

**COMPETENCIES AND OBJECTIVES – Wu Yee Children’s Services**

COMPETENCIES AND OBJECTIVES	LEARNING ACTIVITIES	EVALUATION	EXAMPLES OF RESOURCES
<p><b>1. <u>Nutrition Program Overview</u></b>  <b>Demonstrates knowledge of nutrition program and delivery of services.</b></p> <ul style="list-style-type: none"> <li>• Describes the goals and purpose of the nutrition program/agency.</li> <li>• Identifies program-eligible population and their nutrition care needs.</li> <li>• Describes the benefits as well as specific foods and services provided by the program.</li> <li>• Follows established policies and procedures of the childcare food program.</li> <li>• Upon instruction from the nutritionist, makes appropriate modifications to guidelines and regulations in the delivery of services.</li> <li>• Uses basic procedures in implementing program services, e.g. enrollment, nutrition education, participant intake, etc.</li> <li>• Follows established procedures in determining eligibility for the program.</li> <li>• Describes the responsibilities of each staff member of the nutrition program.</li> </ul>	<ul style="list-style-type: none"> <li>• Observes staff and volunteers in delivering the program services to participants and prepares a report on observations.</li> <li>• Discusses childcare food program procedures with preceptor.</li> <li>• Determines eligibility for appropriate program services.</li> <li>• Familiarizes self with rules and regulations of childcare food programs.</li> <li>• Conducts an informational interview with Director for an overview of programs and services</li> </ul>	<p>Continuous feedback by preceptor</p> <p>Mid-progress evaluation</p> <p>Final performance evaluation</p>	<p>Policy and Procedure Manual</p> <p>Head Start of SF Parent Handbook</p> <p>Child &amp; Adult Care Food Program  <a href="http://www.fns.usda.gov/cnd/Care/">http://www.fns.usda.gov/cnd/Care/</a></p> <p>Healthy Meals Resource System  <a href="http://healthymeals.nal.usda.gov/nal_display/index.php?info_center=14&amp;tax_level=1">http://healthymeals.nal.usda.gov/nal_display/index.php?info_center=14&amp;tax_level=1</a></p>

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<p><b>2. <u>Nutrition Principles</u></b>  <b>Applies knowledge of basic nutrition principles in the provision of nutrition services.</b></p> <ul style="list-style-type: none"> <li>• Uses knowledge of human nutrition to identify the nutrition requirements of participants.</li> <li>• Uses dietary standards, e.g. Daily Food Guide, MyPyramid, and dietary guidelines in evaluating and planning food intake.</li> <li>• Applies knowledge of food groups and recommended serving sizes in assessing participants’ intake for nutrition adequacy.</li> <li>• Uses basic nutrition and/or special diet principles in providing nutrition counseling to participants/families.</li> <li>• Incorporates principles of nutrition in counseling/classes.</li> </ul>	<ul style="list-style-type: none"> <li>• Study and review the “2005 Dietary Guidelines for Americans” and MyPyramid food guidance system.</li> <li>• Develop/compile nutrition education resources for children.</li> <li>• Provide nutrition education training to providers, parents, and/or community</li> <li>• Observes a nutrition counseling session.</li> <li>• Provides group presentation on child nutrition.</li> <li>• Identifies participants with special dietary needs and provides proper education materials.</li> <li>• Identifies age-appropriate foods.</li> <li>• Applies infant feeding (1 year and under) guidelines.</li> </ul>	<p>Continuous feedback</p> <p>Mid-progress evaluation</p> <p>Final evaluation based on progress evaluation and continuous assessment</p>	<p>Head Start Publications</p> <p>WIC Child Nutrition Publications</p> <p>MyPyramid and Dietary Guidelines for Americans</p> <p>USDA TEAM Nutrition, <i>Building Blocks for Fun and Healthy Meals – A Menu Planner for the Child and Adult Care Food Program</i> manual, 2000 and <i>Nibbles for Health – Nutrition Newsletters for Parents of Young Children</i>, 2003.</p>

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<p><b>3. <u>Communication Skills</u></b>  <b>Uses appropriate communication skills.</b></p> <ul style="list-style-type: none"> <li>• Communicates in clear, concise manner, using terminology appropriate to target audience.</li> <li>• Follows recommended procedures for obtaining participant information.</li> <li>• Demonstrates sensitivity to participant’s cultural, social and economic background.</li> <li>• Demonstrates sensitivity to participant’s beliefs relating to food and nutrition.</li> <li>• Uses effective educational and counseling methods to recommend and promote behavior change.</li> <li>• Records pertinent information in appropriate format using acceptable wording and correct medical terminology.</li> <li>• Uses correct and professional telephone etiquette.</li> </ul>	<ul style="list-style-type: none"> <li>• Observes staff and volunteers interacting with participants during service hours.</li> <li>• Uses appropriate telephone etiquette.</li> <li>• Interacts with participants in delivering program services.</li> <li>• Gives short nutrition education program to participants/families.</li> <li>• Conducts inservice to staff and volunteers on assigned topic.</li> <li>• Maintain communications with child care providers regarding food program needs, policies and procedures. Answer nutrition questions and provide information to child care providers.</li> </ul>	<p>Continuous evaluation and feedback</p> <p>Mid-progress evaluation</p> <p>Final performance evaluation</p>	<p>Policy and Procedure Manual</p> <p><i>Phone etiquette form</i></p> <p><i>Head Start of SF referral form</i></p> <p><i>Head Start of SF progress notes</i></p> <p><i>Parent Contact Sheet</i></p> <p><i>Head Start Training Evaluation</i></p>

