

Credit for Prior Learning Policy: Foodservice Management (Standard 8.2.i)

Policy statement:

The Idaho State University MS in Nutrition/Dietetic Internship grants credit for prior learning for the following area of dietetics: Foodservice Management. The foodservice management rotation competencies can be partially or fully waived, dependent upon the level of experience working as a foodservice manager.

Rationale: The program has a history of students coming into the program with years of experience working as foodservice management in hospitals or other settings and of those, some students have earned the Certified Dietary Manager credential. The program has noted that these students' knowledge and expertise is often significantly above the entry level that the foodservice management rotation curriculum is written at.

Procedures: Interns desiring credit for prior learning will follow the procedures outlined below.

1. An intern must have worked in a foodservice management position for a minimum of two years, or a minimum of 4160 hours, within the past five years to be eligible to request credit for prior learning. Rationale: That time frame should encompass cyclical duties such as annual performance evaluations and budget requests.
2. They must notify the program director of their desire for credit for prior learning no later than March 31.
3. The following competencies are assessed only in the management curriculum. For each competency, provide examples of how the competency was met. Examples need to include a written discussion, including estimates of time spent performing the competencies, and any documentation from the facility the intern can provide.
 - a. **CRND 2.7** Apply change management strategies to achieve desired outcomes. (E.g.: achieving staff cooperation with department changes)
 - b. **CRDN 2.8** Demonstrate negotiation skills. (E.g.: vendor negotiations, asking upper management for department needs, etc.)
 - c. **CRDN 3.8** Design, implement and evaluate presentations to a target audience. (E.g.: sanitation in-service trainings, etc.)
 - d. **CRDN 3.13** Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources. (E.g.: menu planning, purchasing, production schedules, etc.)
 - e. **CRDN 3.14** Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals. (E.g.: menu analysis)
 - f. **CRDN 4.1** Participate in management functions of human resources (such as training and scheduling). (E.g.: performance evaluations).
 - g. **CRDN 4.2** Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food. (E.g.: sanitation inspections, etc.)
 - h. **CRDN 4.3** Conduct clinical and customer service quality management activities (such as quality improvement or quality assurance projects).
 - i. **CRDN 4.4** Use current information technologies to develop, manage and disseminate

information and data. (E.g.: software specific to the department, Excel spreadsheets, etc.)

- j. **CRDN 4.5** Analyze quality, financial and productivity data for use in planning. (E.g.: periodic financial statements, production sheets, etc.)
 - k. **CRDN 4.6** Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment. (E.g.: waste studies)
 - l. **CRDN 4.7** Conduct feasibility studies for products, programs or services with consideration of costs and benefits. (E.g.: justification of a major purchase)
 - m. **CRDN 4.8** Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies. (E.g.: department budget requests, catering events, etc.)
 - n. **CRND 4.10** Analyze risk in nutrition and dietetic practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).
 - i. The Foodservice Management curriculum is available for reference, but real-world examples may differ from curriculum planned activities.
4. The competency, **CRDN 5.1** Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement, is assessed in the management rotation but for interns granted credit for prior learning it will be assessed in clinical or community.
 5. In addition to the documentation above, interns seeking credit for prior learning will include a reference letter from their current, or recent, supervisor that addresses the intern's management experience and capabilities.
 6. Submit documentation to the program director by April 30. Documentation will also be loaded into Typhon.
 7. The program director will review submitted materials to determine which competencies will be awarded credit for prior learning and notify the intern by May 31.
 8. The intern's foodservice management rotation may be waived partially or fully, dependent upon documentation. Approved competencies will be recorded on the interns' assessment table as CPL (Credit for Prior Learning). Approved rotation hours will be credited by submitting to the Director in Typhon as a lump sum.