Master of Nutrition & Dietetics Practice Program

Food Service Management Workbook

Professional Placement Internship – Food Service Management

2016
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Welcome to your Professional Practice Internship - Food Service Management (PPI - FSM).

The aims of the FSM internship is to undertake a project or series of projects that will provide you with valuable knowledge and skills in food service dietetics to improve your research and consultancy and management skills and to provide your sites with valuable information on their food service that assists their development. The nutrition and dietetics professional placement internship (FSM) is also developed to meet the professional placement accreditation requirements of the Dietitians Association of Australia.

In 2016, the placements will be held at Mater Hospital and other sites. Smaller projects may also be included within your 5 week placement when required by the Food Service Lead and Master of Nutrition & Dietetics Program Lead after consultation with your placement site. At the end of five weeks, you will have completed the DAA competencies that will allow you to move confidently at the entry level of professional practice in food service management.

Your academic supervisors are listed below; your site supervisors will be dependent on your placement site;

**Dr Kristen MacKenzie-Shalders APD**  
Assistant Professor (Nutrition & Dietetics)  
Food Service Lead

**Christina Turner APD**  
Internship Coordinator, Master of Nutrition & Dietetic Practice Program

**Kate Odgers-Jewell**  
Tutor, Master of Nutrition & Dietetics Practice Program

**Professor Liz Isenring PhD Adv APD**  
Lead, Master of Nutrition & Dietetic Practice Program
To become competent to practice as a dietitian, you must have the knowledge to provide the basis for your practice. Unit 1 of the *DAA National Competence Standards for Entry Level Dietitians* refers to the knowledge that you have acquired in your Masters in Nutrition & Dietetics to date. It is important that you continue to refresh your knowledge and refer to your course materials and evidence-based resources. This includes but is not limited to materials related to:

- Food service systems
- Food safety and HACCP principles
- Food science
- Menu reviews and development
- Research
- Specific population groups characteristics and requirements
- Management principles
- Communication skills, effective oral presentations and report writing

This subject requires you to apply your knowledge and skills to a project. It is your responsibility to ensure your knowledge is current. The need to refresh knowledge as evidence changes will be a constant throughout your working life. To assist your continuous professional development and to ensure currency of knowledge, you can use the following:

- Textbooks and review papers
- Peer study groups to work through the content, as well as to develop a good understanding of where the content is located and where to look for it when you need it
- Discussion with Supervisors

Remember that poor knowledge leads to problems in practice as it underpins competence. If you are unsure of something, it is much better to look it up or discuss it with your Supervisors than to attempt patient management with incomplete knowledge.
PROJECTS AND PLACEMENT ACTIVITIES

PROJECTS

Your project outline has been developed in consultation with your PPI- FSM placement site. This will be provided prior to your first day and is available to you on iLearn.

- **PPI – Food Service Management Project Written Report**
  - This report will be a written summation of the completed project
- **PPI – Food Service Management Project Industry Presentation**
  - This professional presentation is to stakeholders of the completed project

PLACEMENT ACTIVITIES

Professional Placement (FSM) is a project-based placement and therefore your daily activities will be largely dictated by your project. Using project planning principles, you should create your own work plan, divide up responsibilities and communicate these with your site and academic supervisors. You have been provided a meeting template (weekly team meeting agenda and task allocation) to use for this purpose. This should be kept and be available for your supervisory team upon request and may be used to determine individual student contribution to the project outcomes. As a group, you are strongly encouraged to familiarise yourself with all due dates and set yourself intermittent targets to achieve the assessment deadlines.

A work area will be made available for you and you will also be encouraged to become familiar with the food service system and food service personnel at your supervisor’s discretion. You will also be encouraged to be involved in the dietetics team/food service. Due to potential limitations with computer access at your placement site, use of your own laptop may be required. This will be discussed with you by your site supervisor at the beginning of your placement.

