

COURSE SYLLABUS DIET 252 PRACTICUM IN DIETETICS II

INSTRUCTOR: Donna Pace, MBA, LDN, RD, Associate Professor

COMMUNICATION: Students are required to maintain communication with instructor through email and Blackboard Academic Suite
504-671-6227 (office)
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CREDIT HOURS: Total 6
Didactic 0 Practice 24 Laboratory 0

COURSE DESCRIPTION:

Dietetic supervised practice in clinical, administrative, and community settings, including hospitals, long term care facilities, community dietetics, research and industry. This course is coordinated with and taught concurrently with DIET 208 Institutional Foods for Health Care. Didactic education and the supervised practicum are coordinated to allow the student to apply knowledge obtained in the Dietetics didactic classes.

COURSE GOAL:

The course provides the student with learning experiences needed to develop the specific competencies of a Dietetic Technician in clinical, administrative and community settings.

PREREQUISITES: DIET 251 Practicum in Dietetics I

CO-REQUISITES: DIET 208 Institutional Foods for Health Care

STUDENT LEARNING OUTCOMES:

The student will be able to:

1. Conduct and document nutrition screening and assessment of nutrition status of individual patients/residents/clients. Obtain nutrition related health data for patients/residents/clients: biochemical, medical history, medication, drug-nutrient interactions and physical data and vital signs (blood pressure, temperature, pulse and respiration).
2. Assist with design and implementation of nutrition care plans as indicated by the patients/residents/clients health status. Utilize established parameters to determine nutrition risk for purposes of referral of patients to other dietetics professionals.
3. Monitor patients/residents/clients food and/or nutrient intake.
4. Participate in the selection, monitoring, and evaluation of standard enteral nutrition regimens including implementation of transition feeding plans.
5. Provide and document nutrition education to patients/residents/clients.
6. Participate in interdisciplinary team conferences to discuss patients/residents/clients treatment and discharge planning.
7. Refer patients/residents/clients to appropriate community services for general health, nutrition needs and to other primary care providers as appropriate.
8. Participate in quality improvement, including systems and customer satisfaction for dietetics service and/or practice.
9. Act as a liaison between health care team and dietetic operations.
10. Calculate, monitor, and evaluate the special enteral formulas and supplements ordered for patients. Observe the storage, preparation, and delivery system required for enteral and parenteral formulas and supplements.
11. Plan, evaluate and critique the master menu plan for the facility giving consideration to the principles to menu planning.
12. Participate in the purchase procedures for food and non food items.
13. Participate in inventory procedures: receiving, issuing, storage and physical inventory.
14. Evaluate a standardized recipe currently in use at the facility.

15. Participate in the planning of work schedules for employees.
16. Evaluate and supervise the sanitation and safety procedures utilized by the facility and recommend appropriate compliance.
17. Supervise production of food that meets nutritional guidelines, cost parameters, and consumer acceptance.
18. Assist with marketing functions. Participate in the planning and production of theme meals and/or catered events.
19. Plan, organize and conduct an in-service training workshop for food service personnel.
20. Demonstrate the proper use, cleaning, and safety precautions for large food service equipment.
21. Demonstrate knowledge of cost control systems and procedures used by the food service manager.
22. Participate in human resources functions. Describe the personnel procedures for hiring, evaluation, and discipline of food service employees.
23. Participate in an ongoing nutrition research project.
24. Participate in community based or worksite health promotion/disease prevention programs.
25. Participate in development and evaluation of community based food and nutrition program.
26. Implement and maintain community based food and nutrition programs through planning, implementing and evaluating health fairs and National Nutrition Month activities.
27. Conduct education and training for target groups.
28. Assist with development and review of educational materials for target populations.
29. Discuss the institutional food service equipment procurement process.
30. Develop a portfolio to exhibit student's practicum experiences, projects and activities for future reference in career and educational pursuits.
31. Utilize the "Code of Ethics for the Profession of Dietetics" as a guide for professional practice and conduct.

