Intern Name: Afnan Chikhani Site: Missouri Baptist medical center (food service)

**Instructions:** Within two weeks of completing each food service management rotation, submit an electronic copy of this list, along with a link to your e-portfolio (include password to access if necessary) to the instructor. Be sure to indicate below the items you have included in your portfolio for grading. Please complete a new checklist for each food service rotation site.

The instructor will provide feedback to you using a master documentation form, which is similar to this one. You will have the opportunity to make any required revisions within one week of feedback receipt.

**Documentation Descriptions and Guidelines:**

**Artifact –** End product of the activity, such as a document or picture of the completed project

**Summary** – An informal paper describing what you did, typically 2 – 3 pages double spaced. Does not need require strict APA formatting or cover page.

**Reflection** – An informal paper that includes your thoughts on the effectiveness of the activity; what went well/not so well; what you might do differently in the future; and how this might influence your future practice. Typically 1 - 2 pages double spaced. Does not need require strict APA formatting or cover page.

**Formal Written Report** – A formal paper using APA format. Must be double spaced and submitted in Word for ease of providing feedback. Be sure to adhere to all assignment guidelines and review rubric before submitting.

**Assignment Guideline/Forms** – Some projects have extensive guidelines or specific forms to be used that are too long to include in the checklist. When prompted, please refer to those guidelines/forms posted on the course management site.

**Other Notes:**

Be sure to provide a copy of all preceptor-evaluated assignments to the appropriate individual at your site before the conclusion of your rotation so they can use these in their evaluation.

Most of these activities can be completed at any food service rotation and do not necessarily have to be repeated (although it may be beneficial to experience the differences between sites if you are rotating to more than one).

**Pre-Rotation Checklist**

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| **Project/Activity** | **Documentation/Action Required** | **Date Completed** | **Comments** |
| Complete **Part One** of the Rotation Objectives & Reflection Form *CRDN 2.12* | Share responses with your preceptor on or before your first day | 6-29-20 |  |
| Select and review at least two recent articles that you feel would be helpful in helping your prepare for this rotation (may use journal articles, guidelines from a professional organization, or relevant trade magazine). *CRDN 1.4* | n/a for pre-rotation. See activity list below for further documentation requirements |  |  |
| Complete the Food Service Management Pre-Rotation Quiz, if this is your first food service rotation (must pass with at least 90%) *CRDN 2.12* | Submitted on Canvas |  |  |
| Complete any additional pre-rotation activities listed on syllabus | n/a |  |  |
| Email preceptor at least one week ahead of start date to confirm meeting time, location, and request/share any other relevant information | Email sent to preceptor | 6-29-20 |  |

**Food Service Management Rotation Activities and Assignments**

**Culminating Projects**: *These projects are required to be completed at one of your food service management rotations. They may not be altered from the guidelines. It is suggested that you complete them at your longest rotation to allow for adequate completion time.*

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| **Project/Activity** | **Documentation to submit** | **Evaluated by** | **Date Completed** | **Comments** |
| **Quality Improvement Research Project**  CRDN 1.2, 1.5, 1.6, 2.2, 3.4, 4.3  *If possible, present the project at your site. This is one of three options to present on campus toward the end of supervised practice.*  *See detailed assignment guidelines on Canvas* | **Please follow assignment guideline posted on Canvas**  Proposal (note instructor and preceptor approval required prior to start)  Formal written report  Presentation slides | Director | 6-31-20 |  |
| **Supervisor/Manager staff relief**  CRDN 2.3, 2.5, 2.7, 2.8, 2.11, 3.3. 4.1  Participate in management or supervisory functions for at least 3 full work days. This may include any of the day to day administrative activities normally performed by the manager or supervisor, but should involve responsibility for menu planning, ordering of goods, and leading staff in a way that assures accuracy, quality and safety. Ideally, this will take place during your final week at the site but may occur sooner or throughout the rotation. In either case, you should plan on engaging in staff relief functions for approximately 24– 40 hours. | Summary of duties and activities as acting supervisor  Reflection on experience | Preceptor/Director |  |  |

