirements	4
COVID-19 Program Modifications	7
Policies and Procedures	8
Onboarding Requirements	8
Attendance Policy	8
Dress Code	8
Roles and Responsibilities	9
Responsibilities of the Practicum Coordinator	9
Responsibilities of the Site Preceptor	9
Responsibilities of the Student	10
<b>APPENDIX A: PRISM for Preceptors</b>	<b>11</b>
<b>APPENDIX B: Preliminary Work Plan</b>	<b>12</b>
<b>APPENDIX C: Activity Log</b>	<b>14</b>
<b>APPENDIX D: ServSafe and Menu-Planning Competency Evaluation</b>	<b>15</b>
<b>APPENDIX E: Final Competency and Performance Evaluation</b>	<b>17</b>
<b>APPENDIX F: Checklists for Students and Preceptors</b>	<b>19</b>

## **OVERVIEW OF THE FOODSERVICE MANAGEMENT EXPERIENCE**

The Foodservice Management Experience (FSM) is one of four distinct supervised practice experiences in the coordinated MPH-Nutrition and Dietetics program. The Experience is comprised of four discrete activities:

1. Online ServSafe Manager's Training course and proctored online certification exam (10 hours)
2. Twelve online Foodservice Systems Management modules: readings and application to menu-planning simulation activity during NUTR 701 (25 hours)
3. A menu-planning simulation activity providing exposure to school nutrition and food allergies utilizing school foodservice software; completed during NUTR 701 (20 hours)
4. An unpaid, RD-supervised practice within an institutional foodservice establishment. (80 hours)

### **Purpose of the Foodservice Management Experience**

Dietitians are increasingly being hired to manage foodservice programs in hospitals, corporate dining rooms, college and university campuses, school cafeterias, sports and entertainment arenas, and other public and private venues. In addition, they are taking on leadership roles in retail and other environments that require knowledge of wellness trends and programming, education of colleagues and staff, education of the public, agricultural and foodservice sustainability trends, government regulation, food labeling, recipe and menu development with chefs, product development, quality assurance, etc.

The purpose of the Foodservice Management Experience is to enhance the knowledge and skills of the student through a) a series of management training modules providing foundational material for both work in foodservice and preparation for the registration examination; b) ServSafe training providing additional food safety training and certification; c) a school nutrition activity providing experience with nutrition regulation, allergens, and real-world technology; and d) a supervised work experience. This exposure will provide:

1. The skills and confidence necessary to perform at entry level in a foodservice management setting.
2. The perspective to choose areas of interest and expertise for those interested in foodservice management careers.
3. The opportunity to achieve competency measures established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®).
4. 125 supervised practice hours toward eligibility to sit for the registration examination given by the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics.

### **Goals of the Foodservice Management Experience**

The goals of the supervised practice experience are:

1. To provide an opportunity for the student to observe the unique features of the field of foodservice and the role of the dietitian on the foodservice team.
2. To provide an opportunity for the student to practice the skills necessary to contribute to a successful foodservice team.
3. To guide and support the student in their ability to accept increasing responsibility in a foodservice management role.

## Core Knowledge and Competencies

The competencies taught in the Foodservice Management Experience meet ACEND® (Accreditation Council for Education in Nutrition and Dietetics) Future Education Model (FEM) standards. They are mapped to the Foodservice Management Experience through ServSafe Manager training and certification, simulation and field activities, and a final preceptor evaluation.

On completion of ServSafe and the menu-planning activity, UNC instructors will assess the student on the ACEND® competencies and performance indicators found in [Appendix D](#). On completion of the supervised practice experience, preceptors will assess the student on the ACEND® competencies and performance indicators found in [Appendix E](#). Evaluations will be completed in PRISM. Students will be evaluated on a 5 point scale with each score indicating the level at which the student is able to perform. The preceptor and student should use this as an opportunity to discuss the student's strengths and opportunities for growth. **Students who do not achieve the required level of practice for each competency will be provided with remediation opportunities until they demonstrate professional competence.**

