

# 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 Accreditation Council for Education in Nutrition and Dietetics (ACEND).

#### 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 dietetic related work experiences can be applied to be counted towards the 1000 total supervised practice 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

- Documents must be submitted using Google Drive and shared with [mcdphdi@gmail.com](mailto:mcdphdi@gmail.com).
- Please upload the PAL portfolio, resume, and supporting documents to your Google Drive folder and share the folder with [mcdphdi@gmail.com](mailto:mcdphdi@gmail.com).
- A Google account is required to use Google Drive. If you are unfamiliar with Google Drive or do not have an account, please refer to the below link for instructions.  
<https://www.dummies.com/education/internet-basics/use-google-drive/>
- Feel free to contact DI staff with questions, concerns, or to verify receipt of PAL portfolio.
- The applicant must also pay the program fee found on the MCDPHDI website [MCDPH DI Application Fee](#).
- Applicants must organize their PAL Portfolio using the template provided named [PAL Portfolio Template](#).

**The submitted documents must include the following files:**

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

- Introductory Letter
  - Must contain applicant's name, address, phone number(s), 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-related work experiences into applicable Learning Objectives & Competencies. *It is not required to report an activity for every competency.*

**Resume**

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

**Supporting Documents**

- **The naming of each file and document within the folder 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:
  - *HANDSNote1\_PimaWIC\_Strembel*
  - *ADIMENote2\_PimaWIC\_Strembel*
  - *DietBoard\_PhxA\_VA\_Strembel*
- **Do not submit** job descriptions, referral sheets, handouts, etc. **unless they were created by the applicant.**
- Supporting documents can be an evaluation from a supervisor, a signed statement of the applicant's activities, or other written documentation of activities.

- Supporting documents can be samples of projects, reports, presentations, TGIF/ADIME/PES notes, and professional practice that demonstrate advanced knowledge and skill in dietetics.
  - All TGIF/ADIME/PES notes from HANDS must maintain confidentiality of the clients. It is imperative that applicant's follow steps 1-7 below when submitting HANDS notes:
    1. Copy TGIF/ADIME/PES note from HANDS by using print screen and pasting into a Word document.
    2. Crop the screen shot you have pasted into the Word document so that only the ADIME note is visible (e.g., crop out active record from screen shot).
    3. Print the Word document and do not save it.
    4. Black out any other client identifying information from the printed screen shot (e.g., name, ID) with permanent black marker.
    5. Scan the blacked out hard copy to create a PDF document.
    6. View the PDF to make sure there is no visible identifying information and this PDF can now be saved and used for your PAL Portfolio.
    7. Shred the hard copy of the blacked-out Word document you printed.

### **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 experience will not be given credit.
- All materials must be typed and presented using the template provided.

**Examples 1-3 on the following pages may be used as a guide to complete the PAL portfolio.**

**Example 1**

Learning Objective/Competency	Activity Completed to Achieve Learning Objective/Competency	Date(s) and Location(s)	Total Hour(s)	Supporting Document Name	What I Learned
<p>CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.</p>	<p><i>Assessed client's height, weight, hemoglobin levels, medical, nutritional and environmental factors, educated clients on how to minimize nutritional risks through healthy lifestyle habits and good nutrition, and documented per WIC guidelines</i></p>	<p>01/01/13 – 03/03/15, Pima County WIC</p>	<p>120</p>	<p>ADIMENote1_PimaWIC_Strembel</p>	<p><i>I learned how to affect behavior change in clients by using a participant centered assessment and how to document my assessment and conversation with the client to enable further follow-up by the next WIC Nutritionist.</i></p>