A key requirement for you to successfully complete your placement is that you demonstrate the **DAA National Competence Standards for Entry Level Dietitians**. Your assessments and criteria have been specifically formulated to ensure you are provided with opportunities to demonstrate these competencies. In addition, you will complete an evidence-based competency log (more detail is featured in the following assessment section). It is your responsibility to log examples of how you are meeting the listed competencies prior to your weekly meeting with your practice supervisor, however we will provide opportunities to facilitate this process in your progress workshops (based at Bond University).
ACTIVITIES SCHEDULE AND ASSESSMENTS

It is your responsibility to ensure that all relevant documentation is uploaded at the appropriate time onto iLearn. Your supervisors are available to assist with this process. The usual Bond University Assessment Policy guidelines apply for late submissions.

You are required to submit your presentation slides and project report as listed below. This process will ensure you are making adequate progress with these assessments and allow a platform for your supervisors to provide feedback when requested.

Further details on each of these assessments is featured on iLearn under assessment.

<table>
<thead>
<tr>
<th>Activity/assessment</th>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
<th>Week 4</th>
<th>Week 5</th>
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<tr>
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<td>Friday 3 pm submitted on iLearn</td>
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<tr>
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<td>&amp; viewed in workshop</td>
<td>&amp; viewed in workshop</td>
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<td>(Draft to iLearn)</td>
</tr>
<tr>
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<td>(Draft to iLearn)</td>
</tr>
</tbody>
</table>

Please be aware that the activities schedule and assessments may be altered if you undergo a portion of your placement on an alternative food service site. In this instance, the Bond University food service lead (Kristen MacKenzie-Shalder) and Internship Co-ordinator (Christina Turner) will supply you with an equitable assessments schedule that meets the requirements for DAA National Competence Standards for Entry Level Dietitians.
INTELLECTUAL PROPERTY

All data collected during the food service project remains the intellectual property of the placement site and has been negotiated with Bond University. All raw data, audit tools, questionnaires and reports must be saved electronically in the specified location (e.g. Mater Hospital Nutrition and Dietetics L: drive in a re-usable format i.e. word documents not PDF).

As most of the placement site projects include food service data that are being collected as part of ongoing research projects, annual audits, quality improvement projects and will potentially be used for publications please ensure all data collected, data collection tools, spreadsheets etc. can be clearly understood and interpreted and are in their finalised form prior to leaving your placement.

Student contributions will be acknowledged in all publications and presentations. Where a student/s has significantly contributed intellectual input into the study design, data analysis and report/manuscript write up, the student/s may be invited to contribute to the final write up of the resulting manuscript. Depending on the contribution of the student/s, they may be considered co-authors on the manuscript as per NHMRC publication guidelines https://www.nhmrc.gov.au/guidelines-publications/r24.

Due to the 5-week nature of the Food Service projects and that most of the Food Service internships will be a component of a larger project, acknowledgment of student contribution will be more likely than direct authorship. For further information please discuss with your Mater and Bond University supervising staff.

SUMMARY AND CONCLUSION

We are confident if you approach the Professional Practice (FSM) placement with professionalism and the right attitude and work ethic you will reap the rewards of the placement. While the placement is designed to assist you in meeting core competencies to graduate as a dietitian recognised by the Dietitians Association of Australia, the placement is also important to assist you in developing your skills in many (non-food service) areas including research, management and communication. Remember that iLearn is a key source of information in your placement and that your supervisory team are here to assist you. We hope that you enjoy your placement and look forward to receiving your feedback on the 2016 Professional Placement Internships (FSM).
ACCOMPANYING MATERIALS

1. ASSESSMENT: COMPETENCY ASSESSMENT LOG

2. ASSESSMENT: EXAMPLE WEEKLY ASSESSMENT FORM

3. ASSESSMENT: PROJECT WRITTEN REPORT

4. ASSESSMENT: PROJECT INDUSTRY PRESENTATION

5. ASSESSMENT: REFLECTIVE ACTIVITIES

6. TEMPLATES: WEEKLY TEAM MEETING AGENDA & TASK ALLOCATION

7. TEMPLATES: DECLARATION OF CONTRIBUTION OF WORK