

FOOD SERVICE AND MANAGEMENT EVALUATION FORM (NUTR 471)

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| Intern's Name: | | Course Number: | NUTR 471 |
| Placement Location: | | Placement Start Date: | |
| Placement Specialty: | | Placement End Date: | |
| Preceptor's Name: | | Date of Evaluation: | |
| Contact Phone: | | Contact E-mail: | |

EVALUATION GUIDELINES:

The Integrated Dietetic Internship is an essential step in preparing dietetic interns to meet the requirements for registration with the College of Dietitians of Alberta. The Integrated Competencies for Dietetic Education and Practice (ICDEP), developed nationally by the Partnership for Dietetic Registration and Practice, are used by dietetic internship programs across Canada to define the requirements that interns must meet at the point of their first entry-to-practice or professional registration. The ICDEP's define the minimum expectations for safe, effective and ethical practice; as such interns are NOT expected to perform at the same level as their preceptor.

Learning is a progression. Interns enter into the internship with significant background knowledge, but need to learn how to transfer that knowledge into the practical setting of their placements. Both dietetic interns and preceptors should be aware that demonstration of competence may require numerous practice opportunities and varying lengths of time.

While the dietetic intern is in the process of developing competence, they will typically:

- Demonstrate emerging skills while requiring further practice activities and practical experience to demonstrate the expected entry-to-practice level of knowledge, skills and judgment.
- Begin by observing the preceptor, followed by practicing with assistance and supervision, before the task can be completed independently with verification from the preceptor. Large tasks should be learned in smaller pieces.
- Require a certain degree of guidance, assistance and/or direct supervision in completing assigned responsibilities depending on the level of complexity.

For each transferable skill, please rank the level of competence **based on your observations**, and make comments regarding the intern's performance. The rankings are:

Unable to Assess (U/A), Novice (N), Advanced Beginner (AB) and Competent (C)

For each transferable skill and level of competence ranking, the [Key Performance Indicators \(KPI's\)](#) document provides a description of the interns' performance. Along with your professional judgment, this document will help you determine how to rank the intern. Ranking definitions and course specific KPI's can be found under the heading of "Current Interns" at <http://www.ales.ualberta.ca/afns/Dietetic.cfm>.

The '*Unable to Assess*' ranking should be used when there were limited opportunities to practice and evaluate the listed transferable skill. Skills not practiced in one setting can be developed in another.

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SMART GOALS ARE REQUIRED FOR EACH TRANSFERRABLE SKILL THAT IS RANKED BELOW COMPETENT:

- Preceptors must provide constructive feedback/comments that define skills needing further improvement and suggest specific strategies interns should implement to attain a competence ranking
 - Interns, in collaboration with their preceptor, are required to develop a SMART goal for improvement in their next placement
- At the end of each placement, interns should collate these SMART goals into one document to review with their next preceptor

FOOD SERVICE AND MANAGEMENT

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|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Transferable Skill FSM1- Manages the production and distribution/ service of quantity and quality food products | U/A | N | A/B | C |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Unable to Assess (U/A):

Limited opportunity arose for the intern to complete this transferable skill or it is not applicable to the practice area

Integrated Competencies for Dietetic Education and Practice related to the Transferable Skill (*not all need to be met to obtain competence*):

5.03 i) *Demonstrates knowledge of food production and distribution procedures in food services*

5.03 j) *Contributes to food production and distribution activities*

Preceptor Comments: Indicate the skills that require improvement and specify the growth required

S.M.A.R.T Goal: If this transferable skill is below competent, intern completes this section in collaboration with the preceptor

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|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Transferable SkillFSM2- Applies principles of menu planning | U/A | N | A/B | C |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Unable to Assess (U/A):

Limited opportunity arose for the intern to complete this transferable skill or it is not applicable to the practice area

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Integrated Competencies for Dietetic Education and Practice related to the Transferable Skill (*not all need to be met to obtain competence*):

5.01 k) *Demonstrates knowledge of sources of nutritional, cultural, physical and other demographic client information*

5.01 l) *Obtains and interpret nutritional, cultural, physical and other demographic client information*

5.03 a) *Demonstrates knowledge of ways to determine food service needs of a client group*

5.03 b) *Identifies the food service needs of a client group based upon their nutritional, cultural and physical characteristics*

5.03 e) *Demonstrates knowledge of menu development and modification principles*

5.03 f) *Creates and modifies menus using menu planning principles*

Preceptor Comments: Indicate the skills that require improvement and specify the growth required

S.M.A.R.T Goal: If this transferable skill is below competent, intern completes this section in collaboration with the preceptor

Transferable Skill FSM3- Applies principles of managing workplace safety and sanitation

U/A

N

A/B

C

Unable to Assess (U/A):

Limited opportunity arose for the intern to complete this transferable skill or it is not applicable to the practice area

Integrated Competencies for Dietetic Education and Practice related to the Transferable Skill (*not all need to be met to obtain competence*):

