

Texas A&M Dietetic Internship Program

Food Service Management and Administrative Rotation Descriptions

Rotation	Page
Belton Independent School District Nutrition/Administration	1
Brenham Independent School District Nutrition/Administration	4
Bryan Independent School District (BISD) Nutrition/Administration	7
College Station Independent School District (CSISD) Nutrition/Administration	10
Scott & White Clinical Nutrition Management	13
Scott & White Food Service Management	14
VA Clinical Management	15
VA Food Service Administration	16
VA DOM Administration	21

TEXAS A&M UNIVERSITY DIETETIC INTERNSHIP
ROTATION INFORMATION:
Belton ISD, School Nutrition/Administration

I. Belton ISD SN/Administration Rotation

Location: School Nutrition Department
1220 Huey Road
Belton, TX 76513

Duration: 3 weeks (120 hours) or 4 weeks (160 hours)

Goals:

- A. To provide hands-on experience so that the intern becomes familiar with school nutrition rules and regulations, food service management systems, and other areas associated with school food service.
- B. To familiarize students with computer assisted management systems used in the management of all aspects of the operations.
- C. To create the understanding of the regulations from local, state and federal agencies and their impact on the school nutrition program.
- D. To increase the intern's knowledge of basic food service management by involving them in personnel, financial, and operation aspects of the food service department.
- E. To provide learning experiences that promotes a positive attitude towards food service management and encourages consideration of school food service as a career.

II. Rotation Preparation

- A. Contact the Director during the week prior to the first day of the rotation to make necessary arrangements.
- B. Prepare written goals and objectives for discussion on the first day of the rotation. Be specific as to areas of interest so that rotation may focus on providing emphasis in that area.
- C. Wear professional dress in the office. Wear comfortable shoes in the school kitchens. Be sure to conform to departmental dress codes in the school kitchens: enclosed non-skid sole shoes, hair net or red baseball cap, no nail polish or artificial nails, only watch and small earrings allowed.
- D. Lunch will be provided when working in the school kitchen. A "reimbursable" meal must be selected. A la carte items may be purchased. This rule is the same for all school nutrition personnel.

III. Rotation Responsibilities/Routine Duties

The intern will take part in some but not necessarily all of those listed

A. Orientation to Administrative office and school kitchen responsibility.

- **Administrative Responsibilities:**
 1. Become familiar with the USDA school meal patterns for SBP, NSLP, and ASSP.
 2. Analyze current cycle menus for nutritive value based on actual student preferences, using the computer.
 3. Make menu recommendations to improve nutrition, increase student participation, and utilize commodities.
 4. Analyze food costs and meal revenue related to budget guidelines.
 5. Verify CN product labels and nutrient analysis for menus.
 6. Check product labels for allergens and update allergy list.
 7. Prepare monthly elementary menu including nutrition or health tips, so that it is ready for print.
 8. Assist in developing a marketing strategy for use in the schools.
 9. Develop and/or test a new recipe suitable for a school lunch menu.
 10. Evaluate new products for feasibility in school lunch.
 11. Observe and understand preparation of monthly TDA reimbursement reports.
 12. Observe and understand the free and reduced-price meal application approval process.
 13. Observe and understand the department payroll process.
 14. Observe and understand purchasing and accounts payable procedures.
 15. Attend managers' meetings and trainings as they occur.
 16. Actively participate in personnel management.
 17. Assist with and understand monthly financial analysis utilized by Director (meals per labor hour, revenue and expenditure report, participation analysis).
 18. Assist in catering orders, costing and assignments.
 19. Teach Nutrition Education lessons to students at assigned campuses.

B. School Responsibilities – Both the elementary and secondary levels will be visited.

1. **Quantity Food Production**
 - a) Assist in preparation of a one week's grocery order.
 - b) Check in a grocery order.
 - c) Help count and enter monthly food and paper inventory.
 - d) Complete production records.
 - e) Assign daily work and cleaning rotations.
 - f) Assist in preparation and serving of meals.
 - g) Observe plate waste and prepare a report for Director.
 - h) Survey student satisfaction of meals.
 - i) Develop marketing strategies for menu items.

2. Point of Sales
 - a) Learn cashiering procedures.
 - b) Recognize and understand a reimbursable meal.
 - c) Prepare end of day report and deposit slips.
3. Personnel
 - a) Review job descriptions of kitchen employees.
 - b) Review employee policies in District Handbook.
 - c) Learn about all different positions in the kitchen.
 - d) Watch for work simplification techniques.
 - e) Conduct an informal training session on HACCP for the kitchen employees.
4. Quality Control
 - a) Review HACCP forms
 - b) Evaluate a meal for taste, temperature, etc.
 - c) Conduct Quality Assurance review.
 - d) Verify small and large equipment inventories.
 - e) Review Material Safety Data sheets.

