

COMPETENCIES AND OBJECTIVES - DEPARTMENT OF PUBLIC HEALTH AGENCIES & COMMUNITY HEALTH CENTERS

COMPETENCIES AND OBJECTIVES	LEARNING ACTIVITIES	EVALUATION	EXAMPLES OF RESOURCES
<p>1. <u>Nutrition Program Overview</u> Demonstrates knowledge of nutrition program and delivery of services.</p> <ul style="list-style-type: none"> • Describes the goals and purpose of the nutrition program/agency. • Identifies program-eligible population and their nutrition care needs. • Describes the benefits and services provided by the program. • Follows established policies and procedures of the federal, state and local agencies in providing program services. • Upon instruction from the nutritionist, makes appropriate modifications to guidelines and regulations in the delivery of services. • Uses basic procedures in implementing program services, e.g. enrollment, nutrition education, participant intake, etc. • Follows established procedures in determining eligibility for the program. • Describes the responsibilities of each staff member of the nutrition program. 	<ul style="list-style-type: none"> • Observes staff in delivering the program services to participants and prepares a report on observations. • Discusses public health department’s nutrition program procedures with preceptor. • Familiarizes self with policies, procedures, and eligibility requirements of nutrition education outreach programs, including WIC. • Conducts an informational interview with department head for an overview of programs and services. 	<p>Evaluation Report</p> <p>Continuous feedback by preceptor</p> <p>Mid-progress evaluation</p> <p>Final performance evaluation</p>	<p>Policy and Procedure Manual</p> <p>Dept. of Public Health Counties’ websites</p> <p>WIC website CA WIC Training resources</p> <p>Program Forms</p> <p>Educational materials</p> <p>Organization chart; job descriptions</p>

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<p>2. <u>Nutrition Principles</u> Applies knowledge of basic nutrition principles in the provision of nutrition services.</p> <ul style="list-style-type: none"> • Uses knowledge of human nutrition to identify the nutrition requirements of participants. • Uses dietary standards, e.g. Daily Food Guide, MyPyramid, and dietary guidelines in evaluating and planning food intake. • Applies knowledge of food groups and recommended serving sizes in assessing participants' intake for nutrition adequacy. • Uses basic nutrition principles in providing nutrition education materials to participants. • Incorporates principles of nutrition and physical activity in nutrition education classes/workshops. • Takes into account participant's cultural, social and economic needs when planning and delivering nutrition education services. 	<ul style="list-style-type: none"> • Study and review the "Dietary Guidelines for Americans". • Observes a nutrition counseling session and/or group education class. • Assesses dietary intake of participants. • Provides a nutrition presentation for a group of participants. • Identifies participants with special dietary needs and provides proper education materials. • Reviews various educational materials and takes into account appropriate literacy level. • Participates in professional development trainings and workshops. 	<p>Continuous feedback</p> <p>Mid-progress evaluation</p> <p>Final evaluation based on progress evaluation and continuous assessment</p>	<p>MyPyramid & 2005 Dietary Guidelines for Americans http://mypyramid.gov/</p> <p>Curricula materials and other nutrition education resources</p>
<p>4. <u>Program Eligibility</u></p>			

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<p>Determines program eligibility based on established criteria, if applicable.</p> <ul style="list-style-type: none"> • Collects appropriate enrollment data from participants, if applicable. • Identifies program requirements based on regulations. • Determines types of community resources provided to participants. 	<ul style="list-style-type: none"> • Observes staff’s outreach and recruitment efforts to enroll new participants. • Assist with intake/enrollments. • Attend County Nutrition Action Plan Committee meetings or other collaborative meetings to network and learn about other programs and services. 	<p>Observation and feedback from preceptor</p> <p>Mid-progress evaluation</p> <p>Final performance evaluation</p>	<p>Program forms</p> <p>Policy and Procedure Manual</p>

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<p>5. & 6. <u>Nutrition Screening & Assessment</u> Administer nutrition screening and follow up to participants, where applicable. Assist in nutrition assessment and documentation, if applicable.</p> <p>NOTE: All students will achieve these two competencies during the mini-rotation through the Nutrition Clinics at Student Health Center or Fitness Center.</p> <ul style="list-style-type: none"> • Compares anthropometric measurements to reference standards to determine nutrition risk, if applicable. • Compares pertinent biochemical data, e.g. hemoglobin and hematocrit, to established criteria to determine nutrition risk, if applicable. • Performs nutrition screening of participants using established procedures. • Identifies factors affecting nutritional status, e.g. food and medication interactions, dietary intake. 	<ul style="list-style-type: none"> • Observes staff during screening process and dietary assessment of participants. • Conducts dietary assessment and documents results. • Enters appropriate anthropometric and biochemical data on nutrition questionnaire. • Maintains accurate and neat records and documentation. • Reviews health statistics of various age and population groups in the county (i.e. obesity trends, fitness test results of children, health risks) 	<p>Continuous feedback</p> <p>Mid-progress evaluation</p> <p>Final Performance evaluation</p>	<p>Program forms</p>