REQUIRED TEXT

Policies and Procedures Manual for Dietetic Technician Students
Understanding Normal and Clinical Nutrition, Seventh Edition, Whitney, Cataldo, Rolfes
West Publishing Co., 2006
Serve Safe Essentials, National Restaurant Association

REFERENCES

Diet Manual for Health Care Facility
Quantity Food Preparation, Standardizing Recipes and Controlling Ingredients, P.
Buchanan, 3rd edition
Nutrition Care in Nursing Facilities, Consultant Dietitians in Health Care Facilities, 2nd
edition

EVALUATION

See attached Grade Worksheet

GRADING

100-93 = A
92-85 = B
84-77 = C
76-65 = D
Below 65 = F

A student must have a minimum passing grade of 77% to complete the Dietetic Technician program.

DELGADO COMMUNITY COLLEGE
DIET 252 Practicum in Dietetics II

Students will be assigned to practicum sites on Mondays, Wednesdays, and Fridays for an 8 hour day

DATES	ASSIGNMENT
WEEK 1	Course Orientation <ul style="list-style-type: none"> • Program Policies and Procedures • Serve Safe Certification Course and Exam • Research: Field visit to Pennington Biomedical Research Facility • Food Service Equipment: Field Visit to Loubat Food Service Equipment Company
WEEK 2	Food Service Management Supervised Practice Experience <ul style="list-style-type: none"> • Orientation to Food Service Department • Organizational Chart • Policies and Procedure • Orientation to Food Service Department • Organizational Chart
WEEK 3	Food Service Management Supervised Practice Experience <ul style="list-style-type: none"> • Introduction to Resident Medical Records • Nutrition screening/assessment • Enteral Feedings, formulas • Nutrition Care Plans and Nutrition Counseling • Special Diet standards, Diet Manual
WEEK 4	Food Service Management Supervised Practice Experience <ul style="list-style-type: none"> • Food Production • Meal Service • Facility Management • Food Service Equipment
WEEK 5	Food Service Management Supervised Practice Experience <ul style="list-style-type: none"> • Sanitation and Safety • Standardized Recipes • Modified Recipes • Menu Cycle, • Nutrition Analysis
WEEK 6	Food Service Management Supervised Practice Experience <ul style="list-style-type: none"> • Organizational Planning • Quality Assurance, Job Descriptions • Employee Supervision • Scheduling • Employee Performance Evaluation Procedures
WEEK 7	Food Service Management Supervised Practice Experience <ul style="list-style-type: none"> • Procurement • Inventory • Cost Control
WEEK 8	Food Service Management Supervised Practice Experience <ul style="list-style-type: none"> • Theme Meal • In-Service Training • Staff Relief

DATES	ASSIGNMENT
WEEK 9	School Food Service Supervised Practice Experience <ul style="list-style-type: none"> • Orientation to School Food Service • School Food Service Management
WEEK 10	Service Learning Projects <ul style="list-style-type: none"> • Second Harvest Food Bank • The Rebuild Center for Homeless
WEEK 11	Service Learning Project <ul style="list-style-type: none"> • Develop and Implement a Community Nutrition Program for Delgado Community College, "Women in Search of Excellence" Program
WEEK 12	Community Nutrition Practice Experience <ul style="list-style-type: none"> • Orientation to Community Nutrition Programs • Research
WEEK 13	Community Nutrition Program <ul style="list-style-type: none"> • Screening and Assessment • Program Management • Legislative Activities
WEEK 14	Community Nutrition Program <ul style="list-style-type: none"> • Education, Counseling and Training • Marketing Activities
WEEK 15	Worksite Health Promotion Program <ul style="list-style-type: none"> • Wellness Wednesday Project at Delgado Community College

