

NUTRITION UNIT MONITORING TOOL

Administrative Management Evaluation

Nutrition Services Unit – Clinic Review

(S = Satisfactory, SN = Satisfactory Needs Improvement, U = Unsatisfactory and N/A = Not Applicable)

J. Nutrition Education Observation:		S	SN	U	NA	Possible Points	Points Awarded
Nutrition Education Overall Rating:						75	
1. Individual and Group observations are scored at 100 points for each observation. 2. An average score of all observations conducted in a clinic will determine that clinics score. 3. An average of clinic scores will determine the district nutrition observation score. (Reference Excel worksheet for calculating observation score) • 90-100% 75 Points (S) • 80-89% 65 Points (SN) • 50-79% 55 Points (U) • 0-49 % 0 Points (U)							

Comments:

CLINIC OBSERVATION: INDIVIDUAL NUTRITION EDUCATION SESSION
 DATE: _____ CLINIC: _____ REVIEWER: _____
 Time estimated for total contact: _____ Time estimated for NE contact: _____
 Service Type: Certification **OR** Secondary NE: (Low Risk High Risk
 Participant status (Individual): P B N I C

AREAS OF REVIEW							
A. Establishing Rapport 10 Points		S	SN	U	N A	Points Available	Points Awarded
1. Made eye contact (when culturally Appropriate).						2	
2. Displayed respect for other cultures and used translator appropriately.						2	
3. Used appropriate non-verbal communication.						2	
4. Ensured privacy (quiet enough to talk, adequate space, closed door, unobstructed view of participant)						2	
5. Expressed appreciation for participant's time.						2	
B. Completing Assessment Forms 15 Points		S	SN	U	N A	Points Available	Points Awarded
1. Thoroughly reviewed participant's responses to the Nutrition Questionnaire.						5	
2. Asked probing questions to collect missing information on the Nutrition Questionnaire.						5	
3. Shared findings (growth patterns, hemoglobin, eating patterns, physical activity, etc. as appropriate).						5	
C. Counseling Skills/Topics Covered 30 Points		S	SN	U	N A	Points Available	Points Awarded

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1. Asked open- ended questions to gain information and determine participant's concerns.					5	
2. Praised participant for positive accomplishments.					5	
3. Client was allowed to lead the discussion when applicable.					5	
4. Utilized reflective listening skills to clarify what was heard.					5	
5. If nothing was offered by the participant, attempted to lead discussion based on nutrition risks while maintaining rapport.					5	
6. Mandatory exit topics covered. Appropriate referrals made (TANF, SNAP (Food Stamps), Medicaid, Housing Authority, Food Bank, etc)					5	
D. Goal Setting 25 Points	S	SN	U	N A	Points Available	Points Awarded
1. Summarized the discussion					5	
2. Worked with participant to create achievable goal(s) using client's ideas and language.					10	
3. Documented goal(s) on Nutrition Questionnaire or progress notes (electronic or paper)					10	
E. Accuracy of Certification Findings 20 Points	S	SN	U	N A	Points Available	Points Awarded
1. Correctly identified, documented, and reviewed all Nutrition Risks.					5	
2. Correctly plotted anthropometric measurements.					5	
3. Provided accurate nutrition education and appropriately documented education provided.					5	
4. Were appropriate referrals completed? (Children 1st, etc)					5	
Total Score:					100	
Comments:						
<p>CLINIC OBSERVATION: GROUP NUTRITION EDUCATION SESSION DATE: _____ CLINIC: _____ REVIEWER: _____ Time estimated for total contact: _____ Time estimated for NE contact: _____ Participant status (Group – Check all that apply): P <input type="checkbox"/> B <input type="checkbox"/> N <input type="checkbox"/> I <input type="checkbox"/> C <input type="checkbox"/></p>						
A. Group Nutrition Education Sessions 100 Points	S	SN	U	N A	Points Available	Points Awarded
1. Had outline of topic related questions/used topic suggested by participants.					10	
2. Made introduction of self and topic of discussion.					10	
3. Invited questions and encouraged participation.					10	
4. Explained discussion ground rules.					10	
5. Guided the group discussion (used open end-ended questions).					10	
6. Provided accurate nutrition education information and appropriate materials.					10	
7. Displayed respect for other cultures and used translator appropriately.					10	
8. Used summary and closing.					10	
9. Is there an evaluation of learning included in the class? (Best Practice)					10	
10. Documented group education in the electronic medical record.					10	
Total Score:					100	