5.03 l) *Contributes to activities related to compliance with health and safety requirements*

Preceptor Comments: Indicate the skills that require improvement and specify the growth required

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|---|--|-----------------------------------|-------------------------------------|-----------------------------------|
| S.M.A.R.T Goal: If this transferable skill is below competent, intern completes this section in collaboration with the preceptor | | | | |
| Transferable Skill FSM4- Applies principles of managing the purchasing process | U/A <input type="checkbox"/> | N <input type="checkbox"/> | A/B <input type="checkbox"/> | C <input type="checkbox"/> |
| Unable to Assess (U/A): <i>Limited opportunity arose for the intern to complete this transferable skill or it is not applicable to the practice area</i> | | | | |
| Integrated Competencies for Dietetic Education and Practice related to the Transferable Skill (<i>not all need to be met to obtain competence</i>): 5.03 g) <i>Demonstrates knowledge of processes for purchasing, receiving, storage, inventory control and disposal activities in food services</i> 5.03 h) <i>Contributes to purchasing, receiving, storage, inventory control, and disposal activities for food products</i> 5.01 q) <i>Demonstrates knowledge of sources of technical / equipment resource information</i> 5.01 r) <i>Obtains and interprets equipment information</i> | | | | |
| Preceptor Comments: Indicate the skills that require improvement and specify the growth required | | | | |
| S.M.A.R.T Goal: If this transferable skill is below competent, intern completes this section in collaboration with the preceptor | | | | |
| Transferable Skill FSM5 - Assess strengths and needs of Food Service and other programs and projects related to dietetics | U/A <input type="checkbox"/> | N <input type="checkbox"/> | A/B <input type="checkbox"/> | C <input type="checkbox"/> |
| Unable to Assess (U/A): <i>Limited opportunity arose for the intern to complete this transferable skill or it is not applicable to the practice area</i> | | | | |
| Integrated Competencies for Dietetic Education and Practice related to the Transferable Skill (<i>not all need to be met to obtain competence</i>): 5.01 a) <i>Demonstrates knowledge of strategic and operational planning principles</i> 5.01 b) <i>Utilizes strategic and operational planning principles to analyze goals, objectives and activities of programs or</i> | | | | |

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| <p style="text-align: center;"><i>services related to dietetics</i></p> <p>5.01 c) <i>Demonstrates knowledge of assessment strategies and information sources</i></p> <p>5.01 d) <i>Identifies relevant assessment information</i></p> <p>5.01 e) <i>Demonstrates knowledge of ways to identify and obtain relevant information from key stakeholders</i></p> <p>5.01 f) <i>Obtains and interprets stakeholder perspective</i></p> <p>5.02 h) <i>Demonstrates knowledge of responsibilities of a program or project manager</i></p> | | | | |
| <p>Preceptor Comments: Indicate the skills that require improvement and specify the growth required</p> | | | | |
| <p>S.M.A.R.T Goal: If this transferable skill is below competent, intern completes this section in collaboration with the preceptor</p> | | | | |
| <p>Transferable Skill FSM6 - Manages programs and projects</p> | <p>U/A</p> <p><input type="checkbox"/></p> | <p>N</p> <p><input type="checkbox"/></p> | <p>A/B</p> <p><input type="checkbox"/></p> | <p>C</p> <p><input type="checkbox"/></p> |
| <p>Unable to Assess (U/A):</p> <p><i>Limited opportunity arose for the intern to complete this transferable skill or it is not applicable to the practice area</i></p> | | | | |
| <p>Integrated Competencies for Dietetic Education and Practice related to the Transferable Skill (<i>not all need to be met to obtain competence</i>):</p> <p>5.02 j) <i>Coordinates implementation of an action plan for a program or project</i></p> <p>5.02 s) <i>Demonstrates knowledge of organizational planning and development activities</i></p> <p>5.02 t) <i>Contributes to organizational planning and development activities</i></p> <p>5.03 c) <i>Demonstrates knowledge of the range of human resource, financial, technical and equipment needs that must be addressed in the provision of food service</i></p> <p>5.03 d) <i>Identifies human resource, financial, technical and equipment resources required for the provision of food service</i></p> | | | | |
| <p>Preceptor Comments: Indicate the skills that require improvement and specify the growth required</p> | | | | |

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S.M.A.R.T Goal: If this transferable skill is below competent, intern completes this section in collaboration with the preceptor

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|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Transferable Skill FSM7 - Coordinates the marketing of programs, services and/or projects | U/A | N | A/B | C |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Unable to Assess (U/A):
Limited opportunity arose for the intern to complete this transferable skill or it is not applicable to the practice area

Integrated Competencies for Dietetic Education and Practice related to the Transferable Skill (*not all need to be met to obtain competence*):
 5.03 m) *Demonstrates knowledge of approaches to marketing food services*
 5.02 i) *Contributes to a marketing plan for a program, event, or product*

Preceptor Comments: Indicate the skills that require improvement and specify the growth required

