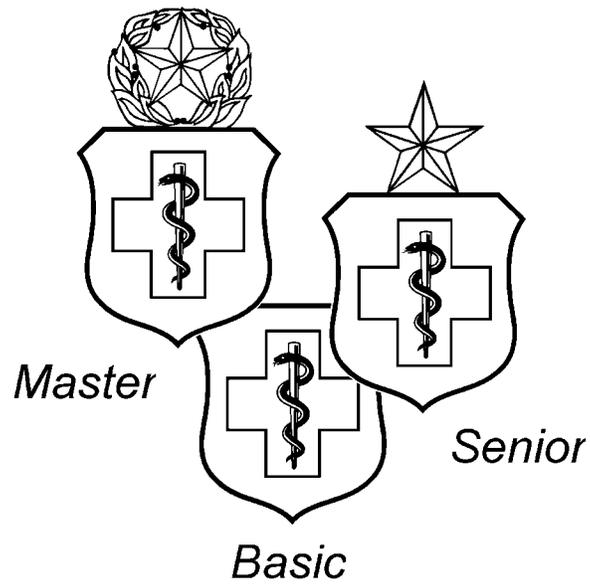


QTP 4D071-4
APRIL 2000

Diet Therapy

Develop Operating Instructions



AFSC 4D071

382d Training Squadron
Training Management
917 Missile Road, Ste 3
Sheppard AFB TX 76311-2263

INTRODUCTION

1. This qualification training package (QTP) was developed to make available a training aid, which will assist Diet Therapy Technicians in developing technical skills essential to performing specialized tasks. The tasks are broken down into teachable steps, which help the trainer guide the trainee into becoming proficient with the tasks. The QTP will also aid the task certifier when evaluating trainees for task certification.
2. As a trainer, direct the trainee to review the training references to better understand the objective of each module. Go through the steps in the task performance with the trainee and allow for enough time to learn each step; some steps may take more time than others may. Remember that the purpose of this QTP is to ensure the trainee can perform each task thoroughly. When the trainee receives enough training and is ready to be evaluated on the objective, follow the evaluation instructions. Conduct a feedback with the trainee on this QTP. After you have ensured and documented that the trainee is qualified to perform the task, a certifier should evaluate the trainee.
3. The goal of the developers of this QTP is to publish a useful document for trainers and trainees that will meet Air Force needs under the concepts outlined in the Career Field Education and Training Plan (CFETP). We value your expertise in meeting this goal. If you find discrepancies in this QTP, or have suggestions for its improvement, or if you have suggestions for other areas that may benefit from a QTP, please let us know about them.

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For convenience, we have also attached a Feedback/Improvements/Corrections letter to this QTP.

Develop Operating Instructions

SUBJECT AREA:	Develop operating instructions.
TASK(s):	Develop operating instructions.
CFETP/STS REFERENCE(s):	23.3
TRAINING REFERENCE(s):	JCAHO Manual, Air Force Occupational Safety and Health (AFOSH) standards, Manual of Clinical Dietetics, Air Force Instructions.
EQUIPMENT REQUIRED:	Computer with word processing capabilities.
OBJECTIVE:	The trainee will develop a Nutritional Medicine (NM)* operating instruction.
EVALUATION:	After the trainee has received instructions, evaluate the individuals' skills in developing an operating instruction.
REMARKS/NOTES:	Review applicable paragraphs in the AFIs.

EVALUATION INSTRUCTIONS:

1. This QTP should be evaluated during actual performance of the tasks or as an end product evaluation. (Whichever applies.)
2. Use the checklist as a teaching tool and ensure each item is covered with the trainee. After the trainee has received instructions, allow sufficient time for completion of each part of the task. The trainee must satisfactorily perform all parts of the task *without assistance*. (i.e. Write/revise an operating instruction utilizing the information in the checklist.) Ensure the trainee has access to necessary resources when assigning OI development/revision, for example: workspace, a computer, and necessary references.
3. Use the checklist when evaluating the task to ensure all steps of the task are accomplished. If the trainee successfully accomplishes the objective, document appropriately in the individual's training record. If the trainee does not accomplish the objective, review the areas needing more training until the objective is met.
4. Document competency upon satisfactory completion of the evaluation. Initial evaluation should be documented in the Specialty Training Standard (STS) of the trainee's CFETP. All recurring evaluation should be documented using AF Form 1098, *Special Task Certification and Recurring Training*, or using an approved substitute record.

**Nutritional Medicine (NM) could be an Element, Flight or Squadron*

Develop Operating Instructions

PERFORMANCE CHECKLIST

	<i>SAT</i>	<i>UNSAT</i>	<i>N/A</i>
1. Determine and state purpose clearly for operating instruction (OI)			
2. Number OI according to functional area of NM 41-100: Administration 41-211: Food Production and Service 44-311: Clinical Dietetics 44-411: Education and Research			
3. Research references and directives JCAHO Air Force Instructions Other			
4. OI must have statement of "Scope of Care"			
5. Write OI using following components: Applicable forms and directives: Responsibilities: Procedures:			
6. Write OIs sequentially. Do not allow for interpretations, explain exactly: What: How: When: Where:			
7. Establish checklist or other management procedures, to ensure all personnel have access to and fully understand the OIs applicable to their job.			
8. Clear and concisely written.			
FINAL RESULTS/NOTES:			

FEEDBACK: Using this checklist as a source of information, discuss the trainee's performance indicating strengths, weaknesses, suggested improvements, etc.

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INFORMATION FOR TRAINEE

It is important to remember that local operating instructions do not replace Air Force Instructions (AFI) or manuals. Local operating instructions provide guidance for local procedures. Most AFIs are very general in nature; local operating instructions provide procedures for a specific facility. For this reason it is not a good practice to obtain operating instructions from another facility and copy them for your facility. However, they can be used as a guide or model for writing an operating instruction for your facility.

Operating instructions should be written in a clear concise manner using standard Air Force terminology. They should not contain unfamiliar language or jargon.

Operating instructions must be reviewed at least annually. In addition, operating instructions should be reviewed whenever the job or function changes.

All outdated or obsolete OIs should be destroyed as soon as no longer needed.

Develop Operating Instructions

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Develop Operating Instructions

IMPROVEMENTS / CORRECTIONS LETTER

From: _____
(Rank, Last Name, First Name, Middle Initial)

(Date)

(Official Address, DSN)

QTP Number and Title _____

List any improvements, corrections, or comments you have about the QTP. Please be specific as to the page, reference, and module.

Develop Operating Instructions

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Attention: Diet Therapy Training Materials Manager