## FOODSERVICE MANAGEMENT EXPERIENCE PLANNING

### Planning and Scheduling

#### Time Commitment, Components, and Requirements

The Foodservice Management supervised practice experience is scheduled after students have completed ServSafe Training, preparatory modules/readings, and menu-planning activity. The following list summarizes the events that occur as the placements are made. **All deliverables will be viewed and completed in UNC's PRISM competency tracking software; detailed instructions and rubrics can be found in each student's PRISM Foodservice Management folder.** Copies of deliverable evaluations for your review can be found in the Appendices; preceptors will complete these electronically in PRISM. **Preceptors, see [Appendix A](#) for guidelines on accessing student information and evaluations within your PRISM account.**

1. **ServSafe Manager Training and Exam**: Servsafe, administered by the National Restaurant Association, trains students on essential food safety practices and regulatory requirements. Individuals that successfully pass the 90-question, multiple-choice exam will receive a ServSafe Manager Certification and wallet card. The ServSafe Manager Certification verifies that a manager or person-in-charge has sufficient food safety knowledge to protect the public from foodborne illness. The ServSafe Manager Certification is accredited by the American National Standards Institute (ANSI) under the Conference for Food Protection Standards; it is valid for five years and accepted in most foodservice environments nationwide. Students will complete [ServSafe training \(8 hrs\) and the certification exam \(1-2 hrs\) remotely](#); you will be provided with supporting study materials through the NUTR 701 site in Sakai (Resources, FSM). To use the online proctoring service through ProctorU, students must have access to a computer (PC or Mac). Mobile phones and tablets are not supported. Students must also have a working webcam/mic and a private location. [Click here](#) to do a basic system test prior to the exam. Upon exam completion, UNC practicum coordinators will also complete an evaluation of competencies met through training and certification. **You may be exempt from this requirement if you have**

received ServSafe Manager's certification within 3 years of the start of your foodservice rotation. You must load your ServSafe Manager's Certificate to PRISM (Course Activities and Assignments folder, Onboarding Requirements). If you completed ServSafe Handler training and are certified, you are still required to take the Manager's course and exam.

- *ACEND® Performance Indicator 1.12.1: Demonstrates understanding of safe work habits and safety hazards and employs preventive safety measures.*
2. **Foodservice Management Modules:** Throughout NUTR 701, students will read a series of foodservice management modules, address concepts during class discussion, and apply learning to a school menu planning activity. These modules will also serve as reference material for your field experience. **Modules will prepare students for both their foodservice management experience AND for the foodservice and management portions of the RD exam, which comprise 34% of the exam.**
  3. **Menu-Planning Activity:** During NUTR 701, students will complete a menu-planning activity in the [Health-e Menu Planner](#) school nutrition platform (online). The activity is focused on school nutrition; it includes menu planning, allergen modification, nutrition analysis, risk management, and other management concepts.
    - *ACEND® Performance Indicator 1.3.2: Implements key principles and practices to make foods safe for consumption at all stages during the flow of food.*
    - *ACEND® Competency 3.1: Directs the production and distribution of quantity and quality food products.*
    - *ACEND® Performance Indicator 3.1.1: Manages or oversees the planning, designing, and coordination of meals to ensure delivery of nutritionally sound meals.*
    - *ACEND® Performance Indicator 3.1.2: Analyzes the workflow design and makes recommendations for modifications or approves for implementation.*
    - *ACEND® Performance Indicator 3.1.3: Communicates the organization's mission and how work activities impact the services and organization.*
    - *ACEND® Performance Indicator 3.1.4: Establishes and analyzes policies and performance measures for quality and quantity of work.*
    - *ACEND® Performance Indicator 3.1.5: Implements systems to report on local, state and federal compliance.*
    - *ACEND® Performance Indicator 3.1.6: Directs and analyzes the evaluation of foodservice production and services to inform, change, and/or budget resources and department or corporate direction.*
    - *ACEND® Performance Indicator 3.1.7: Establishes a culture that is ethical and free of safety and health hazards.*
    - *ACEND® Performance Indicator 3.1.8: Investigates and optimizes opportunities to reduce the environmental impact of foodservice operations and to enhance sustainability.*
    - *ACEND® Performance Indicator 3.2.1: Follows a matrix or measures to evaluate the need for financial, technical, and equipment resources for the provision of foodservices.*
    - *ACEND® Performance Indicator 3.2.2 Applies ethical decision making to determine the need for reduction or increase in resources.*
    - *ACEND® Performance Indicator 3.2.3: Creates internal or external professional relations and/or agreements to solve problems in foodservice operations.*
    - *ACEND® Performance Indicator 3.2.4: Acts as a departmental and organizational liaison between contractual parties involved.*
    - *ACEND® Performance Indicator 3.3.1: Maintains currency in and follows applicable legislation and guidelines.*
    - *ACEND® Performance Indicator 3.3.2: Incorporates the required safety and nutritional health policies and procedures in the organization's mission and policies.*
    - *ACEND® Performance Indicator 3.3.4: Takes into consideration food allergies when preparing menus and foods.*
    - *ACEND® Competency 5.5: Develops and leads implementation of risk management strategies and programs.*

