

Maricopa County Department of Public Health Dietetic Internship Program

Prior Assessed Learning Portfolio (PAL)

Instructions for WIC Track Applicants

Policy

- The Maricopa County Department of Public Health Dietetic Internship WIC Track participates in the Prior Assessed Learning (PAL) program recognized by the Academy of Nutrition and Dietetics (AND).

Purpose

- The PAL will allow WIC track internship applicants to receive credit for supervised practice hours completed in their WIC clinics and any other paid dietetic experience.
- Hours from previous work experiences can be applied to be counted towards the 1248 total supervised practices hours required by the MCDPH WIC Track internship curriculum.
- Credit for a maximum of 120 hours of the applicant's prior learning experiences may be given.

Policy Standards

- Applicants to the MCDPH WIC Track must complete the PAL Portfolio in order to be considered for acceptance into the program.
- Credit may be granted after the dietetic internship program directors review the submitted PAL Portfolio.

Procedures

- The PAL portfolio, Resume, and Supporting Documents must be submitted on a USB flash drive submitted in the mail with the internship's application payment. If the applicant provides a self-addressed envelope, the flash drive will be returned.
- Applicants must organize their PAL Portfolio using the template provided named [PAL Portfolio Template](#).

The submitted flash drive must include the following files:

PAL Portfolio (use the [PAL Portfolio Template](#)), which must include:

- Introductory Letter
 - Must contain applicant's name, address, phone numbers, email address and a brief description of how prior dietetic work experiences provide advanced knowledge and skills for a dietetic professional.
- References
 - All previous dietetic work experiences must include a reference person to be contacted for verification.
- ACEND Learning Objectives & Competencies Table
 - Learning Objectives & Competencies are objectives that will be completed by all interns throughout a dietetic internship. Previous dietetic work experience may have already provided applicants with advanced knowledge related to certain Learning Objectives & Competencies, which can be credited for up to 120 hours.
 - The Table allows applicants to organize previous dietetic work experiences into applicable Learning Objectives & Competencies.

Resume

- This will be used by the evaluators as a reference when assessing previous dietetic work experience.

Supporting Documents

- These can be samples of projects, reports, presentations and professional practice that demonstrate advanced knowledge and skill in dietetics.
- These can also include an evaluation from the supervisor, a signed statement of the intern's activities, or other written documentation of activities.
- **The naming of each file and document within the USB flash drive is imperative.** Be precise and exact. Begin the file name with the name of the supporting document. Then use an underscore prior to adding the location's name. Finally add another underscore prior to the applicant's last name. For example:
 - *SOAPNote1_PimaWIC_Strembel*
 - *SOAPNote2_PimaWIC_Strembel*
 - *DietBoard_PhxA_VA_Strembel*

Important Reminders

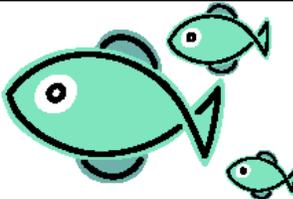
- The evaluators will be looking for the quality and value of the previous work experience.
- Not every experience may be awarded credit. Trainings you attended do not count towards prior learning credit. Volunteer work experience will not be given credit.
- All materials must be typed and presented using the template provided.

Example 1

Learning Objective/ Competency	Activity Completed to Achieve Learning Objective/ Competency	Date(s) and Location(s)	Hours Spent	Supporting Document Name (saved on flashdrive)	What I Learned
CRD 2.2 Demonstrate professional writing skills in preparing professional communications	<i>Developed supplemental nutrition handout discussing what kind of fish is appropriate for pregnant women</i>	<i>5/5/13, Maricopa County WIC</i>	<i>1</i>	<i>FishFacts_MaricopaWIC_Strembel</i>	<i>I learned to create accurate evidence based nutrition material that was appropriate for the target audience's education level.</i>

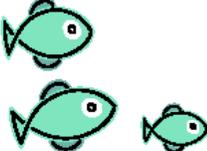
Example 1 of Supporting Document (*FishFacts_MaricopaWIC_Strembel*)

Fish Facts



If you are pregnant or plan on becoming pregnant:

- Avoid eating Shark, Swordfish, King Mackerel, or Tilefish. They contain high levels of mercury.
- Eat up to 12 oz a week of a variety of fish and shellfish that are low in mercury.
- Avoid eating raw fish while pregnant.