S.M.A.R.T Goal: If this transferable skill is below competent, intern completes this section in collaboration with the preceptor

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|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Transferable Skill FSM8 - Applies quality improvement strategies in the management of food and nutrition services/ programs. (e.g. food service management, clinical management and/ or community and population health management) | U/A | N | A/B | C |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Unable to Assess (U/A):
Limited opportunity arose for the intern to complete this transferable skill or it is not applicable to the practice area

Integrated Competencies for Dietetic Education and Practice related to the Transferable Skill (*not all need to be met to obtain competence*):

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- 5.01 i) *Demonstrates knowledge of sources of standards and compliance data*
 5.01 j) *Obtains and interprets relevant standards and compliance information*
 5.01 m) *Demonstrates knowledge of sources of stakeholder satisfaction information*
 5.01 n) *Obtains and interprets stakeholder satisfaction information*
 5.01 s) *Demonstrates knowledge of principles to evaluate effectiveness in achieving goals and objectives*
 5.01 t) *Analyzes or integrates information to develop goals and objectives for food and nutrition services and programs*
 5.03 k) *Contributes to improvement initiatives related to food services*

Preceptor Comments: Indicate the skills that require improvement and specify the growth required

S.M.A.R.T Goal: If this transferable skill is below competent, intern completes this section in collaboration with the preceptor

Transferable Skill FSM9 - Manages human resources

U/A

N

A/B

C

Unable to Assess (U/A):

Limited opportunity arose for the intern to complete this transferable skill or it is not applicable to the practice area

Integrated Competencies for Dietetic Education and Practice related to the Transferable Skill (*not all need to be met to obtain competence*):

- 5.02 k) *Demonstrates knowledge of information needs and orientation strategies for staff and volunteers*
 5.02 l) *Provides orientation and direction to staff and volunteers*
 5.02 m) *Demonstrates knowledge of training and education needs of staff and volunteers*
 5.02 n) *Provides training or education to staff or volunteers*
 5.02 o) *Demonstrates knowledge of staff recruitment activities*
 5.02 p) *Contributes to staff or volunteer recruitment activities*
 5.01 o) *Demonstrates knowledge of ways to report human resource management information*
 5.01 p) *Obtains and interprets human resource information*

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Preceptor Comments: Indicate the skills that require improvement and specify the growth required

S.M.A.R.T Goal: If this transferable skill is below competent, intern completes this section in collaboration with the preceptor

| | | | | |
|---|--|-------------------------------|---------------------------------|-------------------------------|
| Transferable Skill FSM10- Participates in activities related to performance management and evaluation programs | U/A <input type="checkbox"/> | N <input type="checkbox"/> | A/B <input type="checkbox"/> | C <input type="checkbox"/> |
|---|--|-------------------------------|---------------------------------|-------------------------------|

Unable to Assess (U/A):
Limited opportunity arose for the intern to complete this transferable skill or it is not applicable to the practice area

Integrated Competencies for Dietetic Education and Practice related to the Transferable Skill (*not all need to be met to obtain competence*):
 5.02 q) *Demonstrates knowledge of staff development and performance management activities*
 5.02 r) *Contributes to staff or volunteer development or performance management activities*

Preceptor Comments: Indicate the skills that require improvement and specify the growth required

S.M.A.R.T Goal: If this transferable skill is below competent, intern completes this section in collaboration with the preceptor

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|---|--|-------------------------------|---------------------------------|-------------------------------|
| Transferable Skill FSM11- Participates in activities related to organizational goals, objectives, and/or policies/procedures | U/A <input type="checkbox"/> | N <input type="checkbox"/> | A/B <input type="checkbox"/> | C <input type="checkbox"/> |
|---|--|-------------------------------|---------------------------------|-------------------------------|

Unable to Assess (U/A):
Limited opportunity arose for the intern to complete this transferable skill or it is not applicable to the practice area

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Integrated Competencies for Dietetic Education and Practice related to the Transferable Skill (*not all need to be met to obtain competence*):

5.02 a) *Demonstrates knowledge of ways to define goals and objective for programs and projects*

5.02 b) *Identifies appropriate goals and objectives for a program or project*

5.02 c) *Identifies strategies to meet goals and objectives for a program or project*

5.02 d) *Demonstrates knowledge of typical components of an action plan for a program or project*

5.02 e) *Develops an action plan for a program or project*

Preceptor Comments: Indicate the skills that require improvement and specify the growth required

S.M.A.R.T Goal: If this transferable skill is below competent, intern completes this section in collaboration with the preceptor

Transferable Skill FSM12- Participates in activities related to **financial management**

U/A

N

A/B

C

Unable to Assess (U/A):

Limited opportunity arose for the intern to complete this transferable skill or it is not applicable to the practice area

Integrated Competencies for Dietetic Education and Practice related to the Transferable Skill (*not all need to be met to obtain competence*):

5.02 f) *Demonstrates knowledge of ways to establish a program or project budget*

5.02 g) *Develops a budget for a program or project*

5.02 u) *Demonstrates knowledge of methods used to monitor expenditures and equipment and material usage*

