
SECTION 2 INTERNSHIP REPORT

Structure

- 2.1 Introduction
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2.1 INTRODUCTION

This part of the manual is the report of the work, activities undertaken by you as part of the internship programme scheduled for six weeks in an approved government and/or private hospital or institute or organization concerned with patient care and imparting dietetic counseling.

Objectives

The objective of this exercise is to help you:

- record the functioning of the dietetic department
- demonstrate your knowledge, skill and competencies for entry-level practice in all specialization areas of the dietetics profession.

The report you prepare should be so designed and presented that it showcases your knowledge, skills acquired and competencies achieved for practice in dietetic profession. The internship report will highlight your experience and skills developed while studying the different aspects of dietetic practice under the following heads:

- A. Internship Details
- B. Organization and Administrative Set Up of the Institution where the Internship was undertaken
- C. Dietetic Department Profile and Organization
 - Organizational Set-Up
 - Job Description of Employees
 - Work Schedule of Employees in the Dietetic Department
 - Wage Structure, Facilities and Benefits to the Employees of the Dietetic Department
- D. Facility Layout and Management
 - Kitchen Layout
 - Physical Facilities of the Main Kitchen and the Pantries
 - Physical Facilities of the Main Kitchen: A Critical Review
- E. Functioning of the Food Service Unit
 - Menu Planning
 - Food Procurement, Issue and Storage Policy and Methods
 - Food Production
 - Food Service and Delivery
- F. Clinical Postings and Nutritional Care of Patients
- G. Dietary and Nutrition Counseling

Your experience, observations during the three months of internship are to be recorded here in this handbook, which will serve as an internship report. As and when you complete a particular posting within the internship period, record your observations immediately in the format presented herewith. After completing the internship, submit the report to IGNOU headquarters for evaluation as specified earlier in Section 1.3.

A. INTERNSHIP DETAILS

(Under this section, report where the internship was undertaken, the duration of the internship giving actual dates, supervisor (dietitian in charge) under whom the internship was undertaken, the objectives of internship and the posting schedule for the internship.)

Name of the Institute where the internship was undertaken:

Dietitian In charge under whose Supervision Internship Undertaken (Name, Designation and Contact Number:

Duration and Date of Internship:

Posting Schedule of the Intern:

(Give a brief sketch of the activities undertaken per week with respect to the different dietetic training components in the format given herewith). You may attach extra sheet if so required.

Week	Posting	Activities Scheduled and Undertaken

B. ORGANIZATION AND ADMINISTRATIVE SET UP OF THE INSTITUTION WHERE THE INTERNSHIP WAS UNDERTAKEN

[Present the profile of the institution and its' dietetic/food service unit in terms of its establishment, administration, functions, capacity (i.e. how many beds) organizational set-up in the space provided herewith].

C. DIETETIC DEPARTMENT PROFILE AND ORGANIZATION

(Present the organizational set-up of the dietetic department highlighting the employees, their work relationships, job description, work schedule, wage structure and benefits provided as part of the job to the employees in the space provided herewith.)

Organizational Set-up

(Present in the form of a flow chart as you may recall studying in the MFNL-007 course. Also refer to Unit 15, sub-section 15.3.5 in MFN-007 for details related to organization chart and accordingly present the chart of the department here in the space provided.)

Job Description of Employees

[Present the details and the responsibilities of personnel at different positions (presented in the organizational chart above) here in the space provided].



Work Schedule of Employees in the Dietetic Department

(For each category of the employee in the dietetic department present the work days/hours/timing of work in the space provided herewith. You may like to refer to sub-section 14.2.4 in Unit 14, MFN-007 Course for reference.)



Wage Structure, Facilities and Benefits to the Employees of the Dietetic Department

[Give the pay structure, facilities (office space etc.), financial and other benefits (such as housing allowance, washing allowance, academic allowance, telephone bill reimbursement etc.) provision of leaves and list of holidays granted to the different categories of employees in the space provided herewith. You may attach extra sheets if so required.]



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D. FACILITY LAYOUT AND MANAGEMENT

(Under this section illustrate the kitchen layout highlighting the various work centers, physical facilities of the main kitchen, their functions and inter-relationships and critically review the set-up in the context of ensuring smooth flow of work. Present the details in the format given herewith.)

Kitchen Layout

(Present a *schematic representation/detailed layout of the kitchen* in the space provided herewith. You may refer to Unit 3, sub-section 3.4.4. to get an idea on how to prepare the schedule layout.)



Physical Facilities of the Main Kitchen and the Pantries

(Present a detail account of the kitchen area in terms of its premise, ventilation, water/gas connections, sanitation, hygiene, and waste disposal policy, uninterrupted power supply, if applicable. Also attach the list of equipment used in the kitchen/pantry.)



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Physical Facilities of the Main Kitchen: A Critical Review

(Critically review the facilities available and record your observations and recommendations related to your work experience in the kitchen in the format given herewith.)

Placement of Work Centers: Observations and Recommendations

Availability of Equipment: Observations and Recommendations. You may record the equipment on an extra sheet, if so required.

Sanitation, Hygiene and Waste Disposal: Observations and Recommendations

E. FUNCTIONING OF THE FOOD SERVICE UNIT

(In the context of the different functions performed by a food service unit, namely menu planning, procurement, receiving, storage, production, issuing, service and food costing, present a detail account of the functions performed by the unit where you undertook the internship in the format given herewith.)

a) Menu Planning

[Present the menu pattern, diet scale (i.e. food allocated per person per day for normal diet) and the cycle menu prepared for the general/private ward. Also record the modified therapeutic diets (i.e. diabetic diet (1500, 1800), semisolid diet, high/low protein diet, salt restricted diet etc.) special feeds prepared (renal feed, high protein feed etc.) in the dietetic center in the format given herewith.]

