

Florida Department of Education
Curriculum Framework

Program Title: Nutrition and Dietetic Clerk
Program Type: Career Preparatory
Career Cluster: Hospitality & Tourism

Career Certificate Program

Program Number	N300100
CIP Number	0351310302
Grade Level	30, 31
Program Length	300 Hours
Teacher Certification	Refer to the Program Structure section.
CTSO	FCCLA, HOSA
SOC Codes (all applicable)	Please see the CIP to SOC Crosswalk located at the link below.
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	N/A

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Hospitality & Tourism career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Hospitality & Tourism career cluster.

The purpose of this program is to prepare students for initial employment as a diet clerk. The diet clerk works under the supervision of a registered dietitian in a hospital or nursing home; or may work under the direction of a certified dietary manager or dietetic technician. With experience, the dietetic clerk may assume assistant supervisory responsibilities in various units of the nutrition department.

The content includes but is not limited to an introduction to the dietetic career ladder. It is designed to train students to assist in various functions of food service related to patient care. Diet clerks are involved in the preparation of safe and nutritious meals for patients/clients in various healthcare facilities. The curriculum includes a combination of theory, laboratory and clinical experiences.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instruction consisting of one occupational completion point.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

To teach the course listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

OCP	Course Number	Course Title	Teacher Certification	Length
A	HEV0612	Diet Clerk	FAM CON SCI SC FOOD SV 7 G	300 hours

Note: This program requires a minimum 150 hours of clinical experience, included in OCP A.

Common Career Technical Core – Career Ready Practices

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.
5. Consider the environmental, social and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

Standards

After successfully completing this program, the student will be able to perform the following:

- 01.0 Perform basic tasks in dietary office and utilize computer.
- 02.0 Demonstrate knowledge of basic nutrition concepts and provides opportunities to study food and nutrients, as it relates to food and nutrition.
- 03.0 Maintain daily records in area of responsibility.
- 04.0 Participate in tray assembly activities and monitor trays for diet accuracy.
- 05.0 Assist with food production activities and preparation of nutritional supplements.
- 06.0 Demonstrate knowledge and application of principles of sanitation and safety.
- 07.0 Perform cafeteria/dining room duties.
- 08.0 Practice optimum personal hygiene and grooming.
- 09.0 Demonstrate personal productivity.
- 10.0 Explain education and research principles.
- 11.0 Participate in a clinical experience.

Florida Department of Education
 Student Performance Standards

Program Title: Nutrition and Dietetic Clerk
 Career Certificate Program Number: N300100

Course Number: HEV0612
Occupational Completion Point: A
Diet Clerk – 300 Hours

01.0	Perform basic tasks in dietary office and utilize computer. The student will be able to:
01.01	Demonstrate communication skills including proper telephone etiquette with staff, patients and visitors.
01.02	Tally portions and quantities of specific foods.
01.03	Assist in filing dietary documents.
01.04	Apply policies and procedures in management of dietary office.
01.05	Process menus.
01.06	Assist in coordinating food service and clinical data.
01.07	Utilize computers for recording operational data.
02.0	Demonstrate knowledge of basic nutrition concepts and provide opportunities to study food and nutrients, as it relates to food and nutrition. The student will be able to:
02.01	Study basic dietetic problems that accompany metabolic disorders.
02.02	Determine importance of eating right as it relates to specific diseases.
02.03	Understand basic nutrition education goals.
02.04	Calculate and interpret caloric needs as stated by dietitian/supervisor.
02.05	Interpret different diets and apply to menus.
02.06	Discuss nutritional needs of patients/clients in the presence of a health care team member.
03.0	Maintain daily records in area of responsibility. The student will be able to:
03.01	Assist in maintaining client records, diet orders and changes, census records and miscellaneous records related to nutritional care on a daily basis.