IV. Rotation Projects/Assignments

- A. Analyze current cycle menus for nutritive value based on actual student preferences, using the computer.
- B. Make menu recommendations to improve nutrition, increase student participation, or utilize commodities on current menus. Consider Cost, government commodities, kitchen equipment, staffing and nutrition guidelines.
- C. Alter the menu for a specific food allergy or dietary disability.
- D. Prepare a nutrition class to use in a classroom setting or a presentation for a health fair.
- E. Develop a nutrition themed bulletin board for use at an elementary or middle campus (with the Director of Nursing).
- F. Develop a survey to evaluate the current menu for a grade level.
- G. Other projects may be assigned as needed.

V. Evaluation

Evaluations will be conducted on the last day of the rotation.

VI. Reading List:

Squaremeals.org
TDA Administrator's Reference Manual
TASNews
SNA School Foodservice & Nutrition

**Texas A&M University Dietetic Internship
Rotation Information
Brenham ISD**

I. Brenham ISD Child Nutrition/Administrative Rotation

Location: Child Nutrition Department
1301 Niebuhr Street
Brenham, TX 77833

Duration: 3 Weeks or 120 hours

Goals:

- A. To provide hands on experience so that the intern becomes familiar with child nutrition rules and regulations, food service management systems, and other areas associated with school food service.
- B. To familiarize students with computer assisted management systems used in the management of all aspects of the operations.
- C. To create the understanding of the regulations for local, state, and federal agencies and their impact to the child nutrition program.
- D. To increase the intern's knowledge of basic food service management by involving them in personnel, financial, and operation aspects of the foodservice department.
- E. To provide learning experiences that promotes a positive attitude towards food service management and encourages consideration of school food service as a career.

II. Rotation Preparation

- A. Contact the dietitian during the week prior to the first day of the rotation to make necessary arrangements.
- B. Prepare written goals and objectives for discussion on the first day of the rotation. Be specific as to areas of interest so that rotations may focus on providing emphasis in that area.
- C. Wear professional dress in the office. Wear comfortable shoes in the school kitchens. Be sure to conform to departmental dress codes in the school kitchens: hair net, no nail polish, excessive jewelry or make-up.
- D. Lunch will be provided when working in the school kitchen. A "reimbursable" meal must be selected. Snack bar or a la carte items may be purchased. This rule is the same for all child nutrition personnel.

III. Rotation Responsibilities/Routine Duties:

- A. Orientation to the Administrative office and school kitchen responsibility.
- B. Administrative Responsibility.

- i. Prepare 3 week breakfast and lunch menus according to federal child nutrition program regulations. Analyze for nutritive value using the computer.
- ii. Cost menu and relate to budget guidelines.
- iii. Prepare corresponding production sheets
- iv. Prepare at least one nutritional article for printing in the BISD insert.
- v. Find Monthly recipe and Nutrition Tips to include on Child Nutrition Website.
- vi. Assist in developing a Marketing and Promotions calendar for use in school cafeterias.
- vii. Participate in procurement of all food and supply items. Prepare a produce order.
- viii. Effectively utilize government commodities in menu planning.
- ix. Understand the regulations of the USDA Commodity Program
- x. Participate and understand the bid specifications and procurement regulations.
- xi. Participate and understand the regulations and reports related to the NSLP and NSBP.
- xii. Attend monthly managers' meetings and other meetings as they occur.
- xiii. Actively participate in personnel management.
- xiv. Understand budget procedures.
- xv. Conduct Sanitation and safety reviews of the schools.

C. School Responsibilities-both the elementary and secondary levels will be visited.

i. Quantity Food Production

- 1. Prepare a one week's grocery order.
- 2. Check in a grocery order.
- 3. Take Inventory.
- 4. Complete production records.
- 5. Assign daily work and cleaning rotations.
- 6. Assist in preparation and serving of meals.
- 7. Observe plate waste and prepare a report.
- 8. Survey student satisfaction of meals.
- 9. Develop marketing strategies for menu items.

ii. Point of Sales

- 1. Learn cashiering procedures.
- 2. Recognize and understand a reimbursable meal.
- 3. Prepare end of day report and deposit slips.

iii. Personnel

- 1. Review Job description of kitchen employees.
- 2. Review employee policies.
- 3. Learn all different positions in the kitchen.
- 4. Watch for work simplification techniques.
- 5. Work with the manager on any discipline problems.
- 6. Try to manage all by yourself for a day.

iv. Quality Control

1. Refrigerator/freezer temperature checks.
2. Dish machine temperature checks.
3. Evaluate meal for taste, temperature. Etc.
4. Do a kitchen safety and sanitation inspection.