Diet Scale of the Department

Name of the Food Item(s)	Amount in Grams	
	General ward	Private ward

Food Items/Menus served in General Ward

Breakfast	Mid-Morning	Lunch	Tea	Dinner

Food Items/Menus served in General Ward

Breakfast	Mid-Morning	Lunch	Tea	Dinner

Use of Cycle Menu (General and Private Ward). Present the cycle menu followed in the hospital in a separate sheet and attach here.

Modified Therapeutic Diets. Prepare a list and attach here.

Special Feeds Prepared (give the composition, attach extra sheet if required)

b) Food Procurement, Issue and Storage Policy and Methods

(An important function of the dietetic department is procurement, which includes purchasing and receiving of food items. Record the purchasing process, methods and schedule of purchasing the different food items, the food receiving process and schedule, the storing process (for dry, cold storage) and the records maintained and the issuing system followed in the dietetic department.)

Employee(s) In charge of Purchasing:

Purchasing Method and Schedule for the Different Food Items

(Highlight how the purchase order is prepared giving the specifications of food items required, the schedule of purchase, the delivery timing, the method employed for purchase i.e. bid contract, wholesale buying etc.)



Receiving Function

(Highlight who is responsible for this function, how it is done based on the invoice etc.)

Storage

(Highlight who is in charge of the store room, the storage condition available for dry and cold storage of food items, the equipment available for storage, records maintained in the store room, the issue system followed in the store room etc. You may like to attach pictures of the store room at the end of the report to present a complete picture.)

Issuing

(Highlight who is responsible for issue of food items, how the food items are issued on day to day basis etc.)
Attach extra sheet, if required.

Food Procurement, Storage and Issue: Observations and Recommendations

(Present a critical review on the food procurement, storage and issue function of the dietetic department reported above presenting your observations and recommendations for further improvement.)



c) Food Production

(Food production is the most important function of the food service unit. Highlight the different production areas in the dietetic department in the format given herewith.)

General Ward Cooking Area

[Highlight the different work stations for preparing the different food items, the timing of cooking, the special methods (i.e. assembly line process) employed etc.]

Private Ward Cooking Area

Therapeutic Diet Area [highlight the facilities available, process involved (i.e. based on checking the diet prescription, diet slips/feed slips) for preparing the therapeutic diets etc.]

Special Feed Preparation Area

[Highlight the facilities available, process involved (i.e. based on checking diet prescription, diet slips/feed slips) for preparing the special feeds]

RECORDS MAINTAINED IN THE DEPARTMENT

(Related to food procurement, issue, storage, production, expense books, master diet charts etc.). Attach specimen of records maintained.

FOOD COST REVIEW

(Record how food costing i.e. costing of meals is done at the unit giving the meal charges for general, private wards and who is responsible for food costing.)

Food Production: Observations and Recommendations

(Present a critical review on the food production function of the dietetic department reported above presenting your observations and recommendations for further improvement.)

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d) Food Service and Delivery

[Report on the methods (centralized, decentralized), type (bulk, tray, plate service etc.) and timing of service and delivery of food in the dietetic department as per the format given herewith.]

Methods of Food Service/Delivery:

Type of Food Service for General and Private Wards



Food Service and Distribution: Observations and Recommendations

(Present a critical review on the food service and distribution function of the dietetic department as reported above presenting your observations and recommendations for further improvement.)

F. CLINICAL POSTINGS AND NUTRITIONAL CARE OF PATIENTS

(Medical nutrition therapy is an important and the most crucial part of patient care in any hospital. Record your experiences during the various ward posting describing the nature of work and activities undertaken, the disease conditions studied, nature of diets prescribed for the disease conditions, diet counseling etc. in the format given herewith.)

Ward Posting Details (Present the posting details, including the duration in tabular form here in the space provided) and **Major Disease Conditions Observed and Medical Nutrition Therapy Recommended during Ward Posting** (Record in the format given herewith).

S.No.	Ward Posting	Major Disease Conditions Observed	Recommended Diets

Activities in which the Intern was Involved (i.e. record the nature of experience gained during ward rounds, diet planning and diet counseling of patients during the clinical posting.)

Ward Rounds (Report your activity, experience related to interaction with patients, studying case sheets, collecting information on disease condition and treatment diet prescription, and interpreting doctors dietary prescription.)

Diet Planning (Record your exposure to planning modified diets for different disease conditions based on therapeutic nutrition and dietary guidelines while posted in different wards.)

Diet Counseling of Indoor Patients (Record the counseling provided for which disease condition and the diets prescribed to warded patients here in the space provided.)



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G. NUTRITION AND DIET COUNSELING

(Present your experience and exposure related to the following activities)

Review of Nutrition Education Print Material (Prepare a list of the diet charts, diet sheets and other educational material available in the department for use with patients. You may attach a copy of these charts etc. here in this report.)

List of Educational Material Available



Review of the Acceptability and Usability of these Materials (Present a critical appraisal)

Nutrition and Diet Counseling at OPD Clinics

(Record the counseling sessions attended (i.e. specific to diabetes, overweight, renal diseases, cardiovascular diseases, peptic ulcer/ulcerative colitis, gall stones, protein energy malnutrition etc.) in the OPD under the supervision of the dietitian and also independently in the format given herewith. You may attach extra sheet, if required.)

Date/Time	OPD Posting	Counseling Details

Dietary Counseling: Experience Gained and Recommendations

(Record your experience and state how this activity helped to develop your skills and competencies in communication and practice as nutrition counselor. Suggest the shortcoming, if encountered and recommendations for further improvement.)