

## **Criteria A. Appropriateness to Mission**

### **1. Statement of Program Goals and Objectives**

#### **The Dietary Manger/Dietary Service Supervisor (DSS) Certificate Program**

**The mission of The Dietary Manager/Dietary Service Supervisor (DSS) Certificate Program** prepares students to manage an efficient, safe, and healthful food service. The DSS certificate is the minimum requirement set by the California Department of Public Health for managing food service departments in a health-care facility. The goals are:

- To pass the credentialing exam from the Association of Nutrition and Foodservice Professionals (ANFP)
- Meet the minimum requirement set by the California Department of Public Health for managing food service departments in a health-care facility.

#### **The Dietary Manager/Dietary Service Supervisor (DSS) Certificate Program**

The Dietary Manger/Dietary Service Supervisor (DSS) Certificate Program prepares students to manage an efficient, safe, and healthful food service. Students acquire skills for supervising both food production and employees in extended care settings, hospitals, retirement communities, school food, and other large food service organizations. Both classroom instruction and hands-on experience with local food services are included in the curriculum. The DSS certificate is the minimum requirement set by the California Department of Public Health for managing food service departments in a health-care facility. The Dietetic Technology Program also offers coursework preparing students to become registered as a Dietetic Technician. Students completing the Dietetic Technician Major will also fulfill requirements for the DSS Certificate.

The certificate program will be approved/accredited by the Association of Nutrition & Foodservice Professionals.

### **2. Program Requirements**

The Dietary Service Supervisor (DSS) Certificate Program requires students to earn a grade of "C" or better, or "P" if the course is taken on a pass/no pass basis, is required for each course applied toward the certificate.

Association of Nutrition & Foodservice Professional Dietary Manager Training Program requires the program length to be a minimum of 120 instruction hours, plus a minimum of 150 hours of supervised field experience.

### **3. Background and Rationale**

- A. In 2010, there were 3 sections of Nutrition offered at Monterey Peninsula College. Today, there are 6 sections, 2 of which are online sections and a new class will be added to the Marina Campus in the Spring of 2014. These classes have maintained a steady enrollment and are popular classes.
- B. Many of the Accreditation Standards of ACEND overlap with the Association of Nutrition & Foodservice Professional Dietary Manager Training Program, to provide the student with a Dietary Service Supervisor Certificate. The required program length is a minimum of 120 instruction hours, plus a minimum of 150 hours of supervised field experience.

### **Criteria B. Need**

- 4. Enrollment and Completer Projections
- 5. Place of Program in Curriculum/Similar Programs
- 6. Similar Programs at Other Colleges in Service Area

Shasta College, Merritt College and Santa Rosa Junior College

**7. Labor Market Information & Analysis (CTE only)**

**8. Employer Survey (CTE only)**

**9. Explanation of Employer Relationship (CTE only)**

Example from Community College of Allegheny County in Pittsburgh, PA.

**Dietary Service Supervisor** students are required to complete one practicum experience: **Practicum 1—** Food Service/Clinical Experience. The same details apply regarding distance planning for site placement.

**Practicum 1: 240 hours** For Dietetic Technician and Dietary Service Supervisor students, this generally occurs over the summer following the first year in the program. For Pathway III students, Practicum 1 occurs during the first six weeks of the semester [ 3 weeks—Acute / 3 weeks—Long-term Care]

This practicum is completed in a hospital and long-term care facility and will include Food Service Mgmt and Clinical experiences. These are full-time experiences, requiring a 40-hour week that results in 240 internship hours over the six-week time period. ***An acute Care setting and a Long-Term Care facility will provide the most comprehensive experiences.***

Example of Santa Rosa Junior College SUPERVISED FIELD EXPERIENCE (SFE): Goals, Requirements and Responsibilities

PURPOSE: Field experience is a valuable means for applying material covered in class to work situations outside the classroom. Through observations and “hands on” experiences, students will become more competent in the area studied and be able to share with the class various means of dietary management used in the field..Supervised Field Experience is for the educational benefit of the DT student only, and is not intended to meet the labor needs of the facility nor substitute for or replace the work of employees. (Fair Labor Standards Act)

**GOALS:**

1. To reinforce knowledge of the health care and non-health care nutrition and dietetics environments and the functioning of these services within the health care system and other agencies.
2. To provide opportunities for application of knowledge and skills and development of competencies expected of entry level Dietetic Technicians with a variety of clients in a variety of settings, including foodservice management, clinical nutrition, and health promotion in the community.
3. To introduce students to additional knowledge and skills as practiced by those currently employed in the fields of Nutrition and Dietetics.

