

**Georgia State University Coordinated Program
Competency Statements for Supervised Practice:
Food Service Systems Evaluation**

Student: Kelsey Higgins

Evaluator: Julie Shiptoski

Rotation Dates: NOV 11th - DEC 19th, 2014

Practice Site: Open Hand

Please circle the response that best describes the student's accomplishments during the rotation at your facility.

**E= Excels M= Meets NI= Needs Improvement DNM= Does Not Meet
NOO= No Opportunity to Observe**

CRD 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives. <i>daily product review, food safety audit, menu costs, etc.</i>	E	M	NI	DNM	NOO
CRD 1.2: Apply evidence-based guidelines, systematic reviews and scientific literature (such as the Academy's Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice. <i>menu planning according to evidence based guidelines</i>	E	M	NI	DNM	NOO
CRD 1.3: Justify programs, products, services and care using appropriate evidence or data. <i>inventory audit, food safety audits, daily product review, catering menu, 1 week Senior Healthy Balance Menu</i>	E	M	NI	DNM	NOO
CRD 2.1: Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics. <i>menu planning in compliance w/ AAA guidelines, GA DHR Office of Aging guidelines + internal gdlins.</i>	E	M	NI	DNM	NOO
CRD 2.2: Demonstrate professional writing skills in preparing professional communications. <i>Nutrition bites for labels, blog contribution for GMM</i>	E	M	NI	DNM	NOO
CRD 2.3: Design, implement and evaluate presentations to a target audience. <i>daily product review</i>	E	M	NI	DNM	NOO
CRD 2.5: Demonstrate active participation, teamwork and contributions in group settings. <i>daily product review, CBORD collaborations</i>	E	M	NI	DNM	NOO
CRD 2.8: Apply leadership skills to achieve desired outcomes.	E	M	NI	DNM	NOO
CRD 2.10: Establish collaborative relationships with other health professionals and support personnel to deliver effective nutrition services.	E	M	NI	DNM	NOO
CRD 2.11: Demonstrate professional attributes within various organizational cultures. <i>as evidenced by pg 8</i>	E	M	NI	DNM	NOO

CRD 2.13: Demonstrate negotiation skills. <i>daily product review, catering menu</i>	E	M	NI	DNM	NOO
CRD 3.2: Demonstrate effective communications skills for clinical and customer services in a variety of formats. <i>Blog contribution, nutrition analysis, menu costing, inventory audits</i>	E	M	NI	DNM	NOO
CRD 3.3: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management. <i>menu planning, quality assurance (DPR), nutrition education (nutrition bites + blog)</i>	E	M	NI	DNM	NOO
CRD 3.4: Deliver respectful, science-based answers to consumer questions concerning emerging trends.	E	M	NI	DNM	NOO
CRD 3.5: Coordinate procurement, production, distribution and service of goods and services. <i>CBORD database audits and build sheet specs for menus</i>	E	M	NI	DNM	NOO
CRD 3.6: Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals. <i>catering + 1 week Senior menu</i>	E	M	NI	DNM	NOO
CRD 4.1: Participate in management of human resources. <i>discussed processes for reviews, disciplinary action + hiring</i>	E	M	NI	DNM	NOO
CRD 4.2: Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food. <i>food safety audit and daily product review</i>	E	M	NI	DNM	NOO
CRD 4.4: Conduct clinical and customer service quality management activities. " " " "	E	M	NI	DNM	NOO
CRD 4.5: Use current informatics technology to develop, store, retrieve and disseminate information and data. <i>Excel, Genesis, CBORD, SharePoint</i>	E	M	NI	DNM	NOO
CRD 4.6: Analyze quality, financial or productivity data and develop a plan for intervention. <i>drafted catering menu + adapted to shifting goals</i>	E	M	NI	DNM	NOO
CRD 4.7: Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment. <i>participated in portion control monitoring</i>	E	M	NI	DNM	NOO
CRD 4.8: Conduct feasibility studies for products, programs, or services with consideration of costs and benefits <i>catering menu / 1 week Senior menu</i>	E	M	NI	DNM	NOO
CRD 4.9: Analyze financial data to assess utilization of resources " " " "	E	M	NI	DNM	NOO

Please comment on any N responses circled:

Student Kelsey Higgins Facility Open Hand
 Rotation Dates Nov. 11th - Dec. 19th 2014 Preceptor Julie Shipkoski

Rate your satisfaction with the student's performance based on each of the following performance indicators:

ME = Meets Expectations

NI = Needs Improvement

U = Unacceptable

		ME	NI	U
1.	Prepared for rotation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Performed in ethical manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Interpersonal skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	A team player	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Oral communication skills (clear and concise, professional, diplomatic, respectful)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Written communication skills (clear and concise; organized; correct spelling and grammar)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Technical skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Critical thinking/problem-solving skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Organizational skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Time management skills (completes work in a timely manner)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Ability to work independently	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Punctual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Dressed appropriately	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Followed procedures of the facility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	<u>Contributions</u> to the facility. <i>invaluable</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Sought out opportunities for additional learning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Number of days tardy _____

Number of days absent 1

Were hours made up? yes

If not, why? _____

Please comment on any **Needs Improvement** checks

Please provide additional comments here: *see next page*

Kelsey quickly became a valued member of our team that we will miss dearly. She sought out every opportunity to contribute to our organization. Most notably, Kelsey lead development of our new catering program with creative and prudent attention to meal composition, nutrition targets and cost. We are confident she will become an asset in the field of nutrition no matter the area of practice she chooses.

Signature of Preceptor Julie Shipkoski, MS, RD Date: 12/19/14

Signature of Student _____ Date: _____