

TEXAS WIC DIETETIC INTERNSHIP

FOOD SERVICE SUPERVISED EXPERIENCES AND ASSIGNMENTS

Type of Experience	Assignment
1. Self Evaluation	Review with Preceptor Completed Intern's Self Evaluation of Ability to Perform Food Service Management Supervised Experiences with written goals for supervised experience.
2. Child Nutrition Program	Write a report on the organizational structure of the Child Nutrition Program (CNP) at federal, state and local level.
3. USDA Commodities	Write a report on the role of USDA donated commodities in the Child Nutrition Program.
4. Confidentiality Issues	Write report on policies and procedures on confidentiality pertaining to students' eligibility for free and reduced price meals, food service personnel and other food service information.
5. FSM Journal Resources	Identify professional and trade journals with topics pertinent to the Child Nutrition Program and/ or Food Service Management.
6. FSM Internet Resources	Identify internet sites with topics pertinent to the Child Nutrition Program and/ or Food Service Management.
7. Mission and Goals	Identify mission and goals of school district and it's Child Nutrition Program.
8. Professional Attributes	Identify professional training, experience, continuing education activities and professional philosophy of preceptor.
9. Food Service Management	Determine the system in place for the control of both food costs and food quality of cafeteria food from menus to standardized recipes, production planning, purchasing, receiving practices, storage, inventory control, ingredient room, cafeteria service, and production records.
10. Menu Planning	Write one week of menus for breakfast and lunch for target population.
11. Nutrient Analysis of Menus	Use a computer analysis program or a nutrient table to determine nutritional adequacy for target population of one week of your written menus.
12. Food Production Plans	Prepare one week of production sheets for both breakfast and lunch for your written menus.
13. Food Costs	Calculate the cost of food items for your breakfast and lunch menus.
14. Labor Costs	Calculate the cost of labor for your breakfast and lunch menus.
15. Standardized Recipes	Supervise and/ or perform the standardization of one recipe.
16. Customer Satisfaction Survey	Develop and supervise the implementation of surveys to rate students satisfaction with a food item or with food service depending on preceptor's recommendation.
17. Plate Waste Analysis	Supervise and/ or perform a plate waste analysis.
18. Facility Management	Develop a plan for the acquisition of a new piece of equipment including justification for the purchase of the equipment, development of specifications for the purchase order and a facility plan showing placement of the equipment.
19. Employee Safety	Conduct a historical safety review of school food service and their employees.
20. Quality Improvement	Conduct a quality improvement audit including a sanitation audit using district's form.
21. Employee Education	Prepare and give one in-service presentation to food service employees.
22. Nutrition Education	Prepare and give one class on nutrition to students.
23. Special Needs Children	Write a report on how children with special needs are accommodated in the school environment and by the child nutrition program.
24. Legislative	Write a letter to your U.S. or State Senator or Representative on the value of the Child Nutrition Program.
25. Human Resources	Participate in hiring and on-the-job training of new employees.
26. Marketing	Plan, coordinate and implement one marketing activity, such as a newsletter (for parents, students or teachers) about current nutrition topic.
27. Business Plan	Prepare yearly business or operating plan for Child Nutrition Program at district level or one specific feeding site.