**STUDENT RESPONSIBILITIES:**

1. General: As a Santa Rosa Junior College student enrolled in our Dietetic Technology Program, you reflect and will influence the ongoing relationship between your field sites and our college, program and students. In addition, your work performance influences your long-term employment

potential! Therefore, your professional conduct at all field sites is expected; your questions to help ensure that each field experience meets its intended objectives are welcomed; and your constructive, professional feedback to your field preceptor, instructor and/or the program coordinator are appreciated.

2. Pre-placement clearances: Students are required to abide by the policies of the clinical facility and dietary department while at the field site. When in doubt, ask your field preceptor about any specific policies or interpretations of policy.

**TB Test:** Students are required to have proof of a screening test for TB, before starting SFE rotations.

**Immunizations:** Requirements vary by site, check with instructor PRIOR to beginning of SFE.

**Physical Exam:** Some Supervised Field Experience rotations require proof of a physical in the last year. SRJC Student Health Services (SHS): TB screening is available through SHS. Other required health screenings and immunizations may also be available through SHS. Check with SFE facility and then SHS for more details: [www.santarosa.edu/for\\_students/student-services/student-health-services/](http://www.santarosa.edu/for_students/student-services/student-health-services/)

**Background Check and Fingerprinting:** Prior to beginning Supervised Field Experience in DIET 106.1 or DIET 106.2, all students must have a background check with Verify Students [www.verifystudents.com](http://www.verifystudents.com) Some rotations also require fingerprinting. See program coordinators for details.

3. Identification: You are required to carry/wear a SRJC identification card with your photograph on all Supervised Field Experience rotations.

[www.santarosa.edu/for\\_students/student\\_resources/cybear/](http://www.santarosa.edu/for_students/student_resources/cybear/)

4. Transportation: Students are required to furnish transportation to and from the field experience facility.

5. Liability: Santa Rosa Junior College agrees to provide coverage by Workmen's Compensation and professional liability insurance while students are training at the assigned Clinical Agency.

6. Attendance: Students will sign a Memo of Understanding for the required number of hours of SFE for a course at the beginning of the term (semester) of enrollment. Late arrivals and/or early departures from the assigned site could adversely affect your course grade, your ability to complete the DTprogram requirements, and SRJC's long-term relationship with the facility.

a) You are expected to be in your facility on time and to stay for the assigned/agreed upon time.

b) If you must be absent for an excusable reason, call the facility as soon as possible prior to your scheduled time and let your preceptor or other designated contact know of your expected absence.

c) Report any change of schedule to the program coordinator as soon as possible.

d) Keep an accurate record of actual time spent in the field and at home with assignments.

Preceptor will sign off on the time record throughout the rotation and at the conclusion of the rotation.

7. Dress: Dress code for field experiences will depend on the assigned site. Abide by the facility's standards regarding colors of clothing, street clothes vs. uniforms, etc. As is standard in food service, students must wear closed-toed, non-skid soled shoes, and must have a hair net or other hair restraint as required by the facility. No dangling jewelry or other accessories of this type may be worn.

8. Objectives: It is your responsibility to complete all of the objectives for the field experience. Report any problems at least two weeks prior to the completion of your rotation.

9. Reports: You will be required to complete a "Clinical Notebook" documenting work for each rotation. In addition, forms for each scheduled assignment must be completed and signed by the field site preceptor and RD (Program Coordinator or designee at the field site). Documentation of competency

achievement, including work samples and self-assessment, must be kept in your student portfolio until the Program Coordinator verifies completion of all program requirements.

