## COMPETENCIES AND OBJECTIVES – Laguna Honda Hospital (LHH)

<table>
<thead>
<tr>
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<th>LEARNING ACTIVITIES</th>
<th>EVALUATION</th>
</tr>
</thead>
</table>
| **1. Nutrition Program Overview**  
Demonstrates knowledge of nutrition program and delivery of services. | **Discusses the responsibilities & inter-relationship of the dietetic assistant and dietitian.**  
**Reviews the LHH Diet Manual. Identify the diabetic, low sodium and renal diets.**  
**Reviews policies and procedures for LHH assessment for nutrition risk.**  
**Reviews format for standards of nutrition care and for nutrition therapy.**  
**Reviews menus and meal tickets for regular and therapeutic diets.**  
**Observes trayline food service to LHH residents with Food Service Manager.**  
**Reviews Chefs’ responsibilities.**  
**Discusses employee positions and job responsibilities with the Chefs.** | Discussion with preceptor to evaluate understanding of nutrition program basics  
Progress evaluations  
Discussion with preceptors to evaluate food service management knowledge | **Examples of Resources** |
| | | | **Policy and Procedure Manuals**  
**LHH Diet Manual**  
**State and Federal Regulations** |

- Describes the goals and purpose of the nutrition program/agency.
- Identifies program-eligible population and their nutrition care needs.
- Describes the benefits as well as specific foods and services provided by the program.
- Follows established policies and procedures of the 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. nutrition education, and food service.
- Describes the responsibilities and level of performance of each staff member of the nutrition program.
<table>
<thead>
<tr>
<th>COMPETENCIES AND OBJECTIVES</th>
<th>LEARNING ACTIVITIES</th>
<th>EVALUATION</th>
<th>EXAMPLES OF RESOURCES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2. Nutrition Principles</strong></td>
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<td>Applies knowledge of basic nutrition principles in the provision of nutrition services.</td>
<td>Uses knowledge of human nutrition to identify the nutritional requirements of specific age groups.</td>
<td>Observes/perform the process of nutrition screening for geriatric residents.</td>
<td><strong>MyPyramid</strong></td>
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<td>Uses dietary standards, e.g. Food Guide Pyramid, and dietary guidelines in evaluating and planning food intake.</td>
<td>Reviews Minimum Data Set (MDS) and the K section nutrition entries.</td>
<td>Review of literature nutrition screening and assessment</td>
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<td>Applies knowledge of food groups and recommended serving sizes in assessing participants for nutrition adequacy.</td>
<td>Reviews medical record with the RD to identify the data pertinent to nutrition triggers.</td>
<td>Resident Assessment Protocols (Ross Labs)</td>
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<td>Uses basic nutrition and/or modified diet principles in providing nutrition counseling to participants.</td>
<td>Reviews the scope of care for residents in various Hospital Clusters.</td>
<td><strong>Nutrition Management &amp; Restorative Dining excerpts (ADA)</strong></td>
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<td><strong>3. Communication Skills</strong></td>
<td>Uses appropriate communication skills.</td>
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<td>- Communicates in clear, concise manner, using terminology appropriate to target audience.</td>
<td>- Observes interactions between staff and residents, including nutrition counseling.</td>
<td>Continuous evaluation and feedback</td>
<td>Literature on visiting and communicating with geriatric residents</td>
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<td>- Follows recommended procedures for obtaining participant information.</td>
<td>- Uses correct techniques in counseling individuals of various ethnic groups.</td>
<td>Observations and feedback from dietitians</td>
<td>Diet office procedures</td>
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<td>- Demonstrates sensitivity to participant’s cultural, social and economic background and beliefs relating to food and nutrition.</td>
<td>- Interacts with residents and hospital staff during meal service and assisted feeding.</td>
<td>Outline for presentation. Scored evaluation of presentation.</td>
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<td>- Uses effective educational and counseling methods to recommend and promote behavior change.</td>
<td>- Discusses diet history, and meal satisfaction with residents and update food preferences.</td>
<td>Feedback from senior diet clerks and staff</td>
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<td>- Records pertinent information in appropriate format using acceptable wording and correct medical terminology.</td>
<td>- Interviews residents for nutrition history, ethnic preferences and food allergies.</td>
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<td>- Uses correct and professional telephone etiquette.</td>
<td>- Visits resident at meals to check level of feeding ability and evaluate diet order.</td>
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<td>- Discuss the initial screening and rationale for care planning interventions with dietitians.</td>
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<td>- Presents nutrition education on a selected topic for the Senior Nutrition Program.</td>
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<td>- Works with diet office coordinator to participate in diet office activities.</td>
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4. **Program Eligibility**  
Determine program eligibility based on established criteria, if applicable.

