

**Carle Foundation Hospital  
Dietetic Technician Competency Audit**

**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Auditor Name:** \_\_\_\_\_

	<b>4= Above and Beyond Requirements</b>	<b>3= Meets Requirements</b>	<b>2= Needs Improvement</b>	<b>1= Does Not Meet Requirement</b>
<b>Telephone Etiquette</b>				
Logging on/off				
Follows Scripting for Dining Service Operators				
Transferring Calls				
<b>EPIC Orders</b>				
Diet Errors				
Admits, Discharges & Transfers				
Allergies				
Diet Changes				
<b>Menu</b>				
Review Categorized Menu				
House Diets				
Picture Menu				
<b>Special Diets</b>				
Bariatric Diet				
Gluten Free Diet				
Diabetic, Cardiac, and Renal Diets				
Combination of more than 1 diet order				
Diet order comments				
<b>Miscellaneous/Special Tasks</b>				
Ordering Nourishments				
Special Trays (guest trays, lost tray, family suites, grievance, parent and coach trays)				

Paging Dietitians				
Future/Delayed Orders				
<b>Customer Service</b>				
Practice patience when working with patients, families and/or visitors				
Works with patient to provide desired meals within dietary restrictions				
Demonstrate knowledge of policies and procedures and skill necessary to perform job duties				
Seek opportunities to help patients and families have the best experience				
Suggest a resolution or alternatives when working with patience to place orders				
Makes patient a priority				
Proficient in diet orders and works collaboratively with patients to place orders				
Courteous and respectful				

**Additional Comments:** \_\_\_\_\_

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