5.02 v) *Develops plans to monitor expenditures, equipment and materials usage relative to budget and activity plan*

5.01 g) *Demonstrates knowledge of ways to report budgetary and financial management information*

5.01 h) *Obtains and interprets financial information*

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Preceptor Comments: Indicate the skills that require improvement and specify the growth required

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EVALUATION GUIDELINES – PROFESSIONAL PRACTICE EVALUATIONS (ALL PLACEMENT COURSES AND ROTATIONS):

Competence in the knowledge, attitudes and behaviours that define professionalism plays an essential role in the protection of the public; the ability to offer safe and efficacious services; and the obligation that all dietitians share with respect to upholding the integrity of the dietetic profession.

At the end of each internship course or rotation, interns must be evaluated on their competence in a number of transferable skills that relate to elements of professionalism. The competencies define the expected standard at entry-to-practice in areas such as:

- Responsibility and accountability,
- Recognizing personal limits for knowledge and skills,
- Critical thinking,
- Confidentiality and protection of privacy,
- Initiative and self-directedness,
- Time management, and
- Communication (verbal, written and non-verbal).

As is the case with practice-area specific competencies, the Integrated Dietetic Internship's Professional Practice Competencies, are derived from the Integrated Competencies for Dietetic Education and Practice (ICDEP). These competencies were developed nationally by the Partnership for Dietetic Registration and Practice and are used by ALL dietetic internship programs across Canada to define the requirements that interns must meet at the point of their first entry-to-practice or professional registration. The ICDEP's define the minimum expectations for safe, effective and ethical practice; as such interns are NOT expected to perform at the same level as their preceptor.

The same process is used to evaluate professional practice competence that is employed in all other areas of intern evaluation. For each transferable skill, please rank the level of competence **based on your observations**, and make comments regarding the intern's performance. The rankings are:

Unable to Assess (U/A), Novice (N), Advanced Beginner (AB) and Competent (C)

For each transferable skill and level of competence ranking, the **Key Performance Indicators (KPI's)** document provides a description of the interns' performance. Along with your professional judgment, this document will help you determine how to rank the intern. Ranking definitions and course specific KPI's can be found under the heading of "Current Interns" at <http://www.ales.ualberta.ca/afns/Dietetic.cfm>.

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SMART GOALS ARE REQUIRED FOR EACH TRANSFERRABLE SKILL THAT IS RANKED BELOW COMPETENT:

- Preceptors must provide constructive feedback/comments that define skills needing further improvement and suggest specific strategies interns should implement to attain a competence ranking
- Interns, in collaboration with their preceptor, are required to develop a SMART goal for improvement in their next placement
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PROFESSIONAL PRACTICE – CONDUCT AND DECISION MAKING

| | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Transferable Skill P1 – Is responsible and accountable to act in a manner appropriate for competent, safe, ethical and professional practice of a Registered Dietitian and appropriate for the work environment | U/A | N | A/B | C |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Unable to Assess (U/A): <i>Limited opportunity arose for the intern to complete this transferable skill or it is not applicable to the practice area</i> | | | | |
| Integrated Competencies for Dietetic Education and Practice related to the Transferable Skill (<i>not all need to be met to obtain competence</i>): 1.01 a) <i>Demonstrates knowledge of federal legislation, regulations and policies applicable to practice</i> 1.01 b) <i>Recognizes non-compliance with federal legislation, regulations and policies</i> 1.01 c) <i>Demonstrates knowledge of provincial / territorial legislation, regulations and policies applicable to practice</i> 1.01 d) <i>Recognizes non-compliance with provincial / territorial legislation, regulations, and policies</i> 1.01 e) <i>Identifies federal and provincial / territorial requirements relevant to practice setting</i> 1.01 f) <i>Complies with applicable legislation, regulations, and policies</i> 1.03 a) <i>Demonstrates knowledge of the role and features of job descriptions</i> 1.03 b) <i>Provides services in compliance with designated role within practice setting</i> 1.03 c) <i>Demonstrates knowledge of policies and directives specific to practice setting</i> 1.03 d) <i>Complies with applicable policies and directives</i> | | | | |
| Preceptor Comments: Indicate the skills that require improvement and specify the growth required | | | | |
| S.M.A.R.T Goal: If this transferable skill is below competent, intern completes this section in collaboration with the preceptor | | | | |
| Transferable Skill P2 – Recognizes the limits of his/her abilities for the area and/or place in internship (e.g. just starting, middle or end of placements) | U/A | N | A/B | C |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Unable to Assess (U/A): <i>Limited opportunity arose for the intern to complete this transferable skill or it is not applicable to the practice area</i> | | | | |

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Integrated Competencies for Dietetic Education and Practice related to the Transferable Skill (*not all need to be met to obtain competence*):

