

# Administrator Certification Program

## OJT Exercises

### Focus Area: Dietary

1. Nutrition and Food Service 10A NCAC 13F .0904
2. Rules Governing the Food Protection and Sanitation of Food Establishments 15A NCAC 18A .2600
3. Food Service Orientation 10A NCAC 13F .0509

**What:** The AIT assignment for each of the above is to examine the community's policies, procedures and processes for the rule areas and determine if the system or systems used to meet the objective of minimum compliance is effective. If the system analysis identifies problems, the AIT will recommend measures to fix the problems.

**How:** The AIT will primarily use the ACLS Self-Survey forms included in the OJT study packets provided in hard copy and on line; however, other ACLS forms and educational material found in the ACLS Basic Orientation Manual 2015 will also be available for use. The AIT will use specific ACLS forms #4634, form # 4613 and the Rules Governing the Food Protection and Sanitation of Food Establishments. The AIT will work directly with the Food Service Manager during the dietary OJT.

**When:** The AIT will perform the self-survey task while in the community so he/she will have access to resident records, resident and staff interviews. Other educational materials related to each rule area may need to be studied outside of the OJT time in the community and will be in addition to the 100 ours of OJT.

**Documentation:** The preceptor will provide guidance and supervision of the OJT assignments and will document the OJT hours on the appropriate documentation forms.