**NUTRITION THERAPY SUPERVISED EXPERIENCES AND ASSIGNMENTS
ACUTE CARE**

Type of Experience	Assignment
1. Self Evaluation	Review with Preceptor Completed Intern's Self Evaluation of Ability to Perform Nutrition Therapy Supervised Experiences with written goals for supervised experience.
2. Patient's Rights Issues	Identify the patient's rights issues that affect the compliance of patients with nutrition and feeding recommendations.
3. Confidentiality Issues	Identify policies and procedures on confidentiality pertaining to patients and facility information.
4. Diet Modifications	Study facility's guidelines and manuals for nutrition therapy and know foods, fluids, snacks, and condiments served on each modified diet.
5. Food Service Systems	Identify systems used by Food Service to communicate nutrition needs and translate to foods served.
6. Nutrition Therapy Components	Identify the processes clinical dietitians use to conduct nutrition assessments, interview and counsel patients, design interventions and documentation of work.
7. Mission and Goals	Identify mission and goals of medical center and the Food Service / Nutrition Department.
8. Professional Attributes	Identify professional training, experience, continuing education activities and professional philosophy of preceptor.
9. Nutrition Screening	Conduct an audit of Nutrition Screening Process used by facility to identify patients in need of nutrition consultation / intervention by Registered Dietitian.
10. Nutrition Assessment, Intervention, Documentation	Perform assessment, intervention planning and documentation.
11. Nutrition Counseling	Provide Nutrition Counseling to patients with a variety of nutrition needs.
12. Nutrition Education	Provide Nutrition Education to patients with a variety of nutrition needs.
13. Case Study	Prepare and present a case study of a patient with a less complicated health condition.
14. Food and Nutrition Intake Monitoring	Monitor patient's food intake and calculate nutrient intake.
15. Oral Supplements	Evaluate nutrition contribution of oral nutrition supplements.
16. Tube Feedings	Evaluate nutritional adequacy of tube feeding regimens.
17. Nutrition Assessment, Intervention, Documentation Complicated Cases	Perform assessment, intervention planning and documentation for more complicated health conditions.
18. Complicated Case Study	Prepare and present a case study of a patient with a complicated health condition.
19. Parenteral Feedings	Evaluate nutritional adequacy of parenteral feeding regimens.
20. Transitional Feedings	Develop and implement transitional feeding plans.
21. Coordination of Care	Coordinate nutrition care among caregivers.
22. Interdisciplinary Therapy Teams	Conduct nutrition care component of interdisciplinary team conferences to discuss patient/ client treatment and / or discharge planning.
23. Referral of Patients	Identify discharge planning process for referral of patients to appropriate community services for general health and nutrition needs.
24. Reimbursement	Identify process for obtaining reimbursement for Nutrition Therapy Services.
25 Renal Dialysis	Perform assessment, intervention planning and documentation for patients on renal dialysis.

NUTRITION THERAPY SUPERVISED EXPERIENCES AND ASSIGNMENTS PEDIATRICS

Type of Experience	Assignment
1. Self Evaluation	Review with Preceptor Completed Intern's Self Evaluation of Ability to Perform Nutrition Therapy Supervised Experiences with written goals for supervised experience.
2. Patient's Rights Issues	Identify the patient's rights issues that affect the compliance of patients with nutrition and feeding recommendations.
3. Confidentiality Issues	Identify policies and procedures on confidentiality pertaining to patients and facility information.
4. Diet Modifications	Study facility's guidelines and manuals for nutrition therapy and know foods, fluids, snacks, and condiments served on each modified diet.
5. Food Service Systems	Identify systems used by Food Service to communicate nutrition needs and translate to foods served.
6. Nutrition Therapy Components	Identify the processes clinical dietitians use to conduct nutrition assessments, interview and counsel patients, design interventions and documentation of work.
7. Mission and Goals	Identify mission and goals of medical center and the Food Service / Nutrition Department.
8. Professional Attributes	Identify professional training, experience, continuing education activities and professional philosophy of preceptor.
9. Nutrition Screening	Conduct an audit of Nutrition Screening Process used by facility to identify patients in need of nutrition consultation / intervention by Registered Dietitian.
10. Nutrition Assessment, Intervention, Documentation	Perform assessment, intervention planning and documentation.
11. Nutrition Counseling	Provide Nutrition Counseling to patients with a variety of nutrition needs.
12. Nutrition Education	Provide Nutrition Education to patients with a variety of nutrition needs.
13. Case Study	Prepare and present a case study of a patient with a less complicated health condition.
14. Infant Formulas	Calculate nutrition contribution of formula regimens for five patients.
15. Tube Feedings	Evaluate nutritional adequacy of tube feeding regimens.
16. Parenteral Feedings	Evaluate nutritional adequacy of parenteral feeding regimens.
17. Transitional Feedings	Develop and implement transitional feeding plans.
18. Interdisciplinary Therapy Teams	Conduct nutrition care component of interdisciplinary team conferences to discuss patient/ client treatment and / or discharge planning.
19. Referral of Patients	Identify discharge planning process for referral of patients to appropriate community services for general health and nutrition needs.
20. Reimbursement	Identify process for obtaining reimbursement for Nutrition Therapy Services.