- 1.02 a) *Demonstrates knowledge of bylaws and regulations relevant to practice*
- 1.02 b) *Recognizes non-compliance with bylaws and regulations*
- 1.02 c) *Demonstrates knowledge of regulatory scope of practice, standards of practice and codes of ethics*
- 1.02 d) *Recognizes non-compliance with regulatory scope of practice, standards of practice and code of ethics*
- 1.02 e) *Identifies regulatory requirements relevant to practice setting*
- 1.02 f) *Complies with applicable regulatory requirements*
- 1.02 m) *Demonstrates knowledge of the elements of professional boundaries*
- 1.02 n) *Recognizes non-compliance with professional boundaries*
- 1.04 c) *Recognizes situations which are beyond personal capacity*
- 1.04 d) *Addresses situations beyond personal capacity by consultation, referral, or further learning*

Preceptor Comments: Indicate the skills that require improvement and specify the growth required

S.M.A.R.T Goal: If this transferable skill is below competent, intern completes this section in collaboration with the preceptor

Transferable Skill P3– Maintains **confidentiality** and obtains informed **consent** before working with a client

U/A

N

A/B

C

Unable to Assess (U/A):

Limited opportunity arose for the intern to complete this transferable skill or it is not applicable to the practice area

Integrated Competencies for Dietetic Education and Practice related to the Transferable Skill (*not all need to be met to obtain competence*):

- 1.02 g) *Demonstrates knowledge of principles of confidentiality and privacy*
- 1.02 h) *Demonstrates knowledge of scenarios on non-compliance with confidentiality and privacy requirements*
- 1.02 i) *Maintains client confidentiality and privacy*
- 1.02 j) *Demonstrates knowledge of principles of informed consent*
- 1.02 l) *Ensures informed consent*

Preceptor Comments: Indicate the skills that require improvement and specify the growth required

S.M.A.R.T Goal: If this transferable skill is below competent, intern completes this section in collaboration with the preceptor

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| Transferable Skill P4 – Maintains secure, accurate records and documentation according to set guidelines | U/A | N | A/B | C |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Unable to Assess (U/A):

Limited opportunity arose for the intern to complete this transferable skill or it is not applicable to the practice area

Integrated Competencies for Dietetic Education and Practice related to the Transferable Skill (*not all need to be met to obtain competence*):

- 1.10 a) *Demonstrates knowledge of documentation principles*
- 1.10 b) *Documents relevant information accurately and completely, in a timely manner*
- 1.10 c) *Demonstrates knowledge of principles of security and access*
- 1.10 d) *Maintains security and confidentiality of records*
- 1.10 e) *Identifies organizational requirements for record keeping*
- 1.10 f) *Demonstrates knowledge of legal requirements for record keeping*
- 1.10 g) *Documents in accordance with legal and organizational requirements*

Preceptor Comments: Indicate the skills that require improvement and specify the growth required

S.M.A.R.T Goal: If this transferable skill is below competent, intern completes this section in collaboration with the preceptor

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|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Transferable Skill P5 – Respects and considers the opinions and concerns of others. Protects the dignity and privacy of individuals. Demonstrates self-control when managing personal opinions and/or bias | U/A | N | A/B | C |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Unable to Assess (U/A):

Limited opportunity arose for the intern to complete this transferable skill or it is not applicable to the practice area

Integrated Competencies for Dietetic Education and Practice related to the Transferable Skill (*not all need to be met to obtain competence*):

- 1.06 g) *Demonstrates knowledge of the rationale for and methods of including the client in decision making*
- 1.06 h) *Makes and justifies decisions in consideration of ethics, evidence, contextual factors and client perspectives*
- 1.07 a) *Demonstrates knowledge of the legal and moral basis for respecting individual rights, dignity and uniqueness*
- 1.07 b) *Respects client rights, dignity and uniqueness*
- 1.07 c) *Determines client perspectives and needs*
- 1.07 d) *Integrates client perspectives and needs into practice activities*
- 1.07 e) *Identifies services and resources relevant to client needs*

Preceptor Comments: Indicate the skills that require improvement and specify the growth required