**Food Service Management Rotation Activities and Assignments**

*Activities may be altered to better fit needs/activities of facility. If planning to complete an alternate assignment to meet a competency you must obtain approval from your internship director.*

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| **Project/Activity** | **Documentation to submit** | **Evaluated by** | **Date Completed** | **Comments/Alternate Assignment** |
| **Rotation Resource Articles** CRDN 1.4  *Selected prior to rotation (see pre-rotation checklist above)*  **Note: this activity must be done at each food service site you rotate to.** | Copy of the two full articles you selected.  2 - 3 page critical summary that covers the main points of the articles, why you selected them, and how you utilized them as a resource during your rotation.  Would you recommend these as a resource to other professionals in this setting? Why or why not? | Director | 6-25-20 |  |
| **Discussion Posts and Participation**  During each rotation, post your assigned number of original threads and comments on other posts.  1 – 2 week rotation: 1 original post, 2 comments  3 – 6 week rotation: 2 original posts, 4 comments  7 – 10 week rotation: 3 original posts, 6 comments  See the discussion board guidelines on Canvas for further details.  **Note: this activity must be done at each food service site you rotate to.** | Discussion posts on Canvas | Director |  |  |
| **Manager Shadowing/Leadership Style Self-Reflection** CRDN 2.12  Shadow each manager and/or supervisor for the work areas you are assigned to for at least half of one work day. Complete the Manager Shadowing Form to document each experience (form available on Canvas) | Manager shadowing checklist and reflection (Use form posted on Canvas) | Director |  |  |
| **Staff Scheduling/FTE/MPLH** CRDN 4.1  Discuss the process of staff scheduling with your preceptor and assist, if possible. Calculate FTE’s and/or MPLH for the current cycle and compare to budgeted FTEs. | Artifact (schedule)  Summary  Reflection | Director | 6-14-20 |  |
| **Department Budget and Finance Review**  CRDN 1.6, 4.5  Review the department budget and available financial reports, and compare budget to actual numbers. Discuss with preceptor all current goals for profit, percent food costs, customer count, etc. Identify trends and potential areas for improvement. Make recommendations based on your findings. | Summary of findings and your recommendations (do not include any actual reports or dollar amounts unless you have been given permission to share them) | Director |  |  |
| **Customer Survey Plan for Improvement**  CRDN 1.1, 4.3  Obtain feedback from customers using an existing method, or develop a survey/comment card (may use already collected data if available). Analyze the data, compare to organizational and/or industry standards, and develop a plan for improvement. *If desired, you may use the same issue for your Quality Improvement Research Project* | Summary  Plan for Improvement (Use form posted on Canvas) | Preceptor/Director | 6-15-20 |  |
| **Staff Inservice Assignment** CRDN 3.4  With guidance from your preceptor, develop and conduct an employee in-service training.  *See assignment guideline posted on Canvas* | Lesson plan  Summary report  Reflection  Preceptor evaluation form | Preceptor/Director | 6-17-20 |  |
| **One-Week Menu Assignment** CRDN 3.10  Create a one-week menu that meets the economic, nutritional, and cultural needs of a specific population served by the site. Be sure to adhere to any applicable standards (i.e. school lunch/breakfast, hearty healthy, CHO controlled, renal).  *This assignment may also be completed at a community rotation.* | Artifact (completed menu)  Summary of your process, including any online tools or software used  Reflection on your experience | Preceptor/Director |  | Done during the community rotation |
| **Facility Inspection** CRDN 4.2  Complete a facility safety and sanitation inspection using the form provided, or an existing form used by the department. Summarize your findings and discuss areas needing improvement with your preceptor. Select one area that did not meet standards and develop a plan for improvement to correct the issue.  *If desired, you may use an issue identified for your Quality Improvement Research Project* | Artifact (completed inspection form)  Summary of findings including areas that do not meet standards  Plan for Improvement for one area and results, if available | Preceptor/Director |  |  |