Did you know?

- Some fish are very low in mercury. Some of these are: shrimp, canned light tuna, salmon, sardines, Pollock and catfish.
- Albacore tuna has more mercury than canned light tuna.
- Fish and shellfish are good sources of high quality protein. They also contain other important nutrients.

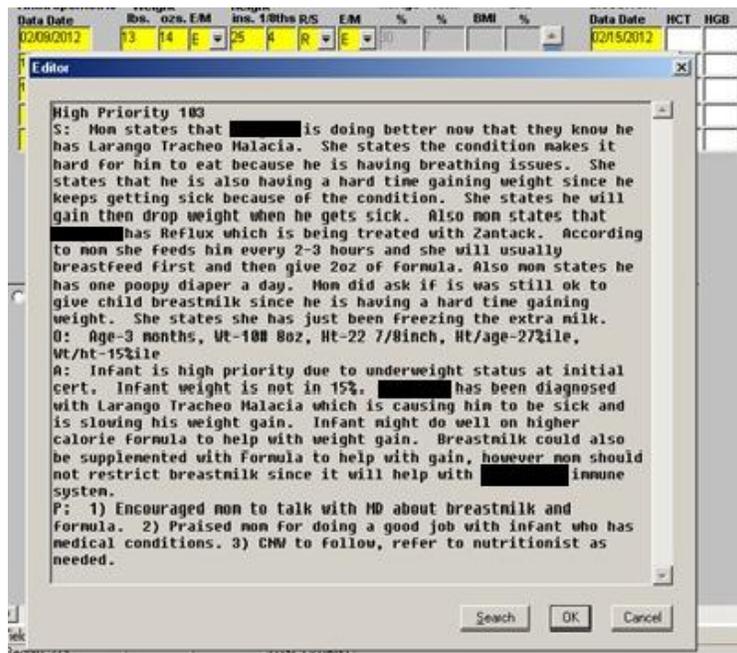




Example 2

Learning Objective/ Competency	Activity Completed to Achieve Learning Objective/ Competency	Date(s) and Location(s)	Hours Spent	Supporting Document Name (saved on flashdrive)	What I Learned
CRD 3.1.a Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered	<i>Assessed clients using height, weight, blood iron and diet recalls, counseled clients with nutritional risks and educated families on healthy eating and good nutrition practices across the lifespan</i>	01/01/10 – 03/03/13, Maricopa County WIC	120	SOAPNote1_PimaWIC_Strembel	<i>I learned that nutrition assessment is beneficial in identifying nutrition risks. By documenting appointments using SOAP notes, fellow nutrition professionals can follow up with clients to continue to facilitate change.</i>

Example 2 of Supporting Document (SOAPNote1_PimaWIC_Strembel)



Example 3

Learning Objective/Competency	Activity Completed to Achieve Learning Objective/Competency	Date(s) and Location(s)	Hours Spent	Supporting Document Name (saved on flashdrive)	What I Learned
<p>CRD 3.2 Demonstrate effective communication skills for clinical and customer services in a variety of formats</p>	<p><i>Created posters for client nutrition education and employee understanding, created diet bulletin board to educate food service workers on principles behind modified diets.</i></p>	<p>11/11/11, Phoenix Veteran's Hospital</p>	<p>10</p>	<p>DietBoard_PhXV A_Strembel</p>	<p><i>I learned how to create effective nutrition education materials to ensure clients' and employees' understanding. I gained practice in creating visual and print nutrition education.</i></p>

Example 3 of Supporting Document (DietBoard_PhXVA_Strembel)