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| S.M.A.R.T Goal: If this transferable skill is below competent, intern completes this section in collaboration with the preceptor | | | | |
| Transferable Skill P6 – Takes initiative is self-motivated and accountable for his/her actions. Is self-directed to assess abilities, areas of strength, and areas for improvement. Is able to create action plans and set goals to attain improvement | U/A <input type="checkbox"/> | N <input type="checkbox"/> | A/B <input type="checkbox"/> | C <input type="checkbox"/> |
| Unable to Assess (U/A): <i>Limited opportunity arose for the intern to complete this transferable skill or it is not applicable to the practice area</i> | | | | |
| Integrated Competencies for Dietetic Education and Practice related to the Transferable Skill (<i>not all need to be met to obtain competence</i>): 1.04 a) <i>Demonstrates knowledge of principles of reflective practice</i> 1.04 b) <i>Reflects upon and articulates individual level of professional knowledge and skills</i> 1.05 a) <i>Demonstrates knowledge of principles of self-assessment and learning plan development</i> 1.05 b) <i>Self-assesses to identify learning needs</i> 1.05 c) <i>Develops and pursues a learning plan</i> 1.05 d) <i>Integrates learning into practice</i> 1.06 i) <i>Takes responsibility for decisions and actions</i> 2.04 m) <i>Demonstrate knowledge of effective ways to give and receive feedback</i> 2.04 n) <i>Seek, respond to and provide feedback</i> | | | | |
| Preceptor Comments: Indicate the skills that require improvement and specify the growth required | | | | |
| S.M.A.R.T Goal: If this transferable skill is below competent, intern completes this section in collaboration with the preceptor | | | | |
| Transferable Skill P7 – Applies the process of dietetic reasoning skills to problem solving and decision-making . Provides and uses current knowledge in the field of dietetics to guide practice, and participates in varying scopes and breadth of practice based research | U/A <input type="checkbox"/> | N <input type="checkbox"/> | A/B <input type="checkbox"/> | C <input type="checkbox"/> |
| Unable to Assess (U/A): <i>Limited opportunity arose for the intern to complete this transferable skill or it is not applicable to the practice area</i> | | | | |
| Integrated Competencies for Dietetic Education and Practice related to the Transferable Skill (<i>not all need to be met to obtain competence</i>): 1.06 a) <i>Demonstrates knowledge of the role of ethics, evidence, contextual factors and client perspectives in decision making</i> 1.06 b) <i>Demonstrates knowledge of ethical principles for decision making</i> 1.06 c) <i>Demonstrates knowledge of approaches to obtain and interpret evidence to inform decision making</i> 1.06 d) <i>Demonstrates knowledge of contextual factors that may influence decision making</i> 1.06 e) <i>Obtains and interprets evidence</i> | | | | |

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- 1.06 f) *Applies ethical principles*
- 1.11 a) *Demonstrates knowledge of the role of evidence, self-reflection, and consultation in assessing effectiveness of approaches to practice*
- 1.11 b) *Demonstrates knowledge of sources of evidence to assess effectiveness of approaches to practice*
- 1.11 c) *Assesses effectiveness of practice activities*
- 1.11 d) *Recognize the importance of new knowledge to support or enhance practice*
- 1.11 e) *Seeks new knowledge that may support or enhance practice activities*
- 1.11 f) *Proposes modifications to increase the effectiveness of practice activities*

Preceptor Comments: Indicate the skills that require improvement and specify the growth required

S.M.A.R.T Goal: If this transferable skill is below competent, intern completes this section in collaboration with the preceptor

| | | | | |
|---|--|-------------------------------|---------------------------------|-------------------------------|
| Transferable Skill P8 – Manages time and workload effectively for the area and/or place in internship (e.g. just starting, middle or end of placements). Adapts to changes in the practice setting | U/A <input type="checkbox"/> | N <input type="checkbox"/> | A/B <input type="checkbox"/> | C <input type="checkbox"/> |
|---|--|-------------------------------|---------------------------------|-------------------------------|

Unable to Assess (U/A):

Limited opportunity arose for the intern to complete this transferable skill or it is not applicable to the practice area

Integrated Competencies for Dietetic Education and Practice related to the Transferable Skill (*not all need to be met to obtain competence*):

- 1.08a) *Demonstrates knowledge of principles for managing time and workload*
- 1.08 b) *Prioritizes professional activities and meet deadlines*

Preceptor Comments: Indicate the skills that require improvement and specify the growth required

S.M.A.R.T Goal: If this transferable skill is below competent, intern completes this section in collaboration with the preceptor

| | | | | |
|---|--|-------------------------------|---------------------------------|-------------------------------|
| Transferable Skill P9 – Uses appropriate technologies to support practice | U/A <input type="checkbox"/> | N <input type="checkbox"/> | A/B <input type="checkbox"/> | C <input type="checkbox"/> |
|---|--|-------------------------------|---------------------------------|-------------------------------|

Unable to Assess (U/A):

Limited opportunity arose for the intern to complete this transferable skill or it is not applicable to the practice area

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Integrated Competencies for Dietetic Education and Practice related to the Transferable Skill (*not all need to be met to obtain competence*):

1.09 a) Demonstrates knowledge of communication technologies relevant to practice, and their appropriate uses

1.09 b) Uses technology to communicate

1.09 c) Demonstrates knowledge of technologies to seek and manage information relevant to practice, and their appropriate uses

1.09 d) Uses technology to seek and manage information

1.09 e) Demonstrates knowledge of technological applications used in practice settings

1.09 f) Uses technological applications in practice

Preceptor Comments: Indicate the skills that require improvement and specify the growth required

S.M.A.R.T Goal: If this transferable skill is below competent, intern completes this section in collaboration with the preceptor

PROFESSIONAL PRACTICE – COMMUNICATION AND COLLABORATION

| | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Transferable Skill P10 – Selects the appropriate method for communication for the situation and setting (e.g. e-mail, face-to-face, telephone) | U/A | N | A/B | C |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Unable to Assess (U/A):
Limited opportunity arose for the intern to complete this transferable skill or it is not applicable to the practice area