IV. Rotation Projects/Assignments

- A. Prepare a nutrition class to use in a classroom setting.
- B. Develop interview questions for a foodservice employee.
- C. Write a nutrition article to use on the web page.
- D. Develop a survey for a particular grade level.
- E. Write a 2 week menu for a specific grade level following all the federal child nutrition program regulations.
- F. Other Projects may be assigned as needed.

V. Evaluation

- A. Evaluations will be conducted on the last day of the rotation.

VI. Information Sources

- A. squaremeal.org
- B. Team Nutrition Website
- C. ChooseMyPlate.gov
- D. TEA Administrative Reference Manual
- E. TEA Child Nutrition News
- F. TSFSA Lunch Bell
- G. ASFSA School Foodservice and Nutrition

TEXAS A&M UNIVERSITY DIETETIC INTERNSHIP
ROTATION INFORMATION
Administrative – BISD

BRYAN ISD FS/ADMINISTRATIVE ROTATION

Location: Central Distribution Center
School Nutrition Services
1920 N. Earl Rudder Frwy
Bryan, TX 77808
(979) 209-7052

Duration: 4 weeks or 160 hours

Office hours: 8 AM – 5 PM (Monday – Thursday); 8 AM – 4 PM (Friday)

Kitchen hours: 6 AM – 2:30 PM (Monday – Friday)

I. GOALS:

- To provide hands on experience so that the intern becomes familiar with child nutrition rules and regulations, food service management systems, and other areas associated with school food service.
- To familiarize students with computer assisted management systems used in the management of all aspects of the operations.
- To provide the understanding of the utilization of a central warehouse and prime vendor, and distribution of food products and supplies.
- To provide the student with the capabilities of applying theoretical knowledge to actual application procedures.
- To create the understanding of the regulation from local, state and federal agencies and their impact to the child nutrition program.
- To increase the intern's knowledge of basic food service management by involving them in personnel, financial, and operation aspects of the foodservice department.
- To provide learning experiences that promotes a positive attitude towards food service management and encourages consideration of school food service as a career.

II. ROTATION PREPARATION:

- Contact the dietitian during the week prior to the first day of the rotation to make necessary arrangements.
- Prepare written goals and objectives for discussion on the first day

of the rotation. Be specific as to areas of interest so that rotation may focus on providing emphasis in that area.

- Consider type of environment to gain experience in the rotation objectives.
- Wear professional dress in the Administrative Office. Wear hair net, visor or cap and comfortable (nonslip, closed toe & heel) shoes in the school kitchens. Conform to departmental dress codes in the school kitchen – no nail polish, no watches, only one ring, dime size or smaller earrings, no necklaces.
- Lunch will be provided when working with School Nutrition Services. No snack bar or ala carte items on free lunch. These items may be purchased.
- A computer is available for use, but a personal laptop may be beneficial as well.

III. ROTATION RESPONSIBILITIES/ROUTINE DUTIES:

- Orientation to the Administrative office and school kitchen responsibilities.
 - Administrative Responsibilities:
 - Prepare 2-week breakfast and lunch menus according to federal child nutrition program regulations. Insure nutritional adequacy and dietary guideline recommendations.
 - Cost menu and relate to budget guidelines
 - Prepare one nutrition newsletter for distribution via mail or website.
 - Utilize modern technology to create effective training materials (podcasting)
 - Effectively utilize government commodities and current inventories in menu planning.
 - Understand the regulation of the USDA commodity Program
 - Participate/understand bid specifications and procurement regulation.
 - Prepare special projects based on current needs/problem during the rotation.
 - Attend any/all meetings as directed.
 - Actively participate in personnel management
 - Understand budget procedures
 - Understand and complete a variety of financial reports (meal per labor hour, participation, food cost, etc.)
 - Attend local Dietetic/School related meetings.
 - School Responsibilities:
 - Quantity Food Production
 - Take inventory
 - Complete production records