FOOD SERVICE MANAGEMENT LEARNING ACTIVITY ASSIGNMENT

ASSIGNMENT	ACTIVITIES/PROJECTS (document in portfolio of practicum experiences)
Orientation to Food Service Department, Organizational Chart	<p>A1. Review and describe Policy and Procedure Manual for the Facility</p> <p>A2. Organization: Write an organizational chart for the Food Service Department. Include all levels of employees.</p>
Introduction to Resident Records Nutrition screening/assessment Enteral Feedings, formulas Nutrition Care Plans and Nutrition Counseling Special Diet standards, Diet Manual	<p>C1. Describe the Diet Manual used by the facility.</p> <p>C2. Describe the ownership or corporate management of the facility. Include the Mission Statement of the Facility.</p> <p>C3. List various state, federal and local organizations or agencies that regulate and/or accredit the facility. Describe the oversight procedures conducted by the regulating/accrediting agency.</p> <p>C4. List and describe the modified diets currently in use at the facility. Describe the system used to identify patient meals and menu modifications. (Tray ticket system)</p> <p>C5. Describe the production methods used for the preparation of foods served on modified diets.</p> <p>C6. Describe the positioning and tools used for independent eating. Consult with the occupational and speech therapists working at the facility.</p> <p>C7. Participate in and describe the system used for nutritional assessment and nutritional management of residents. Attach completed copies of tools and forms used.</p> <p>C8. Monitor residents food and nutrient intake. Attach completed copies of tools and forms used.</p> <p>C9. Participate in care plan conferences to discuss resident treatment and discharge planning. Describe the community services available for referral of residents.</p>
Food Production Meal Service Facility Management Food Service Equipment	<p>A4. Food Production: Participate in the planning and preparation of breakfast and lunch meals. Rotate throughout the facility by working with preparation of different food items (entree, salads, vegetables, desserts, beverages). Describe your experience.</p> <p>A5. Meal Service Describe the appropriate serving utensils used for accurate portion control. List and quantify the various ladle and scoop sizes used for menu items. Develop and implement a garnish for a menu item. Participate in the meal service and describe the system and equipment used.</p> <p>A6. Food Service Equipment: A. Set up an information folder for 1 piece of large equipment. Include specifications, cleaning and use instructions and maintenance information. B. Set up a Daily/Weekly/Monthly cleaning and maintenance work schedule. C. Demonstrate the proper use, cleaning, maintenance and safety features of large food service equipment, including: convection oven, steamer, slicer, dish-machine, chopper, mixer, steam jacketed kettle, tilting-braising skillet and any other types of large equipment available.</p>

ASSIGNMENT	ACTIVITIES/PROJECTS (document in portfolio of practicum experiences)
<p data-bbox="224 260 412 317">Sanitation and Safety</p> <p data-bbox="224 562 456 709">Standardized Recipes Modified Recipes Menu Cycle Nutrition Analysis</p>	<p data-bbox="500 260 1365 583">A7 Safety and Sanitation: A. Complete a Sanitation Checklist report and discuss the deficiencies. Recommend and implement a corrective action plan. B. Review and describe the system used for organizing the Material Safety Data Sheets. Include copy of 2 MSDS for items used in the food service department. C. Describe the Disaster Plan for the Food Service Department. What types of disasters would you anticipate at this facility? What departments would you need to coordinate activities with?</p> <p data-bbox="500 625 1365 772">A9 Standardized Recipes: Describe the current use of standardized recipes by the facility. Use Nutritionist Pro software to develop a Standardized main dish recipe that is currently on the menu (Reference: ADA "Quantity Food Preparation")</p> <p data-bbox="500 779 1390 1136">A8 Menu Planning: A. Write a one week menu for the residents using the principles of menu planning. B. Review and critique the menu plan and cycle currently used by the facility. What recommendations or changes would you make? C. What is the length of the current menu cycle? D. Who is responsible for menu planning? E. How are menu substitutions made and by whom? F. Complete a nutrition analysis for a one day menu (regular). Compare it to the RDA for the population in the facility G. Participate in the residents' council menu planning meeting.</p>
<p data-bbox="224 1173 467 1503">Organizational Planning Quality Assurance, Job Descriptions, Employee Supervision, Scheduling and Employee Performance Evaluation Procedures</p>	<p data-bbox="500 1173 1382 1262">A3 Organizational Planning: Attend staff meetings that involve organizational planning and goal setting</p> <p data-bbox="500 1293 1390 1472">A10 Quality Improvement: Participate in quality improvement monitoring: A. Select a quality indicator and collect data. Make comments regarding the use of the outcome data collected. B. Describe the usefulness of this data to the quality improvement program.</p> <p data-bbox="500 1503 1390 1808">A11 Human Resources and Staffing: A. Review job descriptions for all food service employees. B. Write a job description for a Dietetic Technician. C. Write a work schedule for the facility for 2 full weeks (with 2 weekends). Be specific; include all shifts, starting times, break times, etc. D. Describe the system used by the facility to cover for sick leave and vacation of food service staff members? E. Participate in and describe the procedures and time frame used for employee hiring, evaluation, and disciplinary action.</p>