| **Sustainability Program Analysis and Proposal** CRDN 4.6  Review any sustainability programs/initiatives currently in place at your site including local purchasing and reduction of food waste. Determine the effectiveness of current programs, and write a proposal that suggests methods for improvement and/or a new procedure. Discuss with your preceptor and, if possible, take steps to implement the procedure during your rotation.  *If desired, you may use the same issue for your Quality Improvement Research Project* | Summary  Proposal/plan for improvement | Preceptor/Director | 6-30-20 |  |
| **HACCP Plan** CRDN 4.10  Select one high risk food item that is available for cafeteria or patient service. Using the HACCP process, create a flowchart to assure safety of the food item from purchase to service.  Be sure to include temperature limits according to ServSafe® standards.  *See HACCP template/example on Canvas* | Artifact (Use HACCP form on Canvas) | Preceptor/Director |  |  |
| **Department Productivity** CRDN 1.6, 4.1, 4.5  Conduct a productivity study at your site to analyze either the preparation of a food product or completion of a particular task. Document results and discuss your findings and recommendations with your preceptor  Choose one of the options below:   * Ready prepared vs. Homemade – select a product and decide which method is more cost effective (i.e. frozen pizza vs a made from scratch version) * Employee task – observe at least two employees completing the same or a similar task, and determine which of them has a more effective method | Summary of findings and recommendations | Director | 6-11-20 |  |
| **Human Resources** CRDN 4.1  Discuss facility employment procedures with your preceptor, or make an appointment to review this information with human resources.   1. Review methods of external and internal recruitment, performance evaluation, compensation, labor relations, discipline, termination procedures, exit interview process 2. Discuss procedures for screening, physical exams, interviewing, checking references, hiring, orienting, and training new employees. 3. If possible, observe or participate in the recruitment, interviewing, training, and/or discipline/counseling of employees at your site. | Summary of procedures and your participation in them  Reflection | Director | 6-13-20 |  |
| **Review and Participate in Wellness Initiatives** CRDN 1.1, 1.6; concentration competency iv.  Discuss with your preceptor any current wellness policies or initiatives currently in place for foods served in the cafeteria, or for employees.  If you are at a school rotation, set up a meeting with the wellness coordinator and attend a committee meeting, if possible.  Discuss any areas of deficiency with your preceptor and make recommendations for improvement to existing programs, or research and suggest new possibilities.  Submit a written summary and list of your recommendations for improvement**.** | Summary  Recommendations for improvement | Director |  |  |
| **Engaging with Customers/Stakeholders** CRDN 2.2, 3.3; concentration competency i.  Create a nutrition related display or booth for the cafeteria. Choose a day to sit at the display and discuss the information with customers (i.e. employees/families/students).  OR  Create a health/nutrition related article, or full newsletter aimed at staff, parents, or other stakeholders. *May be distributed via print or electronic means* | Artifacts (planning tools, handouts, article/newsletter and/or other materials used)  Summary/reflection on your experience |  | 6-16-20 |  |

**Rotation Completion Checklist**

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| **Project/Activity** | **Documentation/Action Required** | **Date Completed** | **Comments** |
| Complete the Food Service Rotation Self-Evaluation | Completed by **you** and submitted in Typhon |  |  |
| If needed, remind your preceptor to complete the Food Service Rotation Evaluation form | Completed by **preceptor** and submitted in Typhon |  |  |
| Complete **Part Two** of the Rotation Objectives & Reflection Form | Share post-rotation feedback with preceptor (either during your final evaluation meeting, or via email) and post in your online portfolio along with Part One |  |  |
| Meet with preceptor during your last week to discuss the above evaluations | n/a |  |  |
| Complete the Evaluation of Site/Preceptor form | (Completed by **you** and submitted via this [link](https://docs.google.com/forms/d/1TNoIkDbWNhLynw2cAQJhYkLr4pVdYDuOgrIk0icCw-I/viewform?usp=send_form)). **Note: this feedback is not shared with the preceptor without permission from you.** |  |  |
| Upload all required documentation for the above activities to your e-portfolio within two weeks of rotation end date | Posted on e-portfolio |  |  |
| Submit this completed checklist, along with your e-portfolio link, within two weeks of rotation end date | Emailed to instructor |  |  |