- Collects appropriate enrollment data from participants, if applicable.
- Identifies program requirements based on regulations.
- Determines types of community resources provided to participants.
<table>
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<th>EVALUATION</th>
<th>EXAMPLES OF RESOURCES</th>
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| 5. & 6. **Nutrition Screening and Assessment** Determines nutrition risk based on established criteria. | - Collects appropriate anthropometric data on participants, if applicable.  
- 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 if participant is at nutrition risk.  
- Performs nutrition screening of participants using established procedures.  
- Identifies factors affecting nutrition status, e.g. food and drug interactions.  
- Completes nutrition screening and documents nutritional needs of lower risk participants.  
- Identifies nutrition risk factors using priority system policy.  
- Assists nutritionist in priority ranking of lower risk participants using established nutrition risk priority system.  
- Differentiates between high nutrition risk and low nutrition risk. | - Reviews charts and nutrition notes for three residents and reports on nutrition triggers and nutritional status.  
- Suggests interventions to address nutrition problems.  
- Interviews residents for nutrition history, food/ethnic preferences and food allergies.  
- Using the data compiled, completes the Nutrition Screening form.  
- Identifies specific information that may put person at nutritional risk.  
- Discusses the initial screening and rationale for care planning interventions with RD.  
Choose a resident who has recently lost 5# in the past month  
Complete the same process as above to try to identify cause of weight loss.  
- Completes a calorie count for 6 consecutive meals (CBORD Diet Office). (#10)  
- Evaluates food intake and analyze nutrient intake (CBORD Diet Analyzer). (#10) | - Progress reports  
Feedback from dietitians who provide education in clinical nutrition  
Review of completed screening forms by RD  
Observation of interviews by dietitian and feedback  
Review and evaluation of calorie count | Clinical Nutrition Practice Guidelines  
Dietary Guidelines  
Nutrition Alerts  
Clinical Protocols  
CBORD computer training in Diet Office  
CBORD system |
### COMPETENCIES AND OBJECTIVES

#### 7. Nutrition Education

Educates participant as appropriate, based on assessed nutrition needs.

- Refers high risk participants to nutritionist for nutrition care and counseling.
- Provides nutrition education to participants through individual counseling.
- Educates participants on possible health implications of certain food/nutrition practices.
- Provides information on the benefits of nutrition and physical activity.
- Helps participants establish goal for nutrition related behavior change.
- Uses appropriate nutrition education materials in nutrition counseling.
- Tailors education activities to individual’s educational, cultural, ethnic, economic and other special needs.
- Evaluates effectiveness of nutrition education and counseling based on participant acceptance, achievement of goals and actual learning and behavior changes.
- Participates in staff training as recommended by the nutritionist.

#### LEARNING ACTIVITIES

- Observes counseling of residents by staff.
- Plans and gives nutrition counseling to at least five residents.
- Uses correct techniques in counseling individuals of various ethnic groups.
- Presents nutrition education on a selected topic for the Senior Nutrition Program.

#### EVALUATION

- Continuous feedback
- Outline for nutrition counseling session
- One page nutrition information sheet
- Mid-progress evaluation
- Final evaluation based on progress evaluation and continuous assessment

#### EXAMPLES OF RESOURCES

- Nutrition Counseling Evaluation form
<table>
<thead>
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<th>LEARNING ACTIVITIES</th>
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<td><strong>8. Food Delivery System</strong></td>
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<td>- Provides foodservice to participants according to program guidelines.</td>
<td>- Reviews diagrams: is trayline set up correctly?</td>
<td>Completion of quality control forms and evaluation of results</td>
<td>Food Service Manual Policies and Procedures of Nutrition Services</td>
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<td>- Performs quality/quantity control procedures of the nutrition program.</td>
<td>- Reviews Assignment Sheets: are all service stations covered by an employee?</td>
<td>Verbalizes current regulations</td>
<td>Food Service Standards</td>
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<td>- Explains the difference between regular and modified diets.</td>
<td>- Observes activities at each service station on trayline, note service techniques.</td>
<td>Discussion and feedback</td>
<td>Food Codes, Title 22</td>
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<td>- Plans menus to meet Title 22 regulations or other established guidelines.</td>
<td>- Notes coordination with production and tray service runners</td>
<td>Review of menu planning with RD managers</td>
<td>Food Service training videos State/local health regulations</td>
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Observation and feedback from Supervisors and RD Managers
Completion of quality control forms and evaluation of results
Verbalizes current regulations
Discussion and feedback
Review of menu planning with RD managers

**Examples of Resources:**
- Professional Food Manager Certification Training, NSF HealthGuard Training Series, 2002.
- Food Service Manual Policies and Procedures of Nutrition Services
- Food Service Standards
- Food Codes, Title 22
- Food Service training videos
- State/local health regulations
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| **9. Referral and Community Outreach**  
Refers participant to appropriate community services. | • Reviews the process for admission to the Adult Day Health Center.  
• Visits clients and records food preferences for new participants.  
• Completes quarterly review of clients weights and diet orders and records for RD.  
• Observes food service at lunch and records observations.  
• Visits with clients to survey meal satisfaction.  
• Discusses ethnic diversity of the group and develops methods for nutrition education at this site. (#7)  
• Prepares and gives nutrition education presentation at Senior Nutrition Program. | Observation and feedback from preceptor  
Short report  
Observation and completion of rating sheet  
Mid-progress evaluation  
Final evaluation | Office on Aging Contract  
Standards for Senior Nutrition Programs |
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<td><strong>10. Computer Skills</strong></td>
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| Uses appropriate computer skills to carry out job responsibilities. | - Reviews CBORD Diet Office and FMS including resident diet orders, food preferences, meal tickets, daily tally, dining rooms, resident menus, meal patterns.  
- Reviews cycle menu, selective menu and menu planning process.  
- Reviews tie-in with CBORD FMS. | Student report on reviews.  
Short report.  
Mid-progress evaluation.  
Final evaluation |                       |
| - Enters data into computer accurately. |                     |            |                       |
| - Uses the computer to input/update pertinent data in computer system. |                     |            |                       |
| - 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 work log summaries to the discussion board of WebCT 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 to WebCT to share their unique learning experiences with all students and program faculty. |                     |            |                       |