

**LOYOLA UNIVERSITY CHICAGO DIETETIC INTERNSHIP  
CURRICULUM FOR SUPERVISED PRACTICE: MANAGEMENT**

**Length of SP: 200 hours (25 days or 5 weeks)**

**Didactic: 17.5 hours (7 classes x 2.5 hours/class)**

Supervised Practice Experience	Supervise Practice Learning Activity	Evaluation Strategy	Competency Statement CD: Core CO: Community
Management	<p>1.01 The DI will be come oriented to the supervised practice facility (SPF) by the site preceptor (SP) or designee directing the DI in a review of the following pertinent to the facility:</p> <ul style="list-style-type: none"> <li>▪ mission statement,</li> <li>▪ table of organization,</li> <li>▪ brief history,</li> <li>▪ policies and procedures pertinent to food and nutrition services,</li> <li>▪ physical plant (tour),</li> <li>▪ population(s) served,</li> <li>▪ hospital orientation, if appropriate/required,</li> <li>▪ departmental employees,</li> <li>▪ fire safety, disaster and/or emergency programs.</li> </ul> <p>1.02 The DI will be come oriented to the SPG by the SP with discussion of:</p> <ul style="list-style-type: none"> <li>▪ parking arrangements,</li> <li>▪ meal arrangements,</li> <li>▪ locker or coat room,</li> <li>▪ hours of duty through scheduled days,</li> <li>▪ emergency contacts in the event of unexpected absence or tardiness</li> </ul>	<p>1.01 Written summary of the following by the DI:</p> <ul style="list-style-type: none"> <li>▪ mission statement,</li> <li>▪ table of organization of food and nutrition department,</li> <li>▪ population(s) served,</li> <li>▪ summary of HR policy on pilferage,</li> <li>▪ fire alarm action.</li> </ul> <p>Report can be email to Loyola University Instructor (LUI)</p> <p>1.02 Verification of discussion by SP on eval form.</p>	CD 6.



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Management	<p>4. The DI will participate in the management of food service and delivery systems by working for one days assigned area. Consider the following:</p> <ul style="list-style-type: none"> <li>▪ menus for different clientele (pt, employee, vending),</li> <li>▪ retail sales,</li> <li>▪ catered events,</li> <li>▪ snacks, nourishments, supplements, formulas,</li> <li>▪ substitution policies,</li> <li>▪ forecasting systems.</li> </ul> <p>5. The DI will participate in the quality management program as assigned by the FSD or SP by:</p> <ul style="list-style-type: none"> <li>▪ identification of an area that requires monitoring that was not previously adequately evaluated,</li> <li>▪ developing parameters and standards for outcome measures and evaluations,</li> <li>▪ implement a system of data collection by employees,</li> <li>▪ conduct a pilot study of the new quality mgt project,</li> <li>▪ supervise employees in data collection,</li> <li>▪ analyze data,</li> <li>▪ summarize findings with corrective action plan.</li> </ul>	<p>4. Discussion and verification with SP</p> <p>5. Written reports to LUI; reviewed with comments by SP</p>	<p>CD 21 CD 25 CD 28 CD 29</p> <p>CD 14 CD 15 CD 16 CD 21</p>

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Management	<p>The DI will supervise financial management of food services by:</p> <p>6.0</p> <ul style="list-style-type: none"> <li>▪ developing reasonable standards for cost of at least 2 recipes, menus, formulas, nourishments and/or other projects</li> <li>▪ and supervise the collection and analysis of data to determine if standards are met,</li> </ul> <p>6.1</p> <ul style="list-style-type: none"> <li>▪ analyze the cost of another 5 recipes, menus, formulas, and/or nourishments using the standard format and resources of the SPF,</li> <li>▪ compare to established standards to calculated costs,</li> <li>▪ make recommendations for cost effective measures where appropriate.</li> </ul> <p>7. The DI will direct, guide and management organizational change, goal-setting and planning by:</p> <ul style="list-style-type: none"> <li>▪ developing (or revising) a departmental objective that is congruent with existing goals considering the FSD mission, objectives and resources,</li> <li>▪ implementing and evaluating a pilot study of the above</li> <li>▪ revision of original objective and plan based on pilot study feedback.</li> </ul>	<p>Written report with recipes and calculations to LUI; SP review and comments.</p> <p>6.1 Written report with recipes and calculations to LUI; SP review and comments.</p> <p>7. Written report with recipes and calculations to LUI; SP review and comments.</p>	<p>CD 15 CD 18 CD 22 CD 23 CD 24 CD 25</p> <p>CD 15 CD 18 CD 22 CD 23 CD 24 CD 25</p> <p>CD 10 CD 15 CD 16 CD 17 CD 20 CD 21 CD 22</p>