10. Learn and enjoy!!

#### ADDITIONAL INFORMATION FOR PRECEPTORS AND STUDENTS:

1. The first session should include, or be used exclusively, as a general orientation to the facility. At this time, all students beginning their rotation at the facility can be present at one time for more efficient use of preceptor (or employee designated by him or her) time.
2. Please allow the students **ACTUAL, PRACTICAL, HANDS-ON EXPERIENCE** as much as possible, as time and experience/competence of each student permits.
3. Clean, appropriate attire and hairnet when working in foodservice are requirements for each student. Students will check with each facility preceptor for additional specific instructions.
4. Students and preceptors will review their prepared lists of objectives BEFORE each field experience. Each will know what is to be accomplished during each session. If there is a conflict of interest, the preceptor's choice will take precedence. At the completion of each student rotation, preceptor will complete and sign "Dietetic Technician Competency Evaluation" form and meet with student to review the completed form.
5. Students will bring objective workbook and all finalized written work to the facility each meeting time. All written work must be neat, organized, and readable. Use ink or type/word processing. Completed work from Supervised Field Experiences will make up part of the student portfolio, reviewed at the time of the exit interview for the program for verification purposes.

#### **SUPERVISED FIELD EXPERIENCE (SFE): Student Competency Evaluations**

1. Written course objectives will be provided to both students and preceptors for each course. Student strengths and areas for improvement will be periodically identified to provide each student the opportunity for further development or improvement during the field experience courses. These evaluations are intended to help ensure that students are maintaining a complete portfolio documenting program progress and are prepared for entry-level work by the conclusion of the DT program.
2. At appropriate times in each rotation, usually midway, individual conferences will be held with students to discuss progress towards competency achievement (see "Documenting Competencies", below). The course instructor will conduct student evaluations with input from field experience preceptors, student self-evaluation, and instructor evaluation.
3. A final evaluation will be written and signed by both instructor and student and placed in the student's file. An evaluation conference with each student for the purpose of discussing the supervised field experience evaluation will be conducted.
4. If the student fails to meet with the instructor for the evaluation conference, a copy of the evaluation will go in the student's file noting that student did not meet with the instructor

### **10. List of Members of Advisory Committee**

#### **11. Recommendations of Advisory Committee**

**Attachment:** Labor/Job Market Data (CTE only)

**Attachment:** Employer Survey (CTE only)

**Attachment:** Minutes of Key Meetings

## Criteria C. Curriculum Standards

### 12. Display of Proposed Sequence

#### Dietary Manager/Dietary Service Supervisor (DSS) Certificate Program Certificate

##### First Semester

Course #	Course Name	Credits
NUTF 2	Introduction to Nutrition, Dietetics and Food	1
HOSP 67	Accounting for Hospitality Managers	1
NUTF 1	Nutrition	3
NUTF3	Nutrition Issues	2
NUTF 10	Food Science	2
NUTF 11	Food Science and Safety Laboratory	1
HOSP 63	Hospitality Supervision	1.5
HOSP 65	Legal Issues in Hospitality	0.5
SPCH 52	Communication in the Workplace	3
	<b>Total Credits</b>	<b>15</b>

##### Second Semester

MEDA 105	Medical Terminology	4
HOSP 53	Food and Beverage Service Management	3
HOSP 64	Customer Service	1
HOSP 79	Menu Planning & Presentation for Food Service Professionals	0.5
NUTF ?	Safety & Sanitation	1.5
HOSP 180	Food Safety Certification	0.5
NUTF 30	Modified Diets	2
	<b>Total Credits</b>	<b>12.5</b>

##### Summer

Dietetic Practice Seminar	2
Dietetic Supervised Practice 1	5
<b>Total Credits</b>	<b>7</b>

**Minimum Credits to Graduate: 34.5**

### **13. Transfer Applicability (if applicable)**

**Attachment:** Outlines of Record for Required Courses

**Attachment:** Transfer Documentation (if applicable)

#### **Criteria D. Adequate Resources**

14. Library and/or Learning Resources Plan
15. Facilities and Equipment Plan
16. Financial Support Plan  
ANFP
17. Faculty Qualifications and Availability

#### **Criteria E. Compliance**

18. Based on model curriculum (if applicable)
19. Licensing or Accreditation Standards  
ANFP Standards (DM)  
California Health Law (DSS)
20. Student Selection and Fees