- Develop and/or test a new recipe suitable for a school lunch menu.
- Develop recipe to meet dietary guidelines.
- Evaluate new products for feasibility in school lunch.
- Develop marketing strategies for menu items.
- Point of Sales:
 - Learn cashiering procedures.
 - Work on special theme day.
- Personnel:
 - Review job description of kitchen employees.
 - Watch for work simplification techniques
 - Write/update needed job routines
 - Conduct an informal training session
 - Learn different positions in the kitchen.
- Quality Control:
 - Participate in kitchen site evaluations
 - Participate in snack audits

IV. ROTATION PROJECTS/ASSIGNMENTS:

- Write a bid specification on any new item
- Write a nutrition article to be distributed via mail or website
- Prepare 2- week breakfast lunch menus according to federal child nutrition program regulations. Insure nutritional adequacy and dietary guideline recommendations.
- Participate in the hiring/interviewing process
- Conduct new product acceptability study
- Additional projects will be assigned throughout the rotation as deemed necessary.

V. EVALUATION:

- Evaluation will be conducted on the last day of the rotation.

TEXAS A&M UNIVERSITY DIETETIC INTERNSHIP
ROTATION INFORMATION:
College Station ISD, Food Service/Administration

I. College Station ISD FS/Administration Rotation

Location: Child Nutrition Services
1812 Welsh, Suite 140D
College Station, TX 77840

Duration: 3 weeks (120 hours)

Goals:

- A. To provide hands-on experience so that the intern becomes familiar with the child nutrition rules and regulations, food service management systems, and other areas associated with school food service.
- B. To familiarize students with computer assisted management systems used in the management of all aspects of the operations.
- C. To create the understanding of the regulations from local, state and federal agencies and their impact to the child nutrition program.
- D. To increase the intern's knowledge of basic food service management by involving them in personnel, financial, and operation aspects of the food service department.

II. Rotation Preparation

- A. Contact the Director during the week prior to the first day of the rotation to make necessary arrangements.
- B. Prepare written goals and objectives for discussion on the first day of the rotation. Be specific as to areas of interest so that rotation may focus on providing emphasis in that area.
- C. Wear professional dress in the office. Wear comfortable shoes in the school kitchens. Be sure to conform to departmental dress codes in the school kitchen: enclosed shoes, hair net or visor, no nail polish, excessive jewelry or makeup.
- D. Lunch will be provided when working in the school kitchen. A "reimbursable" meal must be selected. Snack bar or ala carte items may be purchased. This rule is the same for all food service personnel.

III. Rotation Responsibilities/Routine Duties

The intern will take part in some but not necessarily all of those listed

- A. Orientation to Administrative office and school kitchen responsibility.
 - 1. Administrative Responsibility

2. Prepare two-four week breakfast and lunch menus according to federal child nutrition program regulations; use the NuMenu guidelines. Analyze for nutritive value using the computer.
3. Cost menu and relate to budget guidelines.
4. Prepare corresponding product sheets.
5. Prepare at least one nutritional article for printing on the menu and/or on the CSISD web page.
6. Assist in developing a marketing strategy for use in the schools.
7. Participate in procurement of all food and supply items. Prepare a produce order.
8. Effectively utilize government commodities in menu planning.
9. Become aware of the regulations of the USDA Commodity Program.
10. Participate and understand the bid specifications and procurement regulations.
11. Participate and understand the regulations and reports related to the NSLP and NSBP.
12. Attend monthly managers' meetings and other meetings as they occur.
13. Actively participate in personnel management.
14. Understand budget procedures
15. Conduct Sanitation and Safety reviews of the schools.
16. Assist in catering orders, costing and assignments.

B. School Responsibilities – Both the elementary and secondary levels will be visited.

1. Quantity Food Production
 - a) Assist in preparation of a one week's grocery order.
 - b) Check in a grocery order.
 - c) Help take inventory.
 - d) Complete production records.
 - e) Assign daily work and cleaning rotations.
 - f) Assist in preparation and serving of meals.
 - g) Observe plate waste and prepare a report.
 - h) Survey student satisfaction of meals.
 - i) Develop marketing strategies for menu items.
2. Point of Sales
 - a) Learn cashiering procedures.
 - b) Recognize and understand a reimbursable meal.
 - c) Prepare end of day report and deposit slips.
3. Personnel
 - a) Review job descriptions of kitchen employees.
 - b) Review employee policies.
 - c) Learn about all different positions in the kitchen.
 - d) Watch for work simplification techniques.
 - e) Work with the manager on any discipline problems.