- *ACEND® Performance Indicator 5.5.1: Assesses potential and real risks to an individual, group, and or organization.*
- *ACEND® Performance Indicator 5.5.2: Identifies and takes action to manage, reduce, and or eliminate risk to self, others and the organization.*
- *ACEND® Performance Indicator 5.5.3: Develops risk management plans and protocols.*

4. **Foodservice Field Experience:** Students will complete an 80-hour, unpaid, supervised practice in an institutional foodservice—typically education (university or public school system), healthcare (hospital), retirement community, or other large foodservice. Time is spent onsite at the assigned facility working under dietitians, chefs, and other foodservice leaders. Schedules may vary according to the preceptors’ schedules and students’ academic schedules. The experience typically occurs just before or just after the Clinical Nutrition Experience and often occurs in the same hospital. Students whose clinical sites are unable to accommodate a foodservice field experience are placed in a foodservice in Raleigh, Durham, or Chapel Hill, generally just before or after the Clinical Nutrition Experience. We will attempt to accommodate specific interests in clinical, long term care, and educational facilities. Transportation needs are considered; students are responsible for their own transportation. During the Experience, students will complete the deliverables listed below. In the remainder of their time, preceptors will introduce students to the daily operations and management functions within a foodservice, focusing on activities related to purchasing, receipt, storage, inventory control, production activities in the kitchen, and forecasting activities (determining needs for food and staffing based on prior production). Students may complete a special project for the site, at the preceptor’s request. Prior projects have included nutrient analysis, allergen analysis, menu planning, “themed” meal planning related to cultures or holidays, recipe development and testing, marketing materials, etc.

- *ACEND® Performance Indicator 3.3.3: Develops a plan to minimize vulnerabilities in the food supply chain.*
- *ACEND® Competency 3.2: Oversees the purchasing, receipt and storage of products used in food production and services.*
- *ACEND® Performance Indicator 3.2.5: Demonstrates knowledge of inventory control as it pertains to the food and supplies of the foodservice operation.*
- *ACEND® Performance Indicator 3.2.6: Applies the principles of the process of receiving and storing products demonstrating adherence to food safety code, nutrition guidelines, and regulations.*
- *ACEND® Performance Indicator 3.2.7: Applies the relationship between forecasting and production as it pertains to recipe needs and organizational demand.*
- *ACEND® Competency 3.3: Applies principles of food safety and sanitation to the storage, production and service of food.*
- *ACEND® Competency 7.1: Assumes professional responsibilities to provide safe, ethical, and effective nutrition services.*
- *ACEND® Performance Indicator 7.1.1: Demonstrates ethical behaviors in accordance with the professional Code of Ethics.*
- *ACEND® Competency 1.6: Applies knowledge of social, psychological, and environmental aspects of eating and food.*

5. **Foodservice deliverables** (all due by the last date of your field experience; see guidelines and rubrics in PRISM):

- **Time sheet:** On their first day, students will download the [timesheet](#) included in PRISM deliverables. They will complete it daily, have it signed by the preceptor at the end of the rotation, and submit it to PRISM deliverables by the last day of the experience. Time taken for lunch is not counted toward field experience hours.