03.02	Follow federal and state regulations and procedures for record maintenance.
04.0	Participate in tray assembly activities and monitor trays for diet accuracy. The student will be able to:
04.01	Assist in setting up assembly line for serving trays to patients/clients.
04.02	Weigh and measure foods, using equivalents when necessary.
04.03	Identify and follow diet orders using nutrition information when preparing and serving food therapeutic diets.
04.04	Fill trays for completeness and conformance to menus; diet orders and food preferences of patients/ clients.
04.05	Meet deadlines and adhere to mealtime and schedules.
04.06	Accept instruction and guidance from supervisory personnel.
04.07	Deliver and pick up food carts and trays to and from patient area, nursing stations or dining rooms.
05.0	Assist with food production activities and preparation of nutritional supplements. The student will be able to:
05.01	Read recipes, demonstrate knowledge of terminology and follow instructions.
05.02	Identify common ingredients used in food preparation.
05.03	Implement principles and techniques of quantity food preparation and portion control following standardized recipes.
05.04	Assist cook in food preparation and service as needed.
05.05	Apply work simplification methods in performance of duties.
05.06	Evaluate quality of food prepared.
05.07	Prepare late trays, nutritional supplements, and snacks.
06.0	Demonstrate knowledge and application principles of sanitation and safety. The student will be able to:
06.01	Identify and practice appropriate sanitation and infection control procedures.
06.02	Identify potential hazards and follow safety practices.
06.03	Follow emergency procedures regarding sanitation and safety in food service.
06.04	Use sanitary procedures in handling food including HACCP (Hazard Analysis Critical Control Point) & identifying safety temperatures.
06.05	Keep work area clean, neat and orderly at all times.

06.06	Use precautions necessary to avoid accidents in food service area.
06.07	Follow federal, state, and local sanitation guidelines and regulations.
06.08	Identify roles and responsibilities of an emergency disaster plan.
06.09	Identify and select dietary equipment and supplies for food preparation and service.
06.10	Follow optimum procedures for using dietary equipment and supplies in a safe and sanitary manner.
06.11	Implement proper procedures for cleaning and sanitizing dietary equipment and supplies.
07.0	Perform cafeteria/dining room duties. The student will be able to:
07.01	Participate in setting up dining room and in preparation for service.
07.02	Participate in setting up the cafeteria counter according to proper procedures to maintain appropriate temperatures throughout service.
07.03	Arrange for reserve foods and supplies to be on hand at the point of service.
08.0	Practice optimum personal hygiene and grooming. The student will be able to:
08.01	Demonstrate optimum employee work, health, and personal hygiene habits.
08.02	Identify federal, state, and local laws, policies and procedures governing dietetic personnel.
09.0	Demonstrate personal productivity. The student will be able to:
09.01	Assist in evaluating one's own progress in meeting job responsibilities.
09.02	Work as a member of the nutrition team, rotating job responsibilities as assigned.
09.03	Observes policies and procedures of the establishment.
09.04	Understand the philosophy that "client comes first".
09.05	Observe client's rights and treat the client with dignity and respect.
10.0	Explain education and research principles. The student will be able to:
10.01	Provide dietetics education in supervised practice setting.
10.02	Inform patients/clients in disease prevention, health promotion and medical nutrition therapy for common conditions (e.g., hypertension, obesity, diabetes, and diverticular disease)

10.03	Develop and conduct education and training for target groups.
10.04	Assist with development and review of educational materials target populations.
10.05	Demonstrate skills in articulation and methods of teaching.
10.06	Identify extraneous influences upon nutritional care.
10.07	Discuss nutritional needs of patients/client in the presence of a registered dietitian or certified dietary manager.
10.08	Determine importance of eating right as it relates to specific diseases.
11.0	Complete a practicum in a clinical setting. The student will be able to:
11.01	Complete a minimum of 150 hours of clinical experience.

Additional Information

Laboratory Activities

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies should be provided to enhance hands-on experiences for students.

Career and Technical Student Organization (CTSO)

Family, Career and Community Leadership of America (FCCLA) and HOSA: Future Health Professionals are the co-curricular career and technical student organization providing leadership training and reinforcing specific career and technical skills. Career and Technical Student Organizations provide activities for students as an integral part of the instruction offered.

Cooperative Training – OJT

On-the-job training is appropriate but not required for this program. Whenever offered, the rules, guidelines, and requirements specified in the OJT framework apply.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their counselor and/or instructors. Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

Note: postsecondary curriculum and regulated secondary programs cannot be modified.