- f) Try to manage all by yourself for a day.
- 4. Quality Control
 - a) HACCP forms
 - b) Evaluate meal for taste, temperature, etc.
 - c) Do a kitchen sanitation and safety inspection.
 - d) Review Material Safety Data sheets.

IV. Rotation Projects/Assignments

- A. Write a 2 week menu for a specific grade level following all guidelines. Consider Cost, government commodities, kitchen equipment, staffing and nutrition guidelines. Complete a nutritional analysis and production records for the menu. Calculate the cost of the menu.
- B. Alter the menu for a specific food allergy or dietary disability.
- C. Write a nutrition article to use on the menu and/or on the web page.
- D. Prepare a nutrition class to use in a classroom setting.
- E. Develop interview questions for a foodservice employee.
- F. Develop a nutrition themed bulletin board for use at an elementary campus.
- G. Develop a survey to evaluate the current menu for a grade level.
- H. Other projects may be assigned as needed.

V. Evaluation

Evaluations will be conducted on the last day of the rotation.

VI. Reading List:

Squaremeals.org
TDA Administration Reference Manual
TASNews
SNA School Foodservice & Nutrition

**TEXAS A & M UNIVERSITY DIETIETIC INTERNSHIP
ROTATION INFORMATION: Clinical Nutrition Management – S & W**

I. CLINICAL NUTRITION MANAGEMENT:

Location: Scott & White Hospital

Duration: Duration: 40 – 80 hours

Goals: To observe and work with Clinical Nutrition Manager on special projects within the department, hospital, and community. To promote development of personal skills in communication, planning, and organization of ideas.

II. ROTATION PREPARATION: (Complete prior to starting rotation)

- A. Contact the dietitian prior to the first day of the rotation to make necessary arrangements.
- B. Review the Major Performance Responsibility Statements for Clinical Dietitians numbers 6.0, 8.0, 9.0, and 10.0.
- C. Review the reading list.
- D. Prepare a written list of goals and objectives to discuss with the dietitian on Day 1. Be prepared to discuss specifically what you want to get out of the rotation and specific areas of interest.

III. ROUTINE DUTIES:

- A. Participate in daily activities of Administrative Dietitian.
- B. Attend meetings and conferences with Administrative Dietitian.
- C. Plan and prioritize daily activities.
- D. Cover floors assigned to dietitian and/or fill in for other dietitians as needed.

IV. ROTATION ASSIGNMENTS:

- A. Complete live television interview on nutrition-related topic.
- B. Develop performance improvement project, including suitable topic, measurable results, appropriate forms, etc.
- C. Other duties as assigned by the dietitian.
- D. Report completed assignments to dietitian in a timely manner.
- E. Report activities and progress on projects to dietitian expeditiously.

V. EVALUATION:

- A. Submit completed written assignments as requested by the dietitian.
- B. Schedule rotation evaluation for the last day of the rotation.
- C. Submit completed evaluation forms and written rotation assignments to the Director no later than one week from the last day of the evaluation.

**TEXAS A & M UNIVERSITY DIETETIC INTERNSHIP
ROTATION INFORMATION: Foodservice, Scott & White**

- I. FOOD SERVICE MANAGEMENT:** Location: Scott & White Memorial Hospital
Duration: Food Service 100
3 or 4 week rotation (120-160 hrs)

II. ROTATION PREPARATION: (Complete prior to rotation)

- A. Prepare written list of goals and objectives for rotation and deliver to Food Service Director at the beginning of the rotation.
- B. Contact Food Service Director 2 – 3 days prior to the first day of the rotation to confirm rotation and first day schedule.

III. ROUTINE DUTIES:

- A. Attend and participate in all department meetings and staff meetings.
- B. Maintain standards by which food quality, tray appearance, tray accuracy and courteous timely delivery are judged in all areas of food service.
- C. Observe and report noncompliance with standards for sanitation and infection control in Food Service Department.
- D. Participate in staffing in different areas to familiarize self with routine duties of various positions.
- E. Assist in management of food service operations including cafeteria, catering, production, and patient meal service.

IV. ROTATION ASSIGNMENTS:

- A. Abstract 2 articles related to food service management.
- B. Conduct Quality Assurance activities (i.e. tray assessments, tray accuracy checks, patient/customer satisfaction survey, sanitation inspection) as assigned.
- C. Conduct meal rounds on patient care units.
- D. Conduct in-service session for food service employees.
- E. Develop menu and production sheets for special events.
- F. Write menu for cafeteria.
- G. Develop promotional materials for special events.
- H. Other projects as assigned.