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Management	<p>8. The DI will plan, implement and evaluate a special event which will be served to patients, residents, retail customers, a catered event or clients including development and supervisions of:</p> <ul style="list-style-type: none"> <li>▪ menu with collaboration and approval of food production and delivery staff , SP and FSD,</li> <li>▪ selection, development and/or standardization of recipes including 3 scratch,</li> <li>▪ cost analysis of food and non-food items,</li> <li>▪ production and human resources scheduling,</li> <li>▪ production, service and clean-up,</li> <li>▪ procurement of food, supplies and equipment,</li> <li>▪ nutritional adequacy and appropriateness of menu,</li> <li>▪ special training for events,</li> <li>▪ marketing event,</li> <li>▪ evaluation of customer satisfaction and cost,</li> <li>▪ maintaining sanitation and safety standards.</li> </ul> <p>9. The DI will supervise compliance with sanitation standards for one day as defined by the SPF including at least:</p> <ul style="list-style-type: none"> <li>▪ review of temperature logs for storage, production, service areas,</li> <li>▪ equipment cleaning,</li> <li>▪ personal hygiene and uniform requirements,</li> <li>▪ analysis and development of corrective action plans,</li> </ul> <p>Implementation and critique of one component of corrective action plan as approved by SP.</p>	<p>8. Written report with recipes, calculations, and evaluations to LUI; SP review and comments. Please include printed menu and photos of event if allowable.</p> <p>9. Completion of written documentation as requested by SP. Brief summary report of activities and findings to LUI. (Note: unacceptable to say that there are no areas for improvement.)</p>	<p>CD6 CD 14 CD 15 CD 17 CD 19 CD 20 CD 21 CD 23 CD 24 CD 25 CD 26 CD 27 CD 28 CD 29</p> <p>CD 14 CD 15 CD 16 CD 17 CD 29</p>

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Management	<p>The DI will use effective communication skills in management practice in food service operations by:</p> <p>10.0</p> <ul style="list-style-type: none"> <li>▪ designing and implementing a communication strategy related to safety (newsletter article, bulletin board, fact sheet, etc) considering literacy level and type of employees,</li> </ul> <p>10.1</p> <ul style="list-style-type: none"> <li>▪ writing one piece of business correspondence as assigned by SP for problem-solving issue (letter or email).</li> </ul> <p>11. The DI will apply appropriate legislative and regulatory policies as appropriate which may include those from: JCAHO, OBRA, federal, state and local health departments, EEOC, HIPPA.</p>	<p>Brief report with copy of piece to LUI with SP comments and verification.</p> <p>Brief report with copy of piece to LUI with SP comments and verification.</p> <p>11. SP Verification</p>	<p>CD6 CD 11 CD 29</p> <p>CD 6</p> <p>CD 20 CD 29</p>

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Management	<p>12. The DI will supervise compliance with safety standards for one day as defined by the SPF including at least:</p> <ul style="list-style-type: none"> <li>▪ conducting safety inspection with SP based on policies and procedures of SPF,</li> <li>▪ identify one problem including data collection, observation, and/or review of past records pertinent to safety issues,</li> <li>▪ prepare a proposal for intervention that will address the problem area related to safety concerns,</li> <li>▪ with approval of the SP and/or FSD, implement the intervention to improve safety practices.</li> </ul> <p>13. The DI will:</p> <ul style="list-style-type: none"> <li>▪ plan and implement a educational in-service session for food service staff,</li> <li>▪ include evaluation of the session,</li> <li>▪ include objectives, curriculum, handouts. This must be different from sanitation and safety projects.</li> </ul> <p>14. The DI will participate in facility management for equipment selection by developing a proposal for procurement of one piece of equipment as assigned by the preceptor. This may include:</p> <ul style="list-style-type: none"> <li>▪ review and evaluation of possible options with consideration of price, space, cost, operation, safety,</li> <li>▪ discussion with SP and other staff as appropriate,</li> <li>▪ consideration of need to revise policies and procedures if new equipment purchased,</li> <li>▪ written report with recommendations.</li> </ul>	<p>Brief report to LUI with SP comments and verification.</p> <p>Brief report to LUI with SP comments and verification.</p> <p>Written report to LUI with SP comments and verification, include brochures, diagrams of equipment, etc.</p>	<p>CD6 CD 11 CD 20 CD 29</p> <p>CD 6 CD 10</p> <p>CD 6 CD 21</p>



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Management	<p>17. The DI will participate in the financial management of the food service operation by:</p> <ul style="list-style-type: none"> <li>▪ review of financial concepts, practices, and plans with the SP or FSD,</li> <li>▪ review of policies and procedures for financial mgt including reports of meals served to pts, employees, other retail, catering, vending, budgets for food, non-food, labor, contracted services, equipment, etc,</li> <li>▪ preparation of a financial report, analysis or plan as assigned by SP.</li> </ul>	17. SP verification	CD 1 CD 18
	18. The DI will complete other activities as assigned.	18. SP verification	CD 1 CD 20 CD 21 CD 22
	19. The DI will practice, behave and conduct her/himself in a professional manner as outlined in class and by SPF standards and expectations.	19. SP verification	CD 6 CD 21