**Example 1 of Supporting Document (SOAPNote1\_PimaWIC\_Strembel)**

<p>TGIF</p>	<p>T: FABRICS G: DRINK MORE WATER BY MOM'S HELP AND PUTTING WATER IN EASY TO SEE PLACES I: MANUALLY ADDED CODE 401 DUE TO NOT DRINKING ENOUGH WATER. MOM SAID THAT HER APPETITE HAS INCREASED A LOT MORE THAN BEFORE. DISCUSSED HOW MUCH WATER SHE IS DRINKIN AND SHE SAID 2-3 CUPS. DISCUSSED HOW TO INCREASE THIS BY PUTTING CUPS/WATER BOTTLES IN EASY TO SEE LOCATIONS. SHE ALSO SAID THAT HER MOTHER REMINDS HER TO DRINK WATER. SHE WANT TO BF UNTIL INFANT TURNS 1 YEAR OLD. PRAISED MOM. MOM ASKED QUESTIONS ABOUT PUMPING AND STORING BREASTMILK. CAROLINA CAME AND ANSWERED QUESTIONS AND GAVE HER SUGGESTIONS TO HELP THE TENDERNESS BY USING A COLD RAG ON BREAST BEFORE BF. DISCUSSED HOW SHE WILL GO THROUGH GROWTH SPURTS AND EAT MORE THAN USUAL DURING CERATIN TIMES SUCH AS AT 3 WEEKS AND 6 WEEKS. ENCOURAGED MOM TO KEEP BF. SHE IS CURRENTLY PRODUCING 5 OZ OF BF EVERY 2 HOURS. GAVE HER MORE STORAGE BAGS TO STORE BREASTMILK. WILL START WORK SOON AND SHE WANTS TO PUMP AT WORK AND HAVE ENOUGH BREASTMILK STORED UP WHILE SHE IS AT WORK. PRAISED MOM FOR THIS. SHE WILL BE TALKING TO HER BOSS TODAY TO SEE IF HE IS SUPPORTIVE OF THIS, BUT MOM FEELS THAT HE WILL BE. F: SEE IF SHE IS DRINKING MORE WATER AND HOW BF IS GOING.</p>
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## Example 2

Learning Objective/Competency	Activity Completed to Achieve Learning Objective/Competency	Date(s) and Location(s)	Total Hour(s)	Supporting Document Name	What I Learned
CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.	<i>Developed human milk sharing infographic discussing concerns with purchasing human milk from sources other than milk banks.</i>	<i>5/5/15, Maricopa County WIC</i>	<i>1</i>	<i>MilkSharing_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 2 of Supporting Document (*MilkSharing\_MaricopaWIC\_Strembel*)

Emily Cervantez, MCDPH Dietetic Intern

# Human Milk Sharing

**FOR SALE**

**Introduction**  
Sharing milk via the internet has been growing in popularity. The US Food and Drug Administration recommends against feeding infants human milk from unscreened donors, however mothers are continuing to take to the internet to share or purchase human milk. Common websites include: Human Milk 4 Human Babies, Only The Breast and many others.

It has been previously reported that human milk purchased via the internet grew pathogenic bacteria or had high overall bacteria counts, making it unsuitable for infant consumption.

**Study: Cow's Milk Contamination of Human Milk Purchased via the Internet**

A recent article published in the American Academy of Pediatrics (AAP) examined the composition of human milk purchased via the internet. The study purchased 102 samples advertised as human milk online. A mitochondrial polymerase chain reaction (PCR) was used to test the DNA of the milk.

Eleven out of the 102 samples contained both human and bovine DNA. Ten samples had high enough contamination that incidental or maternal contamination was ruled out. A second phase involved mixtures of cow's milk and cow's milk-based infant formulas to determine the ratio of cow's milk mixed with human milk. It was determined that at least 10% of cow's milk was likely used. Increasing volume for monetary gain was cited as a factor.

Warn clients about the risks associated with feeding their infant milk from an unscreened donor.

Human Milk Banking Association of North America (HMBANA) is recognized as one of the most reputable milk banks in the country. The majority of recipients of milk from this bank are NICU babies.

You may recommend that moms interested in donating unused human milk donate to HMBANA.

<http://pediatrics.connpublishers.org/content/early/2015/03/23/peds.2014-3354.full.pdf+html>

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### Example 3

Learning Objective/Competency	Activity Completed to Achieve Learning Objective/Competency	Date(s) and Location(s)	Total Hour(s)	Supporting Document Name	What I Learned
<p>CRDN 3.3 Demonstrate effective communication skills for clinical and customer services in a variety of formats and settings.</p>	<p><i>Created a PowerPoint and accompanying documents for presentation regarding "Eating Healthy on a Budget" for WIC staff</i></p>	<p>11/11/14, Greenlee WIC</p>	<p>10</p>	<p><i>EatingHealthyOnABudgetPPT_Greenlee_Strembel</i></p>	<p><i>I learned how to keep my co-workers engaged by presenting a topic that was of interest to them and information that they could share with their clients.</i></p>

### Example 3 of Supporting Document (*EatingHealthyOnABudgetPPT\_Greenlee\_Strembel*)