V. EVALUATION:

- A. Submit blank evaluation forms at least three workdays before last day of rotation.
- B. Submit completed written assignments to the Food Service Director as requested.
- C. Schedule rotation evaluation for the last day of the rotation.
- D. Submit completed evaluation forms and written rotation assignments to Director no later than one week from the last day of the rotation.

**TEXAS A & M UNIVERSITY DIETETIC INTERNSHIP
ROTATION INFORMATION: Clinical Nutrition Management – VA**

I. CLINICAL NUTRITION MANAGEMENT:

Location: Central Texas Veterans Health Care System
Duration: Duration: 40 hours

Goals: To observe and work with Clinical Nutrition Manager (CNM) on department projects to promote development of personal skills in communication, planning, and organization of ideas.

II. ROTATION PREPARATION: (Complete prior to starting rotation)

- A. Contact the dietitian prior to the first day of the rotation to make necessary arrangements.
- B. Prepare a written list of goals and objectives to discuss with the CNM on Day 1. Be prepared to discuss specifically what you want to get out of the rotation and specific areas of interest.

III. ROUTINE DUTIES:

- A. Participate in daily activities with CNM.
- B. Attend meetings and conferences with CNM.

IV. ROTATION ASSIGNMENTS:

- A. Complete one month of productivity and chart audits.
- B. Work with CNM on encounter errors and understand coding and billing for nutrition services.
- C. Spend one day reading thru and developing your Professional development portfolio (PDP) and discuss goals with CNM.
- D. Work on special projects as assigned (will vary depending upon what needs addressed during the time frame intern is with CNM)
- E. Read articles as assigned thru rotation and be prepared to discuss articles and their significance on clinical practice.
- F. Understanding staffing-recruitment thru the interviewing and hiring process. Understand how to apply for VA jobs thru USA staffing—completing KSAs (knowledge, skills, and abilities). Read thru VA Performance Based Interviewing websites.

V. EVALUATION:

- A. Submit completed written assignments as requested by the dietitian.
- B. Schedule rotation evaluation for the last day of the rotation.
- C. Submit completed evaluation forms and written rotation assignments to the Director no later than one week from the last day of the evaluation.

**TEXAS A&M UNIVERSITY DIETETIC INTERNSHIP
ROTATION INFORMATION – Administrative – VA**

I. Central Texas Veterans Health Care System Administrative Dietetics Rotation

Location: 1901 South 1st Street
Temple, Texas 76504
Basement of Building 163, Teague Tower
Temple Site Manager, Nutrition and Food Services

Duration: *3 weeks or 120 hours
4 weeks or 160 hours

Tour of Duty: You will receive your reporting schedule on the first day. You will be working various shifts that coincide with the food service schedule.

*Those assigned for a 3-week rotation should come prepared to specify which aspects of this rotation they are most interested.

Goals:

- a. To provide hands on experience so that the intern becomes familiar with the integral operations of food management systems and subsystems (i.e., convenience, blast chill, advanced food preparation (AFP), advanced food delivery (AFD))
- b. Planning and utilization of menus according to AFP and AFD systems.
- c. Development and standardization of recipes for large quantity production.
- d. Knowledgeable about food safety and sanitation requirements and the ability to develop a food safety program based on HACCP System for hospital food service.
- e. Ability to develop policies and procedures for a food service operation.
- f. Ability to setup, conduct, and define findings of formal quality control studies, and quality improvement studies.
- g. Development of competencies and skills through teaching inservice classes and on the job to food service personnel.
- h. Increase the intern's knowledge base by becoming involved in the day-to-day operation of food service facility resources, i.e., human, equipment, information, and financial.

II. ROTATION PREPARATION: (complete prior to beginning rotation)

- a. Contact the Temple Site Manager Dietitian during the week prior to the first day of the rotation to make necessary arrangements.
- b. Review the materials you received from administrative staff during general orientation.

- c. Prepare written goals and objectives for discussion on the second day of the rotation. If you have already had food service experience, build your objectives around that experience. Address these areas in your goals: Quality Improvement, Menu Planning, Training, Budgeting, Employee Relations, Equipment, Food Preparation and Service, Food Service Safety and Sanitation, and General Management activities that occur in a kitchen/food service department.
- d. Wear appropriate dress on the first day. Report to Room BA222, Temple Site Manager, Nutrition and Food Services, promptly at 7:00a.m. (on the first day, from 8:00am-12:00p.m., you will be oriented to satellite facilities). You must wear appropriate attire when working in the kitchen (tops with sleeves, hair covering, closed comfortable shoes with rubber sole traction, no dangling accessories or jewelry on arms/hands other than a wedding band when working with food).
- e. Be prepared to discuss your individual development plans and career goals.