- Preliminary Work Plan (Appendix B): This document is meant to guide you and your preceptor as you begin your experience. Complete the attached form (also found in PRISM deliverables) in collaboration with your preceptor to ensure you have all information to begin your experience. **Email a copy to your preceptor, who will review this on your first day. Upload to PRISM Deliverables prior to your first day.**
- Supply Chain Evaluation: Write a brief outline of the food supply chain for your organization, from field (or otherwise) to consumer. What do you see as three primary risks to this supply chain? (Consider things like pandemics, natural disasters, political and economic challenges, etc.) Describe one way that your foodservice site could be better prepared to mitigate the risks of these potential disruptions to the service you provide to patients, clients, students, or other diners. Load signed paper to PRISM by the last day of your rotation; your preceptor will evaluate you on the associated competency as part of your final evaluation in PRISM.
- Activity Log: Use the competency log found in PRISM deliverables to record the ways in which you are meeting your competencies. Ensure thorough work to meet competencies at the assigned level (Knows, Shows, or Does). Have your preceptor sign the log, then upload to PRISM by the last day of your foodservice rotation. Your preceptor will complete a final rotation evaluation on these competencies in PRISM.
- Student Evaluation of Preceptor(s) and of Site: Students will complete an [online evaluation](#) of one or more of their site preceptors, their field site, and the rotation itself.
- Preceptor Evaluation of Student Competencies and Performance: Preceptors will complete a PRISM [final evaluation](#) based on ACEND® FEM Competencies. Successful completion of the Clinical Nutrition Experience will only be considered when all assignments are completed, performance evaluations/assessments are completed, and students have met competencies at the ACEND®-required levels.

### **COVID-19 Program Modifications**

Nearly all supervised practice sites in NC, and most outside the state, require COVID vaccines and boosters. Please load to PRISM a copy of your vaccine card, including any booster(s) you have received. If you have received a vaccine or booster OTHER than Johnson & Johnson, Moderna, or Pfizer (such as Novavax, Astrazeneca, Sinema, or others), please upload proof of vaccination AND inform Amanda Holliday. Also see Amanda Holliday with any questions or if you are unable to be vaccinated for health reasons. Students who choose not to be vaccinated may be unable to complete the program if they are unable to locate alternate placement sites.

Per [ACEND®](#), students have frequently been unable to complete their rotations at various practice sites due to COVID-19. The impact of COVID-19 will be seen for some time, potentially resulting in some continued loss of practice sites for the current and incoming classes of students/interns. Programs such as UNC's are authorized to make decisions to provide coursework or supervised practice experiences differently than what was originally advertised when you applied to the program, as long as the program ultimately provides the necessary coursework to meet ACEND®'s curriculum requirements. Programs must ensure that students demonstrate they met all competencies before receiving a verification statement.

Due to the pandemic, ACEND® has expanded the requirements for field experiences so programs can offer additional supervised practice hours using simulations, case studies, role play and/or other practice activities. Authentic activities in real-world professional settings do not need to be in-person, but they must include real clients/patients and/or entail real-life situations.

Finally, as this handbook is written we continue to be in the midst of a global pandemic. **All enrolled students must follow masking requirements of their counties and field experience sites.** This requirement is to protect both you and your colleagues, clients, and patients. If you disregard mask requirements of your site, or you wear your mask improperly, you may be asked to leave your site. Students who have an authorized accommodation from Accessibility Resources and Services (ARS) may have an exception. For additional information, see the Carolina Together website.

## Policies and Procedures

### Onboarding Requirements

Onboarding requirements are generally met with the completion of clinical nutrition onboarding requirements; you will be notified in ample time if this is not the case. Immunizations, background checks, and other onboarding documents/activities **required by individual sites** are completed by students. **These requirements are set by host facilities, NOT by the University, and are non-negotiable. Students who are not in compliance will not be permitted to complete their supervised practice hours.** As noted in the MPH-Nutrition and Dietetics Program Handbook, all students must maintain and provide proof of health insurance; all health care expenses are the responsibility of the student.

### Attendance Policy

The Clinical Nutrition Experience contributes to the number of supervised practice hours required for licensure by the [North Carolina Board of Dietetics/Nutrition \(NCBDN\)](#). Students residing in states requiring more than 1000 supervised practice hours for licensure should bring this to the attention of their practicum coordinator. **If you plan to work outside of NC, please check your [state's licensure requirements](#).**

All students will track their time and submit timesheets provided in [PRISM](#). All time missed (due to illness, holidays, vacation, or other) will need to be made up; this will be scheduled directly with and approved by the site preceptor. Failure to complete hours will lead to an incomplete supervised practice experience. If a student is unable to work, they must notify the Practicum Coordinator and the Site Preceptor prior to the scheduled start time.