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<p>7. <u>Nutrition Education</u> Educates participant as appropriate, based on assessed nutrition needs.</p> <ul style="list-style-type: none"> • Educates participant as appropriate, based on assessed nutrition needs. • Provides nutrition education to participants through annual training. • Educates participants on possible health implications of certain food/nutrition practices. • Provides information on the benefits of good nutrition and physical activity. • Uses appropriate nutrition education materials in nutrition class. • Tailors education activities to individual's educational, cultural, ethnic, economic and other special needs. • Participates in staff training as recommended by the nutritionist. • Explains the difference between regular and special diets. 	<ul style="list-style-type: none"> • Conducts field observations of nutrition education staff. • Assists with in-service trainings for teachers, child care providers, other health professionals. • Plans and presents nutrition education class or workshop to a group of adults. • Provides counseling to mothers on breastfeeding issues. • Plans and presents nutrition education for youth (i.e. pre-schoolers, classroom lesson). • Assists in the planning, preparation, and implementation of special nutrition outreach events (i.e. health fairs, National Nutrition Month events, etc.) • Prepares a one page nutrition information sheet for participants. • Identifies participants with special dietary needs and provides proper nutrition education materials. 	<p>One page nutrition information sheet</p> <p>Participant & peer evaluation and feedback on class conducted by student.</p> <p>Mid-progress evaluation</p> <p>Final evaluation based on progress evaluation and continuous assessment</p>	<p>Policy and procedure Manual</p> <p>Field Observation reports of staff</p> <p>Various nutrition education materials and curricula</p> <p><i>“From Telling to Teaching—The Dialogue Approach to Adult Learning”</i> by Dr. Joye A. Norris</p> <p>Nutrition education curricula & resources</p> <p>SNAP-Ed Connection http://snap.nal.usda.gov/nal_display/index.php?info_center=15&tax_level=1</p>

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<p>8. <u>Food Delivery System</u> Demonstrates knowledge of food delivery system.</p> <ul style="list-style-type: none"> • Explains rationale of food delivery system. • For WIC, explains food instruments issuance and redemption procedures to participants, where applicable. 	<ul style="list-style-type: none"> • Teaches food safety and sanitation principles to consumers. • Applies eligibility rules and benefits for WIC, and other food assistance programs and emergency food systems. 	<p>Continuous feedback</p> <p>Mid-progress evaluation</p> <p>Final performance evaluation</p>	<p><i>Professional Food Manager Certification Training, NSF HealthGuard Training Series</i></p>

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<p>9. <u>Referral and Community Outreach</u> Refers participant to appropriate community services.</p> <ul style="list-style-type: none"> • Describes services offered and eligibility requirements of community health, social service and financial support agencies. • Following agency protocol, identifies/refers participants needing referrals. • Documents in participant’s records referrals made or received and referral follow up, if applicable. • Assists staff in planning and implementation of community outreach activities to increase awareness about the program. • Effectively presents information about child nutrition program to target audiences in outreach activities. 	<ul style="list-style-type: none"> • Attends community coalition meeting, and/or other community and professional meetings. • Observes staff referring participants to community services. • Participates in outreach activities with staff. • Explores the availability of outreach materials in other languages. 	<p>Observation, discussion and feedback from preceptor</p> <p>Report on available resources for participants/families</p> <p>Mid-progress evaluation</p> <p>Final performance evaluation</p>	<p>Community Resource Manual</p> <p>SF Food, Nutrition & Agriculture Directory</p> <p>California Food Policy Advocates website</p> <p>San Francisco Food Bank website: Hunger 101 online activity</p>

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<p>10. <u>Computer Skills</u> Use appropriate computer skills to carry out job responsibilities.</p> <ul style="list-style-type: none"> • Enters data into computer accurately and efficiently. • Uses the computer to input/update pertinent data for participants' records. • Communicates effectively by e-mail. • Demonstrates competence in various computer software programs (i.e. word processing, spreadsheets, database management, presentation software, desktop publishing). • On a weekly basis, students will post their weekly learning summaries online to the discussion forum of CCSF's Insight to share with other students. • As a culminating project, students will create a multimedia presentation, "The Learning Journey", to document achievement of the core competencies. They will post it online to CCSF's Insight to share their unique learning experiences with all students and program faculty. 	<ul style="list-style-type: none"> • Enters relevant participant data from enrollment forms. • Uses the computer to generate reports, flyers, educational materials, etc. • Post weekly learning summaries online to CCSF's Insight course management system. • Create a "Learning Journey" online presentation as a culminating project. 	<p>Preceptor to review records entered by student for completeness and accuracy</p> <p>Mid-progress evaluation</p> <p>Final performance evaluation</p>	<p>Final report summaries</p>