ASSIGNMENT	ACTIVITIES/PROJECTS (document in portfolio of practicum experiences)
Procurement and Inventory	<p>A12 Purchasing:</p> <ul style="list-style-type: none"> A. Describe the purchasing system currently being used by the facility. Start with specifications and end with accounts payable. B. Participate in the order process. C. Write a specification for 5 food items and 2 non-food items. <p>A13 Receiving:</p> <ul style="list-style-type: none"> A. Participate in the receiving and inventory of food and food service supplies. Compare the delivery of goods with specifications and order. B. Assess the current system for storage and issuing of foods. What precautions are taken for protection of inventory? <p>Storage Facilities:</p> <ul style="list-style-type: none"> C. Assess the storage temperatures of the food storage areas. D. What recommendations would you have for the Food Service Manager for the current system?
Cost Control	<p>A14 Cost Control:</p> <ul style="list-style-type: none"> A. Analyze the cost of food used for one complete day. Include all supplements, snacks, meals. B. Compute the average resident daily food cost. C. Describe the Food Service Managers budget control system. What recommendations would you make for more effective cost control?
Theme Meal	<p>A15 Theme Meal:</p> <ul style="list-style-type: none"> A. Plan and implement a theme meal for one day in March. Describe the special menu, decorations, activities, announcement, or invitations, etc. B. Write a specification for a new food item for this theme meal or a standardized recipe for a new menu item.
In-Service Training Staff Relief	<p>A16 Employee Training: Plan, organize and conduct an employee in-service-training workshop. Include visual aids and handouts. <i>Be creative, be informative, be interesting!</i> Examples:</p> <ul style="list-style-type: none"> ◆ Sanitation ◆ Safety ◆ Garnishing ◆ Portion Control ◆ Pureed Foods ◆ Formula/Supplement Preparation <p>A17 Staff Relief Assume all responsibilities of the food service director. Supervise food production, meal service, procurement, staffing and all other duties of the food service director</p>

COMMUNITY NUTRITION LEARNING ACTIVITY ASSIGNMENT

ORIENTATION	<ol style="list-style-type: none"> 1. Describe the community nutrition program. Include: <ul style="list-style-type: none"> • mission statement • target population/market segment • source of funding and budget • administering/accrediting agency • program goals, objectives and priorities • program activities • organizational structure and staffing of the nutrition department 2. Attend a staff meeting that involves organizational planning and goal setting. Include an agenda. 3. Write an organizational chart for the community nutrition program/department.
SCREENING AND ASSESSMENT	<ol style="list-style-type: none"> 1. Describe the tools used to screen and assess the nutrition status of individuals and/or community groups. 2. Participate in and describe process of screening and assessment of nutrition status of clients using various tools. (Examples: food consumption studies, diet history, and/or anthropometric analysis.)
PROGRAM MANAGEMENT	<ol style="list-style-type: none"> 1. Participate in and describe the process for determination of eligibility for the community nutrition programs. Describe the coding of nutrition services, used for reimbursement. 2. Describe and complete a cost analysis procedure for an aspect of the program. (Example, describe the billing procedure or the cost analysis of supplies for a demonstration, or the cost analysis of a class.)
RESEARCH	<ol style="list-style-type: none"> 1. Describe and document one example of published research which supports the activities conducted at this community nutrition program. (5 A Day, REACH, WIC, Food Stamps, EFNEP, etc)
DIETETICS EDUCATION, COUNSELING AND TRAINING	<ol style="list-style-type: none"> 1. Describe the nutrition education tools currently used by the community nutrition program. 2. Develop a nutrition education handout, brochure or flyer that is designed for a specific target audience of the facility. 3. Develop a nutrition education visual aid for a specific target audience. (MS PowerPoint presentation, poster, game, fat tubes, video, etc.) 4. Participate in a nutrition education and or counseling session for a specific target audience. (Describe in log book). 5. Participate in a food preparation demonstration.
MARKETING ACTIVITY	<ol style="list-style-type: none"> 1. Describe the marketing program used by the community nutrition program to reach the target audience. 2. Develop a marketing tool for the community nutrition program. This tool should be informational (not an advertisement) such as a script for a radio spot, television appearance, video, or a written newspaper article (minimum 3 typed pages).
LEGISLATIVE ACTIVITIES	<ol style="list-style-type: none"> 1. Describe any legislative activities that the nutrition professionals may be involved in. (federal or state) 2. Communicate (letter, e-mail, telephone or visit) with a key legislative representative (federal or state with influence over the program) regarding the community nutrition program. Describe method and feedback response received.

