

**Be Well Solutions Dietetic Internship Program**

Foodservice Prior Assessed Learning

Rotation Competency Assessment Form

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| **Employee’s Name:** | **Facility Name**: |
| **Supervisor’s Name:** | **Dates of experience:** |

The objective of this assessment is to determine the employee’s eligibility to receive prior assessed learning credits to apply to BWS DI’s Foodservice rotation. Candidates with sufficient experience in terms of both skill development and duration will be permitted to opt out of some or all supervised practice hours and CRDNs assigned to the foodservice rotation. Our aim is to facilitate a collaborative evaluation between the employee and supervisor.

**Employee Instructions**: Listed below are the ACEND-required learning competencies (CRDN) assigned to the BWS DI Foodservice Supervised Practice Experience. After reviewing each competency, please choose the CRDN(s) you feel you have fulfilled based on your prior experience and provide further explanation of that experience, being as detailed as possible. For each experience, describe the skills and level of expertise that you obtained. If there is documentation to support the experience, please include it in the PAL Portfolio, mentioned in the application, and reference it here in the “PAL Portfolio Documentation” column for that corresponding CRDN. *For further examples of documentation, please refer to the PAL Portfolio instructions.* A given experience can be applied toward the fulfillment of more than one CRDN.

**Supervisor Instructions:** Please indicate a grade for each competency utilizing the performance standards listed below. The employee must receive a 4 or better to receive PAL credit for the competency. Please include additional comments as needed to explain your ratings.

**Grade Scale**

*Definition of Performance Standards:*

|  |  |
| --- | --- |
| 1 = N/A | Not available or not applicable Please make every effort to provide experiences that allow the intern to meet all competencies listed as some competencies are only available in one rotation. Thus, having competencies with N/A next to them necessitates that those competencies be incorporated into another rotation that may or may not be appropriate for that rotation/facility. If you are unsure how to include a competency in an activity, please contact the Dietetic Internship Director. |
| 2 = Incomplete | Work is technically inaccurate or incomplete. Tasks do not meet expectations and are thrown together without much thought. Projects lack detail and/or are unorganized. Displays unprofessional behavior or negative attitude. This score is only applicable when the intern is required to perform a task or produce an end product. |
| 3 = Assisted | Tasks are completed with initial directions and frequent feedback, frequent supporting cues, over a delayed time period as a result of the intern’s work, with intern rarely demonstrating critical thinking skills. Completes tasks in a professional manner, usually displaying a positive attitude. This score also applies to the projects in which the intern observes a process or event. A score of ‘3’ would indicate attendance. |
| 4= Supervised | Tasks are completed with initial directions and periodic feedback, occasional supporting cues, in a reasonable time period, with intern occasionally demonstrating critical thinking skills. Offers analyses and evaluations of obvious factors. Sometimes demonstrates a comprehensive approach. Projects are detailed and organized. Completes all tasks in a professional manner, displaying a positive attitude. This score also applies to the projects in which the intern observes a process or event. A score of ‘4’ would indicate a positive attitude, thoughtful questions, and insightful comments. |
| 5 = Independent | Tasks are completed with minimal initial directions, minimal supporting cues, in an expedient time period, with intern frequently demonstrating critical thinking skills. Thoughtfully analyzes and evaluates all factors and demonstrates a comprehensive approach. Draws warranted judicious conclusions. Demonstrates “linking” previous knowledge to current situation. Projects are detailed, organized, and complete. Completes all tasks in a professional manner, displaying a positive attitude. This score is only achievable when the intern is required to perform a task or produce an end product. |

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| **Employee’s Section** | | | **Supervisor’s Section** |
| **Competencies** | **Description of Learning Experience/Responsibilities** | **PAL Portfolio Documentation** | **Supervisor’s Evaluation** |
| **Professional Practice Expectations: Beliefs, values, attitudes, and behaviors for the nutrition and dietetics practitioner level of practice.** | | | |
| CRDN 2.8 Demonstrate negotiation skills. | *(Example: As a Foodservice Director for 2 years, one of my major*  *responsibilities is to prepare RFPs and negotiate vendor contracts covering the purchasing of food, non-food*  *products and equipment for all campus foodservice operations and cafeterias)* | *(Example: Request for Proposal – RFP)* | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 |   Comments: |
| **Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.** | | | |
| CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources. |  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 |   Comments: |
| CRDN 3.14 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. |  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 |   Comments: |
| **Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.** | | | |
| CRDN 4.1 Participate in management functions of human resources (such as hiring, training and scheduling). |  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 |   Comments: |
| CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food. |  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 |   Comments: |
| CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment. |  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 |   Comments: |
| **Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.** | | | |
| CRDN 5.6 Promote team involvement and recognize the skills of each member. |  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 |   Comments: |

**Additional Comments:**

**Total hours of experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attestation**

By signing this, I attest that the experiences/responsibilities and/or knowledge outlined above were achieved during the employee’s position at our facility and I confidently believe they are competent in each of the learning competencies that received a 4 or better in my assessment.

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_