PROFESSIONAL DEVELOPMENT SUPERVISED EXPERIENCES AND ASSIGNMENTS

Type of Experience	Assignment
1. Self Assessment	Complete self assessments prior to the internship's supervised experiences.
2. Professional Development Portfolio	Prepare a Professional Development Portfolio
3. Life Long Learning Activities	Report on attendance at Texas Dietetics Association (TDA) Food and Nutrition Conference and Exhibition (FNCE)
4. Legislative Issues	Attend session with TDA lobbyist and legislative chair at TDA FNCE.
5. Legislative and Public Policy Processes	Visit and present a one-page biography of yourself to your state congress representative regarding your availability as an expert on nutrition from their district

COMMUNITY NUTRITION SUPERVISED EXPERIENCES AND ASSIGNMENTS - PUBLIC HEALTH NUTRITIONIST

- A1. Orientation to Community Nutrition site and organization with preceptor**
1. Discuss goals for community nutrition experience with preceptor.
 2. Discuss policies and procedures on confidentiality pertaining to clients, agency, etc.
 3. Review organization chart of facility and identify how nutrition program fits into organization.
 4. Review pertinent policies and procedures of organization
 5. Work effectively with all members of nutrition staff, professional and support staff.
- A2. Essential Public Health Nutrition Functions**
1. Identify the essential functions of Public Health Nutrition
- A3. Public Health Leadership**
1. Discuss with Public Health Nutritionist the job description for their position
 2. Participate in a variety of meetings with the Public Health Nutritionist, eg, staff, professional, community and political
- A4. Mass Media Communications**
1. Study strategies for dealing with media. Create a mass media communication.
- A5. Public Health Initiative**
1. Participate in a public health nutrition initiative and describe experience.

COMMUNITY NUTRITION SUPERVISED EXPERIENCES AND ASSIGNMENTS - BREASTFEEDING

- B1. Orientation to Community Nutrition site and organization with Preceptor**
1. Discuss goals for community nutrition experience with preceptor
- B2. Nutrition Intervention – Breastfeeding**
1. Provide dietetic education and breastfeeding counseling over a “warm line” phone intervention.
- B3. Nutrition Care Plans – Breastfeeding**
1. Select two clients and review charts. Obtain weight, length and head circumference measurements and document on growth chart. Conduct nutrition assessments and interviews. Implement interventions including counseling.

COMMUNITY NUTRITION SUPERVISED EXPERIENCES AND ASSIGNMENTS - SPECIAL NEEDS CHILDREN

- B4. Orientation to Community Nutrition site and organization with preceptor**
1. Discuss goals for community nutrition experience with preceptor.
- B5. Nutrition Care Plans - Special Needs Children**
1. Select two patients with conditions requiring nutrition therapy. Conduct nutrition assessment using patient chart and patient/family interviews to obtain data. Design and implement care plans for each including recommendations for menus or formulas as indicated by the client's health status
- B6. Reimbursement of Nutrition Therapy Services**
1. Identify the process for obtaining reimbursement for nutrition therapy services. Identify the forms and codes used for both public and private insurers. Identify how fees are determined.
- B7. Special Formula Approval**
1. Process requests from WIC agencies requesting approval of special formulas using designated policies and procedures.

COMMUNITY NUTRITION SUPERVISED EXPERIENCES AND ASSIGNMENTS - PRIVATE PRACTICE DIETITIAN

- C1. Orientation to Community Nutrition site and organization with preceptor**
1. Discuss goals for community nutrition experience with preceptor.
 2. Identify scope of dietitian's practice. Type of clients served, types of services rendered, sites where services are performed, etc., methods of compensation for services.
- C2. Reimbursement of Nutrition Therapy Services**
1. Identify the process for obtaining reimbursement for nutrition therapy services. Identify the forms and codes used for both public and private insurers. Identify how fees are determined.
- C3. Referrals**
1. Identify the referral sources for the dietitian's services (who refers to the dietitian) and the types of referrals made by each source.
 2. Identify the referral resources, both professional and community services, to which the RD refers clients. Identify the types of problems referred to each.