III. ROTATION RESPONSIBILITIES/ROUTINE DUTIES:

- a. Orientation to the main production unit, DRRTP (DOM), Teague Hospital, and the Community Living Centers (CLC's). You will tour these areas with assigned staff on your first day.
- b. Two weeks will be spent in food service/production area, when in four week rotation (and adjusted accordingly for shorter rotations). Your preceptor for this rotation is an administrative dietitian. Wear appropriate clothing and attire. Hair covers will be provided. Examples of what you will be doing includes:
 - 1. Trayline review/observation/work.
 - 2. Plate waste study.
 - 3. Sanitation/safety inspection in designated areas.
 - 4. Place a food order, receive, store, and issue.
 - 5. Complete satellite shipping sheets.
 - 6. Conduct quality control studies.
 - 7. Cost analysis of potential menu items.
 - 8. Do a task list.
 - 9. Draft or revise a policy and procedure.
 - 10. Participate in preparation and delivery of foods.
 - 11. Daily testing and evaluation of meals served.
 - 12. Attend administrative meetings as appropriate.
 - 13. Attend Nutrition and Food Service Safety/Sanitation meeting and discuss inspection reports.
 - 14. Attend operations meeting to present findings from daily meal testing/plate waste studies.
 - 15. Recipe development and standardization.

16. Complete sensory evaluation on convenience items/developed recipes. Include the cost and nutritional analysis of these products.
 17. Review plating guides and procedures for an AFD system.
- c. Temple Site Manager, Nutrition and Food Services (3-4 days). Wear professional attire. Examples of what you will be doing include:
1. Attend administrative executive meetings.
 2. General overview of the service (mission statement, organizations/functional structure, staffing standards, and the role of the Site Manager)
 3. Position descriptions, task lists, and performance evaluation system.
 4. Disciplinary actions, unions, and EEO.
 5. Recruitment and interviewing.
 6. Budget planning.
- d. Administrative Dietitian, Nutrition and Food Services (3-4 days). Examples of what you will be doing include:
1. Develop a new recipe, standardize, cost out.
 2. Complete a sensory evaluation on developed recipe, along with at least one convenience item. Include the cost and nutritional analysis of these products.
 3. Become familiar with food safety and sanitation requirements of the facility and the components of a food safety program based on the HACCP System for hospital food service. Be able to verbalize key concepts.
 4. Attend Nutrition and Food Services Safety/Sanitation meeting and discuss any inspection reports completed.
- e. Program Manager for Employee Development & Food Service Systems, Nutrition and Food Services (time during rotation). Wear professional attire. Examples of what you will be doing include:
1. Prepare lesson plans for employee classes.
 2. Develop teaching aids.
 3. Conduct in-services and /or on-the-job training for foodservice staff (you may be videotaped).
 4. Record employee training and/or compile training reports as needed.
 5. Prepare/revise new employee orientation materials.
 6. Collect data for evaluative studies as needed.
 7. Write competencies for an assigned position.

f. Program Manager for DRRTP (1-2 days)

Examples of what you will be doing include:

1. Observation of meal production and service at DRRTP.
2. Observation of resident appointments by DRRTP Dietitian.
3. Attend scheduled meetings or classes with DRRTP Dietitian or designee.
4. Review of ADP management computer packages utilized by DRRTP Dietitian. Get briefing on menu coding, tray ticket maintenance, etc.
5. Assist in the meal preparation and service of one meal at DRRTP.
6. Participate in compiling and analyzing monthly benchmarking reports.

g. Waco Site Manager, Nutrition and Food Services (1-2 days).

Wear professional dress. Examples of what you will be doing Include:

1. Become familiar with Quality Management Program for Nutrition and Food Services. Review some of monitors completed and determine rationale of monitors, reporting process, etc.
2. Observe Waco food service operation and discuss differences between Temple and Waco sites with Waco Site Manager.
3. Attend scheduled meetings with Waco Site Manager.
4. Provide inservice or training for Waco employees as assigned.
5. Complete data collection or brief study as assigned by Waco Site Manager.