### Dress Code

All students enrolled in the Public Health Nutrition Experience are expected to dress in a professional manner during duty hours at all facilities. The Department of Nutrition dress code is as follows:

1. Skirts, dresses, or dress pants. (Skirt hemlines no more than 2" above the knee; pants to the ankle or longer.)

2. Short-sleeved or long-sleeved blouses or shirts. Tank tops, low-cut tops, t-shirts, and shirts with words/text/pictures are not permitted.
3. Hose, tights, or socks.
4. Closed-toe and closed-heel, non-slip shoes if required by sites.
5. Hair in a style that is out of the face and neatly groomed. Neatly trimmed sideburns, beard or mustache.
  1. No jewelry or nail polish.
  2. Hairnets available for use when working with food. Some sites will provide hairnets.

Students should talk with their preceptors regarding additional dress requirements (e.g. piercings, tattoos, jewelry, etc.). This dress code should be adhered to until the student learns the specific requirements for their site; if site requirements are different, the student may dress accordingly.

## **Roles and Responsibilities**

The successful completion of the Foodservice Management Experience involves the active commitment of all involved: the practicum coordinators, site preceptors, and students. All parties involved should periodically review their responsibilities, below, and bring any concerns to the attention of the practicum coordinator. Should any concerns arise while onsite, please bring these to the attention of the practicum coordinator in a timely fashion.

### **Responsibilities of the Practicum Coordinator**

The practicum coordinator is employed by the University and is responsible for the organization of the Foodservice Management Experience. Responsibilities include:

1. Developing and maintaining relationships with sites.
2. Assigning students to sites that are felt to best meet the needs of both students and sites.
3. Providing the knowledge base for the field work through learning modules and ServSafe training.
4. Orienting preceptors and students to the purposes and objectives of the Experience.
5. Maintaining contact by telephone or personal visit to each field site to resolve problems and assess the students' performance and learning.
6. Providing support to students throughout their Experience.
7. Ensuring that all students have met site-specific onboarding requirements.
8. Ensuring that each student is covered by professional liability insurance in the amount of \$2,000,000 per occurrence and \$4,000,000 aggregate.
9. Ensuring that students understand their responsibility for their own transportation, including parking at some sites, while involved in the learning experiences associated with the site.
10. Terminating an individual student's experience if their performance is shown to be detrimental to client welfare or to the organization.

### **Responsibilities of the Site Preceptor**

Site preceptors are the individual dietitians who are responsible for training students. Preceptors are responsible for:

1. Being an example to the student in the area of professionalism, confidentiality, and the role of the dietitian in the team approach to service by following the [Code of Ethics for the Profession of Dietetics](#).
2. Introducing the student to other team members.
3. Providing the student with resources that will enrich the learning experience.
4. Introducing and demonstrating management skills and supervising the foodservice activities of the student.
5. Ensuring that the student is able to take part in activities related to purchasing, receipt, storage, inventory control, and production activities in the kitchen.
6. Demonstrating and allowing the student to take part in forecasting activities (determining needs for food and staffing based on prior production).
7. Providing ongoing informal feedback in a timely manner and completing an evaluation on the student's performance.
8. Meeting or talking as needed with the practicum coordinator to review the progress of the student.

### Responsibilities of the Student

Student responsibilities include:

1. Maintaining appropriate health insurance throughout the experience.
2. Receiving the appropriate immunizations required by the facility prior to the start of the experience and being able to provide documentation that such has been received.
3. Conducting oneself as a responsible and mature professional during the Experience and complying with the site's code of conduct and standards for professionalism. The principles contained in the [Code of Ethics for the Profession of Dietetics](#) pertain to the student as well as the credentialed registered dietitian.
4. Arriving at the workstation in sufficient time to be prepared to start working at the assigned hour, and being considerate of others' space in shared workstations.
5. Complying with agency policies and procedures as well as general food safety guidelines, policies, and procedures, including dressing appropriately to maintain a professional image and maintain safety in the foodservice environment.
6. Welcoming and integrating feedback on one's performance; accepting responsibility for time management, resource-finding, and quality performance.
7. Completing assignments made by the site at appropriate times during the experience and communicating to the preceptor any problems or situations that may interfere with completing any assigned work.
8. Referring to the MPH-Nutrition and Dietetics Program handbook and orientation materials in [PRISM](#) to make sure that requirements are being met throughout.
9. Using time in an appropriate manner.
10. Phoning the preceptor before the expected arrival time on any morning when illness, bad weather or any emergency prevents the student from participating in the Experience (and communicating this to the UNC practicum coordinator by phone or email).