COMMUNITY NUTRITION SUPERVISED EXPERIENCES AND ASSIGNMENTS HEADSTART

D1. Orientation to Community Nutrition Site and Organization with Preceptor

1. Discuss goals for community nutrition experience with preceptor.
2. Discuss policies and procedures on confidentiality pertaining to clients, agency
3. Review organization chart of facility and identify how nutrition program fits into Headstart and how Headstart fits into organizational structure.
4. Review pertinent policies and procedures of organization
5. Work effectively with members of nutrition staff, professional and support staff.
6. Identify the mission and the goals of the program and summarize the processes utilized by the program to meet these goals and the funding sources that support the program.
7. Identify the registered dietitian's role in Headstart. What services does the RD provide and how frequently (total hours per month)? How is the RD compensated for services and at what approximate rate? Is this adequate involvement by an RD in Headstart? And why? Is this adequate compensation?

D2. Lifespan Nutrition and Food Production

1. Prepare one week of menus that meet normal nutrition needs of preschool children and the federal nutrition standards and guidelines for Headstart program. Revise menus to meet needs of children with dairy allergies.
2. Monitor (audit) quantity and quality of meals, including portion sizes, quantity prepared, serving temperatures, sanitation and safety standards met, leftovers and impact on budget.
3. Develop and supervise the implementation of surveys to rate clients satisfaction with food served.

D3. Nutrition Screening, Assessment, and Documentation

1. Identify nutrition screening tools including nutrition history, medical/social/drug history, anthropometric measurements and clinical indicators. Write recommendations for improving nutrition screening processes.
2. Identify nutrition assessment tools including nutrition history, medical/social/drug history, anthropometric measurements and clinical indicators. Write recommendations for improving nutrition assessment processes.

D4. Nutrition Education Class for Clients

1. Prepare and give one class on nutrition to Headstart children. Develop a corresponding self-paced lesson to be sent home with caregiver(s).

COMMUNITY NUTRITION SUPERVISED EXPERIENCES AND ASSIGNMENTS SENIOR NUTRITION

E1. Orientation to Community Nutrition Site and Organization with Preceptor

1. Discuss goals for community nutrition experience with preceptor.
2. Discuss policies and procedures on confidentiality pertaining to clients, agency,
3. Review organization chart of facility and identify how nutrition program fits into organization.
4. Work effectively with members of nutrition staff, professional and support staff.
5. Identify the mission and the goals of the program and summarize the processes the program uses to meet these goals and it's funding sources.
6. Identify the registered dietitian's role in Senior Nutrition Program.

E2. Lifespan Nutrition and Food Production

1. Prepare one week of menus that meet normal nutrition needs of seniors and the federal nutrition standards and guidelines.
2. Monitor (audit) quantity and quality of meals.
3. Develop and supervise the implementation of surveys to rate clients satisfaction with food served

E3. Nutrition Screening, Assessment, and Documentation

1. Identify nutrition screening tools including nutrition history, medical/social/drug history, anthropometric measurements and clinical indicators. Is DETERMINE nutrition screening tool used? Write recommendations for improving nutrition screening processes.
2. Identify nutrition assessment tools including nutrition history, medical/social/drug history, anthropometric measurements and clinical indicators. Write recommendations for improving nutrition assessment processes.

E4. Nutrition Education Class for Clients – Senior Nutrition

1. Prepare and give one class on nutrition to clients.

COMMUNITY NUTRITION SUPERVISED EXPERIENCES AND ASSIGNMENTS TEXAS COOPERATIVE EXTENSION

F1. Orientation to Community Nutrition Site and Organization with Preceptor

1. Review goals for community nutrition experience with preceptor.
2. Discuss policies and procedures on confidentiality pertaining to clients, agency
3. Review organization chart of facility and identify how program fits into organizational structure
4. Review pertinent policies and procedures of organization
5. Identify the mission and the goals of the program and summarize the processes utilized by the program to meet these goals and the funding sources that support the program.
6. Identify community statistics collected by Texas Cooperative Extension to be used in designing nutrition intervention programs.

F2. Health Promotion / Disease Prevention Planning and Intervention (or substitute assignment)

1. Assist in health promotion planning and development including strategies, health promotion information and evaluation of understanding. Develop and review educational materials.