Integrated Competencies for Dietetic Education and Practice related to the Transferable Skill (*not all need to be met to obtain competence*):

2.01 a) Demonstrates knowledge of opportunities for and barriers to communication

2.01 b) Identifies opportunities for and barriers to communication relevant to practice setting

2.01 c) Demonstrates knowledge of communication techniques, and their appropriate uses

2.01 d) Uses appropriate communication technique(s)

Preceptor Comments: Indicate the skills that require improvement and specify the growth required

S.M.A.R.T Goal: If this transferable skill is below competent, intern completes this section in collaboration with the preceptor

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| | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Transferable Skill P11 – Uses effective verbal communication techniques | U/A | N | A/B | C |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Unable to Assess (U/A): <i>Limited opportunity arose for the intern to complete this transferable skill or it is not applicable to the practice area</i> | | | | |
| Integrated Competencies for Dietetic Education and Practice related to the Transferable Skill (<i>not all need to be met to obtain competence</i>): 2.03 a) <i>Demonstrates knowledge of elements of effective oral communication</i> 2.03 b) <i>Speaks clearly and concisely, in a manner responsive to the needs of the listener(s)</i> 2.04 c) <i>Demonstrates knowledge of ways to engage in respectful communication</i> 2.04 d) <i>Communicates in a respectful manner</i> 2.04 e) <i>Demonstrates knowledge of ways to communicate empathically</i> 2.04 f) <i>Demonstrates empathy</i> 2.04 g) <i>Demonstrates knowledge of ways to establish rapport in communication</i> 2.04 h) <i>Establishes rapport</i> | | | | |
| Preceptor Comments: Indicate the skills that require improvement and specify the growth required | | | | |
| S.M.A.R.T Goal: If this transferable skill is below competent, intern completes this section in collaboration with the preceptor | | | | |
| Transferable Skill P12 – Uses effective non-verbal communication techniques | U/A | N | A/B | C |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Unable to Assess (U/A): <i>Limited opportunity arose for the intern to complete this transferable skill or it is not applicable to the practice area</i> | | | | |
| Integrated Competencies for Dietetic Education and Practice related to the Transferable Skill (<i>not all need to be met to obtain competence</i>): 2.03 c) <i>Demonstrates knowledge of the impact of tone of voice and body language on the communication process</i> 2.03 d) <i>Uses appropriate tone of voice and body language</i> 2.03 e) <i>Recognizes and respond appropriately to non-verbal communication</i> 2.04 a) <i>Demonstrates knowledge of principles of active listening</i> 2.04 b) <i>Utilizes active listening</i> | | | | |
| Preceptor Comments: Indicate the skills that require improvement and specify the growth required | | | | |

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| | | | | |
|---|---|---|---|---|
| <p>S.M.A.R.T Goal: If this transferable skill is below competent, intern completes this section in collaboration with the preceptor</p> | | | | |
| <p>Transferable Skill P13– Uses effective written communication skills</p> | <p>U/A</p> <p style="text-align: center;"><input type="checkbox"/></p> | <p>N</p> <p style="text-align: center;"><input type="checkbox"/></p> | <p>A/B</p> <p style="text-align: center;"><input type="checkbox"/></p> | <p>C</p> <p style="text-align: center;"><input type="checkbox"/></p> |
| <p>Unable to Assess (U/A): <i>Limited opportunity arose for the intern to complete this transferable skill or it is not applicable to the practice area</i></p> | | | | |
| <p>Integrated Competencies for Dietetic Education and Practice related to the Transferable Skill (<i>not all need to be met to obtain competence</i>):</p> <p>2.02 a) <i>Demonstrates knowledge of ways to determine written communication needs of the reader</i></p> <p>2.02 b) <i>Demonstrates knowledge of the elements of effective written material</i></p> <p>2.02 c) <i>Edits written material for style, spelling and grammar</i></p> <p>2.02 d) <i>Writes clearly and concisely, in a manner responsive to the needs of the reader(s)</i></p> <p>2.02 e) <i>Writes in an organized and logical fashion</i></p> <p>2.02 f) <i>Provides accurate and relevant information in written material</i></p> <p>2.02 g) <i>Ensures that written material facilitates communication</i></p> | | | | |
| <p>Preceptor Comments: Indicate the skills that require improvement and specify the growth required</p> | | | | |
| <p>S.M.A.R.T Goal: If this transferable skill is below competent, intern completes this section in collaboration with the preceptor</p> | | | | |
| <p>Transferable Skill P14– Contributes productively to teamwork and collaborative processes</p> | <p>U/A</p> <p style="text-align: center;"><input type="checkbox"/></p> | <p>N</p> <p style="text-align: center;"><input type="checkbox"/></p> | <p>A/B</p> <p style="text-align: center;"><input type="checkbox"/></p> | <p>C</p> <p style="text-align: center;"><input type="checkbox"/></p> |
| <p>Unable to Assess (U/A): <i>Limited opportunity arose for the intern to complete this transferable skill or it is not applicable to the practice area</i></p> | | | | |
| <p>Integrated Competencies for Dietetic Education and Practice related to the Transferable Skill (<i>not all need to be met to obtain competence</i>):</p> <p>2.06 a) <i>Demonstrates knowledge of scenarios where dietetics knowledge is a key element in health care delivery</i></p> <p>2.06 b) <i>Demonstrates knowledge of ways to effectively contribute dietetics knowledge in collaborative practice</i></p> <p>2.06 c) <i>Contributes dietetics knowledge in collaborative practice</i></p> <p>2.06 d) <i>Demonstrates knowledge of scenarios where the expertise of other health care providers is a key element in dietetic practice</i></p> <p>2.06 e) <i>Identifies ways to draw upon the expertise of others</i></p> <p>2.06 f) <i>Draws upon the expertise of others</i></p> <p>2.06 g) <i>Contributes to shared decision making</i></p> | | | | |

