

CORE COMPETENCY AREAS & Specific Competencies for Nutrition Paraprofessionals

(NOTE: the *italicized* specific competencies listed under the broad **Core Competency Areas** may not all apply, and can be adapted or modified as appropriate. A variety and multitude of learning activities should be planned and accomplished to achieve the Core Competencies.)

CORE COMPETENCY AREAS	LEARNING ACTIVITIES	EVALUATION	EXAMPLES OF RESOURCES
<p>1. Describe the Organization</p> <ul style="list-style-type: none"> • <i>Describe the mission & goals of the organization.</i> • <i>Determine program eligibility based on established criteria.</i> • <i>Describe the role of the paraprofessional.</i> • <i>Follow program guidelines in the delivery of services.</i> 		<p>Continuous feedback by preceptor</p> <p>Mid-progress evaluation</p> <p>Final performance evaluation</p>	

CORE COMPETENCY AREAS	LEARNING ACTIVITIES	EVALUATION	EXAMPLES OF RESOURCES
<p>2. Communicate Program Value</p> <ul style="list-style-type: none"> • <i>Serve as a good representative of the organization.</i> • <i>Share program outcomes and successes with stakeholders/public.</i> 		<p>Continuous feedback by preceptor</p> <p>Mid-progress evaluation</p> <p>Final performance evaluation</p>	

CORE COMPETENCY AREAS	LEARNING ACTIVITIES	EVALUATION	EXAMPLES OF RESOURCES
<p>3. Conduct Program Evaluation</p> <ul style="list-style-type: none"> • <i>Use approved evaluation forms and methods for collecting participant and program outcome information.</i> • <i>Assist in meeting program goals.</i> • <i>Provide constructive feedback on program effectiveness.</i> 		<p>Continuous feedback by preceptor</p> <p>Mid-progress evaluation</p> <p>Final performance evaluation</p>	

CORE COMPETENCY AREAS	LEARNING ACTIVITIES	EVALUATION	EXAMPLES OF RESOURCES
<p>4. Apply Knowledge of Basic Nutrition Principles</p> <ul style="list-style-type: none"> • <i>Apply knowledge of human nutrition to identify the nutrition requirements of clients.</i> • <i>Use dietary standards, (i.e. current Food Guidance System, US Dietary Guidelines) to evaluate and plan food intake.</i> • <i>Apply knowledge of food groups and recommended serving sizes in assessing clients' intake for nutrition adequacy.</i> • <i>Assist with menu planning and analysis.</i> • <i>Provide appropriate nutrition education materials to clients.</i> • <i>Incorporate principles of nutrition and physical activity in nutrition education classes/workshops.</i> • <i>Consider clients' cultural, social and economic needs when planning and delivering nutrition education services.</i> • <i>Participate in professional development trainings and workshops.</i> 		<p>Continuous feedback by preceptor</p> <p>Mid-progress evaluation</p> <p>Final performance evaluation</p>	

CORE COMPETENCY AREAS	LEARNING ACTIVITIES	EVALUATION	EXAMPLES OF RESOURCES
<p>5. Demonstrate Cross-Cultural Competence and Respect for Diversity</p> <ul style="list-style-type: none"> • <i>Respect and value people’s differences.</i> • <i>Remain objective and avoid imposing one’s own values on others.</i> • <i>Meet the nutrition education needs of clients of diverse race, ethnicity, gender, age, language, education level, sexual orientation, and disabilities.</i> • <i>Meet civil rights requirements.</i> 		<p>Continuous feedback by preceptor</p> <p>Mid-progress evaluation</p> <p>Final performance evaluation</p>	

CORE COMPETENCY AREAS	LEARNING ACTIVITIES	EVALUATION	EXAMPLES OF RESOURCES
<p>6. Maintain Effective Internal and External Partnerships and Interpersonal Relationships</p> <ul style="list-style-type: none"> • <i>Know community demographics, resources, needs, issues.</i> • <i>Build and maintain effective partnerships with other community agencies.</i> • <i>Outreach and refer to appropriate community resources.</i> • <i>Maintain positive working relationships with staff and supervisors.</i> • <i>Share program materials and ideas.</i> • <i>Be open to new ideas, concepts, and information.</i> • <i>Use effective verbal, writing, and listening skills.</i> • <i>Volunteer or accept additional responsibilities when appropriate.</i> • <i>Accept constructive criticism and suggestions.</i> 		<p>Continuous feedback by preceptor</p> <p>Mid-progress evaluation</p> <p>Final performance evaluation</p>	