## APPENDIX A: PRISM for Preceptors

For more detailed instructions with images, see [here](#).

### Preceptor Quick Set-Up

1. Log in at <https://unc.myprismonline.com>. Click “Forgot your password?” and enter your email address. You will receive a password reset email that is good for one hour.
2. View the students you are working with currently or have worked with previously.
3. Click on the “edit” button to the right of student evaluations to complete competency evaluations.

### Completing Evaluations

You will assess your students on all ACEND® and CEPH competencies and performance indicators as well as additional performance measures that your program has mapped to this supervised experiential learning (rotation). For each assessment, unless otherwise noted, you will use the following “Knows, Shows, or Does” scale, as developed and defined by ACEND® to determine the level at which each student is able to perform. **Please note that, unlike a Likert scale (a numerical scale on which student work is typically rated from unacceptable/poor through outstanding/exceptional), the numbers in the scale simply represent the prescribed definitions of competence. Therefore, not every student is striving for a “5” (DOES) on every competency; some competencies—such as those related to book learning or things that are assessed via a quiz rather than implementation of knowledge—may only be relevant and measured at a “3” (KNOWS).**

- 5 DOES: The student is able to perform the described action in an artificial or work situation.
- 4 SHOWS: The student is able to apply the knowledge, skill, and judgment in an artificial or work situation.
- 3 KNOWS: The student is able to demonstrate the required knowledge via oral or written assessment.
- 2 The student lacks adequate knowledge to practice and perform this function as a competent professional.
- 1 The student did not have the opportunity to address this competency at this site.

You will also have the opportunity to comment on each student’s performance related to the competencies, noting special projects the student worked on, unique experiences, areas of strength, needs for improvement, etc. You may also use this space to note any challenges your site may have had in providing the opportunity for the student to meet this competency.

To complete the evaluation, scroll down below the student’s profile information and select the blue Edit button next to the evaluation you wish to complete. You may start and stop the evaluation; it will not be submitted until you “Finalize” the evaluation. After the evaluation is complete, the button will say View and students (and you) will be able to see your evaluation and comments.

## APPENDIX B: Preliminary Work Plan

Complete the following form in collaboration with your preceptor to ensure you have all information to begin your experience. This document is meant to guide you and your preceptor as you begin your experience. **Upload to PRISM Deliverables prior to your first day.**

Student Information	
Name	
Address	
City/State/Zip	
Phone	Alt Phone
Email	
Emergency Contact	Relationship
Contact Phone	
Practicum Coordinator	
Coordinator Phone	
Site Information	
Site Name	
Preceptor Name	
Phone	Alt Phone
Email	
Start Date/Time	
Normal Work Hours	
Address, 1st Day	Bldg Name/No.
City/State/Zip	
Other Address/Sites?	
Parking Information	
Goals for experience (minimum two): <i>Work with preceptor on</i>	

<i>these</i>	
General overview of possible projects to address competencies:	
Additional notes: <i>dress code, necessary resources, pre-readings, etc.</i>	

## APPENDIX C: Activity Log

Use the attached log, found in PRISM Deliverables, to record the ways in which you are meeting your ACEND® competencies. Ensure thorough work to meet competencies at the assigned level (Knows, Shows, or Does). Have your preceptor sign the log, then upload to PRISM by the last day of your foodservice rotation. Your preceptor will complete a final rotation evaluation on these competencies.

<input type="radio"/> 5	<b>DOES:</b> The student is able to perform the described action in an artificial or work situation.
<input type="radio"/> 4	<b>SHOWS:</b> The student is able to apply the knowledge, skill, and judgment in an artificial or work situation.
<input type="radio"/> 3	<b>KNOWS:</b> The student is able to demonstrate the required knowledge via oral or written assessment.
<input type="radio"/> 2	The student lacks adequate knowledge to practice and perform this function as a competent professional.
<input type="radio"/> 1	The student did not have the opportunity to address this competency at this site.