COMMUNITY NUTRITION SUPERVISED EXPERIENCES AND ASSIGNMENTS FOOD BANK

G1. Orientation to Community Nutrition Site and Organization with Preceptor

1. Review goals for community nutrition experience with preceptor.
2. Discuss policies and procedures on confidentiality pertaining to clients, agency
3. Review organization chart of facility and identify how nutrition program fits into organization.
4. Review pertinent policies and procedures of organization
5. Identify the mission and the goals of the program and summarize the processes utilized by the program to meet these goals and the funding sources that support the program. Identify how the program determines the extent of need for their services within the community

G2. Consult with Organization regarding Food

1. Work one day at a local food bank and assist in obtaining sorting, bagging food for distribution and/ or service of prepared food. Consult with administrators regarding food access for target populations. Write summary of flow of food from outside sources through food bank to food recipients.
2. Determine if adequate instructions on how to safely handle food and how to group nutritious combinations of foods are posted or available for people bagging foods for distribution, if not develop such instructions.

COMMUNITY NUTRITION SUPERVISED EXPERIENCES AND ASSIGNMENTS

WIC ADVANCED NUTRITION SERVICES AND WIC MANAGEMENT

H1. Orientation to Community Nutrition Site and Organization with Preceptor

1. Review self-evaluation and goals for community nutrition experience with preceptor.
2. Discuss then summarize policies and procedures on confidentiality pertaining to clients, agency, etc
3. Review organization chart of facility and identify how WIC program fits into organizational structure
4. Review policies and procedures of organization

H2. Nutrition Screening, Assessment, and Documentation

1. Observe, assist and then supervise (or audit) personnel responsible for income eligibility, nutrition screening and documentation. Perform audit to determine if documentation is complete and accurate and if appropriate referrals were made. Make recommendations based on audit findings.
2. Observe, assist and then supervise (or audit) personnel responsible for nutrition assessment and documentation. Perform audit to determine if documentation is complete and accurate and if appropriate referrals were made. Make recommendations based on audit findings.

H3. Nutrition Care Plans

1. Select five clients with conditions requiring nutrition therapy high risk counseling. Review current medical and nutrition therapies for each. Conduct nutrition assessment using medical records, physician's referral information, client/ family interviews, anthropometric measurements and laboratory data. Design and implement care plans for each. Implement interventions including counseling for nutrition skills development. Document assessment, interventions and recommendations. Write summary of counseling session.

H4. Nutrition Education Class for Professional and/ or Paraprofessional Staff

1. Prepare and give one nutrition education class to WIC professional and/ or paraprofessional staff

H5. Point-of-care Testing)

1. Participate in hematocrit/ hemoglobin testing following established procedures.

H6. General Health Assessment

1. Conduct a general health assessment including blood pressure and vital signs.

H7. Community Resources

1. Develop a Community Resources Notebook , include Community Sources that Refer Clients to WIC and Community Resources for Referral of WIC Clients - Professionals, Agencies, Etc.

H8. Referrals

1. Review guidelines for referrals to primary care providers and appropriate community agencies. Identify three clients who should be referred to other dietetic professionals or agencies.

H9. Human Resources

1. Attend management meetings
2. Supervise the on the job training or orientation for an employee
3. Develop a job description and standards of performance for an employee.
4. Participate in a simulation of a prospective employee interview. Develop interview questions using EEOC and DSHS guidelines.
5. Participate in a simulation of an employee evaluation of performance / counseling session.
6. Develop one month staffing schedule for assigned clinic and include contingency plans for staff absences.
7. Identify Human Resources issues and concerns that may need to be addressed as a supervisor.

H10 Financial Data

1. Learn standard and process for completing daily and monthly reports, including data, forms, etc. Assist, perform and then supervise the preparation of daily and monthly reports

H11. Marketing Plan Development

1. Participate in preparation of marketing plan. Prepare marketing plan specifically addressing financial, human, physical and material resources and services for one WIC program.

H12. Operating Plan Development

1. Participate in preparation of operating and capitol budget. Prepare business plan addressing financial, human, physical, material resources and services including “what is” and projection of future plans.

H13. Organizational Change

- 1 Follow the flow of one client through the WIC system through initial referral to termination of benefits, including financial records and reports.
2. Train staff in principles of Patient Flow Analysis (PFA) and supervise collection and input of data. Complete PFA using computer. Facilitate discussion and interpretation of data with WIC CQI team

H14. Facility Management

1. Study American Disabilities Act (ADA) requirements for facilities. Study facility planning reference for clinic space. Complete ADA form 504 Checklist for Clinic Facilities for assigned facility
2. Design and equip new clinic space or redesign existing space given space parameters, budget restraints, projected case load and staffing.