CORE COMPETENCY AREAS	LEARNING ACTIVITIES	EVALUATION	EXAMPLES OF RESOURCES
<p>7. Demonstrate Personal Accountability</p> <ul style="list-style-type: none"> • <i>Balance multiple responsibilities.</i> • <i>Communicate concerns and issues to supervisor in a timely manner.</i> • <i>Practice positive work ethics.</i> • <i>Demonstrate an understanding of job responsibilities and boundaries.</i> • <i>Use good judgment about health and personal safety at work.</i> • <i>Dress appropriately and practice good hygiene.</i> • <i>Meet scheduled commitments, be on time, cancel appointments only when absolutely necessary.</i> • <i>Model positive nutrition, health, and food safety behaviors.</i> • <i>Maintain reliable transportation.</i> • <i>Keep materials organized.</i> • <i>Use time wisely.</i> • <i>Participate actively in staff development/training.</i> • <i>Use technology and program equipment/materials appropriately and for work purposes only.</i> • <i>Work independently with confidence.</i> • <i>Maintain confidentiality of participant and program information.</i> 		<p>Continuous feedback by preceptor</p> <p>Mid-progress evaluation</p> <p>Final performance evaluation</p>	

CORE COMPETENCY AREAS	LEARNING ACTIVITIES	EVALUATION	EXAMPLES OF RESOURCES
<p>8. Maintain Accurate Records and Reports</p> <ul style="list-style-type: none"> <i>Submit records and reports neatly, accurately, completely, and on time.</i> 		<p>Continuous feedback by preceptor</p> <p>Mid-progress evaluation</p> <p>Final performance evaluation</p>	

CORE COMPETENCY AREAS	LEARNING ACTIVITIES	EVALUATION	EXAMPLES OF RESOURCES
<p>9. Achieve Excellence in Teaching</p> <ul style="list-style-type: none"> • <i>Assist with recruitment of clients.</i> • <i>Assess the needs, interests, and abilities of clients.</i> • <i>Understand the factors that influence an individual's food behavior.</i> • <i>Use research-based, approved educational materials.</i> • <i>Stay current in topics.</i> • <i>Plan and prepare lesson plans, activities, and materials based on clients' needs, interests, age, and abilities.</i> • <i>Engage clients in hands-on learning to achieve program outcomes.</i> • <i>Use teaching techniques that build on clients' learning styles, strengths, prior knowledge, and skills.</i> • <i>Use effective education/counseling skills to facilitate behavior change.</i> • <i>Create respectful learning environments in which clients feel comfortable to participate.</i> • <i>Encourage clients to increase food and nutrition-related skills and become more independent.</i> • <i>Acknowledge clients' successes.</i> • <i>Use evaluation results to focus programming and improve teaching skills/techniques.</i> 		<p>Continuous feedback by preceptor</p> <p>Mid-progress evaluation</p> <p>Final performance evaluation</p>	

CORE COMPETENCY AREAS	LEARNING ACTIVITIES	EVALUATION	EXAMPLES OF RESOURCES
<p>10. Administer Nutrition Screening, Assessment, and Counseling (of low-risk clients under supervision of Registered Dietitian)</p> <p>NOTE: <i>All students will achieve this competency during the two-day mini-rotation through on-campus Nutrition Clinics, supervised by Registered Dietitian faculty. Some students may get additional counseling experience depending on their placement site.</i></p> <ul style="list-style-type: none"> • <i>Collect appropriate anthropometric data on clients.</i> • <i>Interview clients to obtain dietary history including a 24-hour recall.</i> • <i>Analyze nutrient content of clients' food intake using a nutrient analysis software program.</i> • <i>Complete dietary assessment and identify nutrition needs.</i> • <i>Consider cultural and socioeconomic factors that affect clients' food choices.</i> • <i>Counsel/teach clients, as appropriate, based on assessed nutrition needs.</i> • <i>Prioritize identified nutrition needs of clients.</i> • <i>Demonstrate motivational interviewing techniques.</i> • <i>Evaluate effectiveness of counseling based on clients' progress, achievement of goals.</i> • <i>Document appropriately.</i> 		<p>Continuous feedback by preceptor</p> <p>Mid-progress evaluation</p> <p>Final performance evaluation</p>	

CORE COMPETENCY AREAS	LEARNING ACTIVITIES	EVALUATION	EXAMPLES OF RESOURCES
<p>11. Apply Knowledge of Food Safety and Sanitation</p> <ul style="list-style-type: none"> • <i>Conduct staff in-service.</i> • <i>Demonstrate safe food handling practices.</i> • <i>Implement HACCP (Hazard Analysis Critical Control Point) principles throughout the food delivery system.</i> • <i>Teach clients about food safety.</i> 		<p>Continuous feedback by preceptor</p> <p>Mid-progress evaluation</p> <p>Final performance evaluation</p>	
<p>12. Demonstrate Technology Literacy</p> <ul style="list-style-type: none"> • <i>Demonstrate basic computer skills, including email and accessing the Internet.</i> • <i>Use proper “netiquette” in email communications.</i> • <i>Show proficiency in using basic office equipment, including the telephone system, copier, etc.</i> • <i>Evaluate appropriate and relevant websites.</i> • <i>Use audio-visual equipment and materials appropriately in teaching.</i> • <i>Demonstrate proficiency in using diet analysis program.</i> • <i>Enter data accurately and print reports.</i> • <i>Create a culminating multimedia “Learning Journey” portfolio presentation documenting achievement of the core competencies.</i> 		<p>Continuous feedback by preceptor</p> <p>Mid-progress evaluation</p> <p>Final performance evaluation</p>	