ACEND® Competency/Performance Indicator (level of competency required)	Activity
<b>3.2 Oversees the purchasing, receipt and storage of products used in food production and services. (5)</b>	
3.2.5: Demonstrates knowledge of inventory control as it pertains to the food and supplies of the foodservice operation. (3)	
3.2.6: Applies the principles of the process of receiving and storing products demonstrating adherence to food safety code, nutrition guidelines, and regulations. (5)	
3.2.7 Applies the relationship between forecasting and production as it pertains to recipe needs and organizational demand. (5)	
<b>3.3 Applies principles of food safety and sanitation to the storage, production and service of food. (5)</b>	
<b>7.1: Assumes professional responsibilities to provide safe, ethical, and effective nutrition services. (5)</b>	
7.1.1: Demonstrates ethical behaviors in accordance with the professional <a href="#">Code of Ethics</a> . (5)	

---

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

## APPENDIX D: ServSafe and Menu-Planning Competency Evaluation

Upon completion of ServSafe and the Child Nutrition Menu-Planning Activity, **UNC practicum coordinators will evaluate student performance** using an evaluation within the PRISM competency management program. **Students will be evaluated on the following 5-point scale. The required level of competence is indicated in parentheses after each competency listed. Students who are unable to meet competencies during the experience will be provided with opportunities for remediation until they achieve the required level of performance.**

<input type="radio"/> 5	DOES: The student is able to perform the described action in an artificial or work situation.
<input type="radio"/> 4	SHOWS: The student is able to apply the knowledge, skill, and judgment in an artificial or work situation.
<input type="radio"/> 3	KNOWS: The student is able to demonstrate the required knowledge via oral or written assessment.
<input type="radio"/> 2	The student lacks adequate knowledge to practice and perform this function as a competent professional.
<input type="radio"/> 1	The student did not have the opportunity to address this competency at this site.

### **ServSafe**

- Performance Indicator 1.12.1: Demonstrates understanding of safe work habits and safety hazards and employs preventive safety measures. (3)

### **Child Nutrition Menu Planning Activity**

- Performance Indicator 1.3.2: Implements key principles and practices to make foods safe for consumption at all stages during the flow of food. (4)
- Competency 3.1: Directs the production and distribution of quantity and quality food products. (5)
  - Performance Indicator 3.1.1: Manages or oversees the planning, designing, and coordination of meals to ensure delivery of nutritionally sound meals. (5)
  - Performance Indicator 3.1.2: Analyzes the workflow design and makes recommendations for modifications or approves for implementation. (5)
  - Performance Indicator 3.1.3: Communicates the organization's mission and how work activities impact the services and organization. (5)
  - Performance Indicator 3.1.4: Establishes and analyzes policies and performance measures for quality and quantity of work. (5)
  - Performance Indicator 3.1.5: Implements systems to report on local, state and federal compliance. (5)
  - Performance Indicator 3.1.6: Directs and analyzes the evaluation of foodservice production and services to inform, change, and/or budget resources and department or corporate direction. (5)
  - Performance Indicator 3.1.7: Establishes a culture that is ethical and free of safety and health hazards. (5)
  - Performance Indicator 3.1.8: Investigates and optimizes opportunities to reduce the environmental impact of foodservice operations and to enhance sustainability. (5)

- Performance Indicator 3.2.1: Follows a matrix or measures to evaluate the need for financial, technical, and equipment resources for the provision of foodservices. (5)
- Performance Indicator 3.2.2 Applies ethical decision making to determine the need for reduction or increase in resources. (5)
- Performance Indicator 3.2.3: Creates internal or external professional relations and/or agreements to solve problems in foodservice operations. (5)
- Performance Indicator 3.2.4: Acts as a departmental and organizational liaison between contractual parties involved. (4)
- Performance Indicator 3.3.1: Maintains currency in and follows applicable legislation and guidelines. (5)
- Performance Indicator 3.3.2: Incorporates the required safety and nutritional health policies and procedures in the organization's mission and policies. (5)
- Performance Indicator 3.3.4: Takes into consideration food allergies when preparing menus and foods. (5)
- Competency 5.5: Develops and leads implementation of risk management strategies and programs. (5)
  - Performance Indicator 5.5.1: Assesses potential and real risks to an individual, group, and or organization. (5)
  - Performance Indicator 5.5.2: Identifies and takes action to manage, reduce, and or eliminate risk to self, others and the organization. (5)
  - Performance Indicator 5.5.3: Develops risk management plans and protocols. (5)