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- 2.06 h) *Demonstrates knowledge of principles of teamwork and collaboration*
 2.06 i) *Facilitates interactions and discussions among team members*
 2.04 k) *Demonstrates knowledge of principles of negotiation and conflict management*
 2.04 l) *Applies principles of negotiation and conflict management*

Preceptor Comments: Indicate the skills that require improvement and specify the growth required

S.M.A.R.T Goal: If this transferable skill is below competent, intern completes this section in collaboration with the preceptor

Transferable Skill P15– Contributes to the **learning of others**, using formal and informal methods

U/A

N

A/B

C

Unable to Assess (U/A):

Limited opportunity arose for the intern to complete this transferable skill or it is not applicable to the practice area

Integrated Competencies for Dietetic Education and Practice related to the Transferable Skill (*not all need to be met to obtain competence*):

- 2.05 a) *Recognizes opportunities to contribute to the learning of others*
 2.05 b) *Demonstrates knowledge of ways to assess the prior knowledge and learning needs of others*
 2.05 c) *Assesses the prior knowledge and learning needs of others*
 2.05 d) *Demonstrates knowledge of educational strategies relevant to practice, and their appropriate uses*
 2.05 e) *Selects and implements appropriate educational strategies*
 2.05 f) *Demonstrates knowledge of learning resources, and their appropriate use in practice*
 2.05 g) *Selects learning resources*
 2.05 h) *Demonstrates knowledge of ways to develop learning resources*
 2.05 i) *Develops learning resources*
 2.05 j) *Demonstrates knowledge of ways to establish and assess learning outcomes*
 2.05 k) *Establishes and assesses learning outcomes*
 2.05 l) *Demonstrates knowledge of ways to develop and deliver effective group educational sessions*
 2.05 m) *Delivers group educational sessions*

Preceptor Comments: Indicate the skills that require improvement and specify the growth required

S.M.A.R.T Goal: If this transferable skill is below competent, intern completes this section in collaboration with the preceptor

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| | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Transferable Skill P16 – Articulates the role of the dietitian to clients, patients, colleagues, and others | U/A | N | A/B | C |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Unable to Assess (U/A):

Limited opportunity arose for the intern to complete this transferable skill or it is not applicable to the practice area

Integrated Competencies for Dietetic Education and Practice related to the Transferable Skill (*not all need to be met to obtain competence*):

- 1.12 a) *Demonstrates knowledge of principles of advocacy*
- 1.12 b) *Identifies advocacy opportunities and activities in dietetic practice*
- 1.12 c) *Identifies opportunities for advocacy relevant to practice setting*

Preceptor Comments: Indicate the skills that require improvement and specify the growth required

S.M.A.R.T Goal: If this transferable skill is below competent, intern completes this section in collaboration with the preceptor

AREAS OF STRENGTH

Preceptor completes this section in discussion with the intern. Preceptors should provide specific examples to support these strengths

Preceptor Comments on Strength #1:

Preceptor Comments on Strength #2:

Preceptor Comments on Strength #3:

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List any other Transferable Skill(s) by number and statement that are not on the form but should be ranked as they were observed in the rotation. Use the space below.

| TRANSFERABLE SKILL: | RATING | | |
|---------------------|-----------------------------------|-------------------------------------|-----------------------------------|
| | N <input type="checkbox"/> | A/B <input type="checkbox"/> | C <input type="checkbox"/> |

COMMENTS:

| TRANSFERABLE SKILL: | RATING | | |
|---------------------|-----------------------------------|-------------------------------------|-----------------------------------|
| | N <input type="checkbox"/> | A/B <input type="checkbox"/> | C <input type="checkbox"/> |

COMMENTS:

Interns Comments on the Evaluation:

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Date: _____

Placement Site: _____

Intern's Name: _____

Intern's Signature: _____

Preceptor's Name and Credentials: _____

Preceptors Signature: _____

Preceptor Evaluation was shared:

- Yes**
- No**