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<p><b>4. <u>Program Eligibility</u></b>  <b>Determines program eligibility based on established criteria, if applicable.</b></p> <ul style="list-style-type: none"> <li>• Collects appropriate enrollment data from participants, if applicable.</li> <li>• Identifies program requirements based on regulations.</li> <li>• Determines types of community resources provided to participants.</li> <li>• Reviews provider's menus and attendance records.</li> <li>• Observes license capacity on monitor visit.</li> <li>• Identifies USDA recognized meal pattern during site visit.</li> <li>• Disallows records based on program rules and regulations.</li> <li>• Identifies proper safety and sanitation in day care home.</li> </ul>	<ul style="list-style-type: none"> <li>• Observes staff conducting monitoring visit.</li> <li>• Completes CCFP monitoring form based on program requirements.</li> <li>• Observes staff and volunteers during screening of providers.</li> <li>• Determines eligibility for program services.</li> <li>• Monitor client facilities for compliance with Federal, State, and program guidelines.</li> <li>• Lists license capacity ratios.</li> <li>• Review monthly client reports for reimbursement</li> <li>• Properly tiers providers when enrolling on the food program.</li> </ul>	<p>Observation and feedback from preceptor</p> <p>Completed <i>Nutrition Assessment/ Dietary History form</i></p> <p>Documentation of nutrition screening results</p> <p>Mid-progress evaluation</p> <p>Final performance evaluation</p>	<p><i>Head Start of SF Nutrition Assessment /Dietary History form</i></p> <p>Daily Food Guide</p>

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<p><b>5. &amp; 6. <u>Nutrition Screening &amp; Assessment</u></b>  <b>Administer nutrition screening and follow up to participants, where applicable. Assist in nutrition assessment and documentation, if applicable.</b></p> <p><b>NOTE: All students will achieve these two competencies during the mini-rotation through the Nutrition Clinics at Student Health Center or Fitness Center.</b></p> <ul style="list-style-type: none"> <li>• Compares anthropometric measurements to reference standards to determine nutrition risk, if applicable.</li> <li>• Compares pertinent biochemical data, e.g. hemoglobin and hematocrit, to established criteria to determine nutrition risk, if applicable.</li> <li>• Performs nutrition screening of participants using established procedures.</li> <li>• Takes into account participant’s individual needs identified in nutrition screening in counseling.</li> <li>• Identifies factors affecting nutritional status, e.g. food and medication interactions, dietary intake.</li> <li>• Identifies nutrition risk factors using program nutrition risk criteria.</li> <li>• Determines types of nutrition education contacts to be provided to participants.</li> <li>• Assesses and enrolls program eligible participants to receive program services and determines what diet type is appropriate.</li> <li>• Differentiates between high nutrition risk and low nutrition risk.</li> <li>• Completes nutrition screening and documents nutritional needs of at risk participants.</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluates information obtained from <i>Nutrition Assessment/Dietary History form</i>.</li> <li>• Plans the types and number of education contacts to be provided for participants/families.</li> <li>• Completes nutrition screening and dietary history based on participant’s food intake using appropriate Daily Food Guide.</li> <li>• Observes staff and volunteers during screening of applicants, and nutrition assessment of participants.</li> <li>• Conducts nutrition screening and documents results.</li> </ul>	<p>Continuous feedback</p> <p>Mid-progress evaluation</p> <p>Final Performance evaluation</p>	<p><i>Nutrition Assessment/Dietary History form</i></p>