OTHER LEARNING ACTIVITY ASSIGNMENTS

School Food Service	<ol style="list-style-type: none"> 1. Describe the history, funding and administration of the National School Lunch Program. 2. Describe the eligibility criteria for students who receive free and reduced price meals. 3. Plan a one week menu for an elementary and a secondary school that complies with the meal pattern requirements. Describe the meal pattern requirements. 4. Participate in the preparation and service of a school meal. 5. Demonstrate the purchasing and inventory system used in school food service management. 6. Describe the educational/certification requirements for school food service managers.
Second Harvest Food Bank And The Rebuild Center for Homeless	<ol style="list-style-type: none"> 1. Describe the availability and accessibility of food and nutrition programs for people in need. 2. Participate in a community based food and nutrition program as a volunteer. 3. Describe the role of the Nutritionist in the Second Harvest Food Bank. 4. Research a professional journal article on "Food Insecurity in the United States".
Loubat Equipment Company	<ol style="list-style-type: none"> 1. The student will observe and discuss the large equipment of a health care facility, including purchasing considerations, specifications, kitchen design, maintenance and renovation. 2. The student will discuss the small equipment needs of a health care facility.
Pennington Biomedical Research Facility	<ol style="list-style-type: none"> 1. The student will discuss the various nutrition research projects that are currently ongoing at the research center, including funding of the project, the goal of the research, the methodology used and the results obtained. 2. The student will review nutrition resource materials and publications completed by the research center. 3. The student will observe the operation of the metabolic kitchen and discuss the use of the electronic balance, sterile conditions and procedures necessary for precise metabolic kitchen operations.
Wellness Wednesday Delgado Fitness Center	<ol style="list-style-type: none"> 1. Provide a Nutrition and Wellness exhibit for the Delgado Community College Fitness Center. 2. Describe the participants.
Worksite Nutrition Program Delgado "Women in Search of Excellence"	<p>Conduct a needs assessment for a worksite nutrition program for women students at Delgado. Define the target population. Develop, implement and evaluate a worksite nutrition program for women Provide nutrition education for the target audience.</p>

**Portfolio of
Supervised
Practice
Experiences**

INSTRUCTIONS:

Documentation of all experiences should be compiled in a three ring notebook.

The order must follow the schedule and activity assignment.

Documentation should be concise and neat. Examples and samples of work should be included. It is recommended that tabs are used to separate sections.

Any information that would identify the patient must be removed or obliterated. This would include patient's name, address, identification number, etc.

**DIET 252 PRACTICUM IN DIETETICS II
GRADE WORKSHEET**

STUDENT'S NAME _____

MIDTERM _____
FINAL _____

RESIDENTIAL FACILITY EVALUATION

Practicum Supervisor's Evaluation:

Specific Performance Checklist _____ X .15 = _____

Personal, Professional & Supervisory Characteristics _____ X .05 = _____

Delgado Instructor's Evaluation:

Specific Performance Checklist _____ X .15 = _____

Personal, Professional & Supervisory Characteristics _____ X .05 = _____

Projects and Experience Portfolio _____ X .25 = _____

COMMUNITY NUTRITION ROTATIONS

Preceptor Evaluation _____ X .15 = _____

Instructor Evaluation and Experience Portfolio _____ X .15 = _____

RESUME AND INTERVIEW PORTFOLIO _____ X .05 = _____

TOTAL _____

*Grade assignment for specific performance
checklist Average Points*

- A Excellent to Very Good 93-100*
- B Very Good to Good 85-92*
- C Good to Needs Improvement 77-84*
- D Needs Improvement-Unsatisfactory 65-76*
- F Unsatisfactory Below 65*