## APPENDIX E: Final Competency and Performance Evaluation

Upon completion of the field experience, preceptors will complete the following evaluation in PRISM to provide competency and performance feedback to students. Preceptors will also have the opportunity to describe learning opportunities available to the student, competencies that cannot be met at the site, challenges the student(s) faced, and/or special student achievements. Students will see preceptor responses after the evaluation has been finalized in PRISM; preceptors may also take time to review the assessment with the student and provide additional feedback. **Students should be evaluated on ACEND® competency measures (in red) using the following 5-point scale. The required level of competence is indicated in parentheses after each ACEND® competency; there is no required level of performance for the remaining performance measures (rated from poor to exceptional). Students who are unable to meet ACEND® competencies during the experience will be provided with opportunities for remediation until they achieve the required level of performance.**

<input type="radio"/> 5	DOES: The student is able to perform the described action in an artificial or work situation.
<input type="radio"/> 4	SHOWS: The student is able to apply the knowledge, skill, and judgment in an artificial or work situation.
<input type="radio"/> 3	KNOWS: The student is able to demonstrate the required knowledge via oral or written assessment.
<input type="radio"/> 2	The student lacks adequate knowledge to practice and perform this function as a competent professional.
<input type="radio"/> 1	The student did not have the opportunity to address this competency at this site.

Final Competency and Performance Evaluation					
<b>Student:</b>					
<b>Site/Preceptor:</b>					
	1 Poor	2 Fair	3 Good	4 Very Good	5 Excep- tional
<b>Work Products</b>					
Uses resources well in development.					
Seeks assistance from preceptor appropriately.					
Work is accurate and thorough.					
Overall quality of products or services.					
<b>Professionalism</b>					
Interacts well with staff on an individual basis.					
Functions well as a member of a team.					
Is culturally appropriate in interactions with others.					
Is flexible and adaptable when faced with change.					

Organizes and prioritizes work and time appropriately.					
Demonstrates professional attributes within various organization cultures.					
Practices in accordance with the <a href="#">Code of Ethics for the Profession of Dietetics</a> and within the <a href="#">Scope of Dietetics Practice</a> .					

<b>ACEND® Evaluation/Overall Performance: Do NOT leave blank. Required level of performance on competencies and performance indicators (PIs) noted in parentheses; students will be provided with remediation until all are met at the level required by ACEND®.</b>					
	1	2	3 Knows	4 Shows	5 Does
<b>Supply Chain Evaluation:</b>					
Performance Indicator 3.3.3: Develops a plan to minimize vulnerabilities in the food supply chain. (5)					
<b>Overall Performance</b>					
Competency 3.2: Oversees the purchasing, receipt and storage of products used in food production and services. (5)					
Performance Indicator 3.2.5: Demonstrates knowledge of inventory control as it pertains to the food and supplies of the foodservice operation. (3)					
Performance Indicator 3.2.6: Applies the principles of the process of receiving and storing products demonstrating adherence to food safety code, nutrition guidelines, and regulations. (5)					
Performance Indicator 3.2.7: Applies the relationship between forecasting and production as it pertains to recipe needs and organizational demand. (5)					
Competency 3.3: Applies principles of food safety and sanitation to the storage, production and service of food. (5)					
Competency 7.1: Assumes professional responsibilities to provide safe, ethical, and effective nutrition services. (5)					
Performance Indicator 7.1.1: Demonstrates ethical behaviors in accordance with the professional Code of Ethics. (5)					

## APPENDIX F: Checklists for Students and Preceptors

### **Students**

- Time Sheet
- Preliminary Work Plan
- Supply Chain Evaluation
- Activity Log
- Site/Preceptor/Rotation Evaluation

### **Preceptors**

- Sign: Time Sheet*
- Assist: Preliminary Work Plan*
- Evaluate as part of PRISM Final Evaluation*
- Sign: Activity Log*
- PRISM Final Evaluation: Supply Chain and Remaining Competencies