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<p><b>7. <u>Nutrition Education</u></b>            Educates participant as appropriate, based on assessed nutrition needs.</p> <ul style="list-style-type: none"> <li>• Refers high risk participants to nutritionist for nutrition care and counseling, if applicable.</li> <li>• Provides nutrition education to participants through individual counseling or group classes.</li> <li>• Educates participants on possible health implications of certain food/nutrition practices.</li> <li>• Provides information on the benefits of good nutrition and physical activity.</li> <li>• Helps participants establish goal for nutrition related behavior change.</li> <li>• Uses appropriate nutrition education materials in nutrition counseling and classes.</li> <li>• Tailors education activities to individual's educational, cultural, ethnic, economic and other special needs.</li> <li>• Participates in staff training as recommended by the nutritionist.</li> </ul>	<ul style="list-style-type: none"> <li>• Plans and delivers nutrition education to participants and staff, children, parents.</li> <li>• Prepares a one page nutrition information sheet for participants.</li> <li>• Identifies participants with special dietary needs and provides proper nutrition education materials.</li> <li>• Prepares information related to proper nutrition and other child-related chronic problems.</li> <li>• Provides information for special diets.</li> <li>• Coordinate existing community health training resources and disseminate information to licensed providers.</li> <li>• Observes counseling of participants by health workers and nutritionist. Plans and gives nutrition counseling to participants.</li> </ul>	<p>Continuous feedback</p> <p>Lesson plan for nutrition education class</p> <p>One page nutrition information sheet</p> <p>Mid-progress evaluation</p> <p>Final evaluation based on progress evaluation and continuous assessment</p>	<p>Policy and procedure Manual</p> <p>Head Start of SF Parent Handbook</p> <p>Nutrition Forms Manual</p> <p>Enrollment/ Eligibility Roster</p> <p>Shaping Healthy Food Choices in Childcare and Development Program</p> <p><i>Nutrition Education Evaluation form</i></p>

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<p><b>8. <u>Food Delivery System</u></b>  <b>Demonstrates knowledge of food delivery system.</b></p> <ul style="list-style-type: none"> <li>• Explains rationale of food delivery system.</li> <li>• Performs quality/quantity control procedures of the nutrition program.</li> <li>• Explains the difference between regular and special diets.</li> <li>• Plans menus using Daily Food Guide and taking into consideration suggestions from Parent Menu Action Committee.</li> </ul>	<ul style="list-style-type: none"> <li>• Review and verify provider’s monthly menus meet federal nutritional guidelines.</li> <li>• Observes and participates in meal service.</li> <li>• Provide technical assistance and monitoring.</li> <li>• Assist with menu planning, recipe development</li> <li>• Reviews food safety and sanitation in child care setting.</li> <li>• Carries out quality/quantity control procedures in foodservice and delivery.</li> <li>• Plans at least one week of menus that meet child food program guidelines.</li> </ul>	<p>Oral evaluation on differences between regular and special diet menus</p> <p>Completed menus for one week</p> <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> <p>Nutrition Services Policy and Procedure Manual</p> <p><i>Food Sanitation and Safety Self-Assessment Instrument</i></p> <p>Regular menus</p>

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<p><b>9. <u>Referral and Community Outreach</u></b>            Refers participant to appropriate community services.</p> <ul style="list-style-type: none"> <li>• Describes services offered and eligibility requirements of community health, social service and financial support agencies.</li> <li>• Following agency protocol, identifies/refers participants needing referrals.</li> <li>• Documents in participant’s records referrals made or received and referral follow up, if applicable.</li> <li>• Assists staff in planning and implementation of community outreach activities to increase awareness about the program.</li> <li>• Effectively presents information about child nutrition program to target audiences in outreach activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Observes staff referring participants to community services.</li> <li>• Discusses outreach activities with staff.</li> <li>• Prepares and gives a short presentation to selected group discussing child nutrition program.</li> <li>• Visits one Head Start site and reports on resources available for participants/families.</li> <li>• Attends County Nutrition Action Plan meeting; BANPAC; Mission Latino Families Partnership meeting, other advisory and coalition meetings</li> </ul>	<p>Observation, discussion and feedback from preceptor</p> <p>Evaluation of community outreach presentation</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, &amp; Agriculture Directory</p> <p>Head Start of SF Community Resource Guide</p> <p><i>Clinical &amp; Community Nutrition--Student Manual</i></p>

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<p><b>10. <u>Computer Skills</u></b>  <b>Use appropriate computer skills to carry out job responsibilities.</b></p> <ul style="list-style-type: none"> <li>• Enters data into computer accurately and efficiently.</li> <li>• Uses the computer to input/update pertinent data for menu cycle.</li> <li>• Communicates effectively by e-mail.</li> <li>• Demonstrates competence in various computer software programs (i.e. word processing, spreadsheets, database management, presentation software, desktop publishing).</li> <li>• 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.</li> <li>• As a culminating project, students will create a multimedia presentation, "The Learning Journey", to document achievement of the core competencies. They will post it to CCSF's Insight to share their unique learning experiences with all students and program faculty.</li> </ul>	<ul style="list-style-type: none"> <li>• Enters relevant data to adjust menus, as appropriate.</li> <li>• Participates in tech-enhanced learning component of field experience (Insight online communication with classmates)</li> </ul>	<p>Preceptor to review records entered by student for completeness and accuracy</p> <p>Mid-progress evaluation</p> <p>Final performance evaluation</p>	<p>Head Start menus</p>