IV. ROTATION PROJECTS/ASSIGNMENTS

- a. Each 3 or 4-week student will conduct an assigned feasibility study. This will be discussed in detail during the first week of the rotation.
- b. Complete an assigned equipment specification.
- c. Do staffing for an assigned facility.
- d. Develop interview questions for a specific position.
- e. Conduct 1-2 literature searches as assigned.
- f. Teach employee classes as assigned or do OJT as assigned.
- g. Participate in a personnel panel if one takes place while in the rotation.

NOTE: Students having a two week food service rotation will have projects/ assignments adjusted accordingly.

V. EVALUATION

- a. Turn in assignments as they are completed. Expect feedback throughout the rotation. Observe due dates!! Be prepared to re-do unacceptable work.
- b. An informal evaluation will be done on a weekly basis. All assignments should be completed and handed in prior to the last day of the rotation. The Temple Site Manager or Employee Development and Food Service Systems Dietitian will complete final evaluation, with input from all administrative dietitians.
- c. Give evaluator a set of evaluation sheets the Monday of your last week's rotation.
- d. Complete and prepare to discuss your self-evaluation at the scheduled evaluation time.
- e. Submit completed evaluation forms and written rotation assignments to the Internship Director no later than one week from the last day of the rotation.

VI. READING LIST

Current reference articles are maintained in the office of the Temple Site Manager in a three-ring binder labeled "Nutrition and Food Services Administrative Rotation". This notebook may be borrowed through the Clerk-Typist for use in your office, but must be returned at the end of the rotation. Intern should review the current Food Code that is on the "Y" drive on computer in the Nutrition and Food Services folder during first week of rotation. Intern should also review "Nutrition and food Services Infection Control Policy, 120-21", located on "Y" drive (Y:/N&FS/POLICIES AND PROCEDURES).

TEXAS A&M UNIVERSITY DIETETIC INTERNSHIP
ROTATION INFORMATION
Administrative- DOM

Central Texas Veterans' Healthcare System

Location: Domiciliary Temple, TX
Duration: 80 hours

Goals:

To understand that many facilities now have one dietitian covering all facets of nutrition including the management of food production and the nutritional clinical needs of the residents of the facility as well as providing outpatient education.

I. ROTATION PREPARATION:

- A. Contact the dietitian during the week prior to the first day of the rotation to make necessary arrangements.
- B. Prepare written goals and objectives for discussion on the first day of the rotation. Be specific as to areas of interest so that rotations may focus on providing emphasis in that area.
- C. Wear professional dress and lab coat in the office. Wear comfortable shoes in the DOM kitchen. Be sure to conform to departmental dress codes in the DOM kitchen: hair net or visor, no nail polish, excessive jewelry, or make-up.

II. ROTATION RESPONSIBILITIES/ROUTINE DUTIES:

- A. Orientation to the Domiciliary/Domiciliary, Kitchen/Domiciliary, Nutrition Clinic (Will orientate to N&FS in 163 if Administrative Rotation not completed yet)
 - a. Perform walk-through inspection in the morning and review shipping sheets to identify any production problems
 - b. Understand the different programs in the Dom.
 - c. Observe and work in the Dom kitchen.
 - d. Understand how the RD's administrative and clinical roles are meshed together.
 - e. Understand the Dom's method for making nutrition appointments for the residents.
 - f. Understand procedure for ordering and distributing nourishments for Dom patients.
 - g. Provide other educational opportunities as assigned.

III. ROTATION PROJECTS/ASSIGNMENTS

- A. Attend meetings/staff meetings with preceptor as appropriate.
- B. Perform AM inspections and review shipping sheets. Assure proper rotation of bread and milk.
- C. Post current day's menu on white board.
- D. Conduct the nutrition component of patient orientation. (Wednesday@10:45)
- E. Screen new admissions to the DOM using the Nutrition Screening Dom form and write note on each new admission.
- F. Teach Nutrition Classes-Lipid Class, MOVE! Information Class(Weight Management), Eating for Wellness (general) and/or Eating for Wellness (Diabetes emphasis)
- G. Create and put up bulletin board in dining room or hallway on pertinent Nutrition topic
- H. Teach employee training classes as assigned.
- I. Provide nutrition care and education for patients. Develop nutrition care goals and plans. Write progress notes on assigned patients.
- J. Perform plate waste study as assigned.
- K. Perform quality control measures:
 - a. Observe and record food temperatures
 - b. Check serving line, refrigerator and freezer temperatures at noon meal.
- L. Perform a Patient Satisfaction Survey and tabulate the results.
- M. Other projects may be assigned as needed.

IV. EVALUATION

- A. Evaluations will be conducted on the last day of the rotation