

REGISTERED DIETITIAN COMPETENCY PROFILE

Name:	Date of hire:
Title:	Employee number:
Registration number:	Evaluation date:
BLS renewal date (every 2 years):	Specialty certification (if applicable): Expiration date:
Other:	

Key for met/not met categories and self-needs assessment:

1. Able to perform independently
2. Able to perform after review of information
3. Able to perform with assistance only
4. Unable to perform

Time frame:

3 months = 3m
 6 months = 6m
 1 year = 1 yr

* = Annual evaluation required

Task/Behavior	References: A. Review policy/procedure B. Direct observation C. Video review D. Competency testing lab E. Written test F. Self-study packet	A B C D E F	Date	Instructor Initials	Time Frame	Met	Not met	Self-needs Assessment
A. DEPARTMENT OVERVIEW								
Tour of (<i>PACE program</i>)	Guided tour				3m			
Dress code	Policy #				3m			
Sign in/out	Policy #				3m			
Beeper paging	Direct observation				3m			
Telephone & intercom system	Policy #				3m			
Location of manuals	Guided tour				3m			
Location of complaint/concern log	Guided tour				3m			
Department & in-service meetings	Clinical ladder manual				3m			
Standards of practice	P&P manual, Gerontological Nutritionists Standards of Professional Practice per the ADA (July, 1999)				3m			
B. DEPARTMENT SAFETY PROCEDURES								
Fire safety procedure*	Disaster manual, P&P				3m			
Disaster plan, evacuation plan*	Disaster manual, P&P				3m			
Location of safety manuals*	Guided tour				3m			
MSDS notebook-agents used*	Hazardous materials manual				3m			
Hazardous waste precautions*	Hazardous materials manual				3m			
Body mechanics*	PT program				3m			
Emergency procedures-"911" system	Preceptor, guided tour				3m			
Use of restraints*	Policy #, restraint P&P				3m			
CPR/basic life support (every 2 years)	Policy #				6m			
Fall precautions/participant safety*	Nursing P&P				3m			
C. INFECTION CONTROL								
Handwashing	Policy #				3m			
Standard precautions*	Policy #				3m			
Disposal of infectious waste	Policy #				3m			
Immunizations ♦ PPD yearly (mandatory)* ♦ Flu vaccination (counseling)	Policy # and unit learning resources				3m			
TB control/fit testing	Policy #				3m			
D. RESOURCE MANAGEMENT								
Tour of centers and storage areas	Guided tour				3m			
Explains the cost difference between various types of nutrition supplements and tube feedings available and explains how this information can be utilized to make cost effective nutrition recommendations	Preceptor				3m			

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Understands the method of charging for nutrition supplies per facility policy	Direct observation				3m			
Orders supplements, supplies <ul style="list-style-type: none"> ♦ Owens & minor forms ♦ Warehouse ♦ Special requisition forms (SFRF) 	P&P manual				3m			
E. CLINICAL NUTRITION ASSESSMENT								
Demonstrates the ability to accurately assess participants utilizing standards of care	Preceptor, direct observation				3m			
Identifies age-related factors that may influence nutritional assessment for geriatric specialty	Preceptor, direct observation				3m			
Accurately calculates protein, calorie and fluid requirements for normal and specific disease states	Preceptor, direct observation				6m			
Accurately calculates nutrient breakdown of tube feedings	Preceptor, direct observation				6m			
Verbally defines the differences between the nutritional supplements on the enteral formulary and implements appropriate supplementation into care plan	Preceptor, direct observation				6m			
Makes appropriate recommendations for enteral tube feedings or parenteral nutrition changes, as appropriate, based on assessment of participants	Preceptor, direct observation				3m			
Includes religious, cultural and ethnic preferences when completing nutrition assessments	Preceptor, direct observation				3m			
Appropriately identifies nutrient, drug interactions and is knowledgeable of resources to use when information is not readily available	Preceptor, direct observation				3m			
Monitors monthly weight changes with development of appropriate interventions	Preceptor, direct observation				3m			
Sets nutritional goals in care plan process	Preceptor, direct observation				3m			
Completes caloric intake assessments and appropriately summarizes the results	Preceptor, direct observation				3m			

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F. PARTICIPANT, FAMILY, STAFF & COMMUNITY EDUCATION													
Explains the importance of assessing participant and family educational needs and potential barriers to learning when conducting nutrition education	Preceptor, direct observation									3m			
Appropriately incorporates knowledge of therapeutic diets when conducting participant education sessions	Preceptor, direct observation									3m			
Identifies religious, cultural, motivational and other barriers that may impact a participant's ability to learn	Preceptor, direct observation									3m			
Identifies and utilizes resources available in the facility, such as interpreters, that can be used when language barriers exist	Preceptor, direct observation									3m			
Evaluates competencies and potential to comply with nutrition counseling	Preceptor, direct observation									3m			
G. PARTICIPANT SPECIFIC COMPETENCIES													
Age specific*	Self-study module									3m			
Cultural sensitivity, diversity*	Self-study module									3m			
Latex allergy information*	Self-study module									3m			
H. MANAGEMENT OF INFORMATION													
Documents in the participant's medical record using appropriate charting methods for the facility	Medical records manual									3m			
Completes transfer report between centers	Medical records manual									3m			
Completes initial assessment data	Medical records manual									3m			
Completes periodic reassessment data	Medical records manual									3m			
Evaluates progress toward care plan goals	Medical records manual									3m			
Respects participant confidentiality	P&P manual									3m			
I. IMPROVING ORGANIZATIONAL PERFORMANCE													
Participates in interdisciplinary teams assigned center	Preceptor, direct observation									3m			

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		B		Initials	Frame		met	Assessment
		C						
		D						
		E						
		F						
Defines internal and external customers and demonstrates the ability to address customers' needs to maintain satisfaction	Preceptor, direct observation				3m			
Explains importance of using the satisfaction survey or client survey in monitoring participant satisfaction	Preceptor, direct observation				3m			
Observes oral intake at noon meal and follows up on identified problems	Preceptor, direct observation				3m			
Explains the JCAHO, OBRA and state standards that impact the role of the clinical dietitian	Preceptor, direct observation				3m			
States the <i>PACE organization's</i> mission statements and defines them in everyday language	Preceptor, direct observation				3m			
J. QUALITY IMPROVEMENT								
Monitors monthly weights; evaluates quarterly reports for monthly changes to meet criteria for nutritional quality of care	Preceptor, direct observation				3m			
Prepares quarterly report for management team	Preceptor, direct observation				3m			
Participates in QI councils	Preceptor, direct observation				3m			
Participates in CQI plans as requested by center manager and gathers needed data	Preceptor, direct observation				3m			
Explains the CQI process and its role in improving organizational performance	Preceptor, direct observation				3m			

Date competency profile completed: _____

Action plan initiated: Yes No
(If yes, please add action plan to competency profile.)

I understand that it is my responsibility to notify my immediate supervisor if at any time I am unable to perform the basic competencies required to practice in my assigned clinical area.

Employee signature: _____

Preceptor signature: _____

(Attach the competency profile action plan here.)