



ORAL EXAMINATION ASSESSMENT FORM

Candidate: _

Date: _

Assessor: _

PART 1: PERFORMANCE IN PHASES OF THE INTERVIEW

The dietetic counseling interview comprises a sequential structure of four phases beginning with an introduction and ending with a signing-off phase. Please record your observations of the candidate’s performance during the four phases. Minor errors which make an individual observation unsatisfactory or if something is not observed are allowable within an individual phase but the candidate must demonstrate overall competence within each phase of the counseling session. If any of the performance criteria are not observed please note in the comments field.

INTRODUCTORY PHASE

PERFORMANCE CRITERIA	ASSESSMENT (TICK WHERE APPROPRIATE)		COMMENTS IF APPLICABLE
	Unsatisfactory	Competent	
Introduces self to client.			
Considers an environment conducive to effective counseling.			
Seeks clarification from client for the reason for the interview.			
Assists client to clarify issues.			
Effectively explains the structure the interview will take with client.			
Establishes rapport with client.			

ASSESSMENT PHASE

PERFORMANCE CRITERIA	ASSESSMENT (TICK WHERE APPROPRIATE)		COMMENTS IF APPLICABLE
	Unsatisfactory	Competent	
Identifies the client’s level of prior knowledge.			
Assists client to clarify dietary intake. Identifies food habits, food intake and nutrient intake patterns.			
Accurately assesses clinical, biochemical and biomedical markers according to reference ranges.			
Assesses anthropometric and other body composition data using suitable methods, and is able to interpret for client.			
Accurately assesses relevant food intake data qualitatively.			
Accurately assesses relevant food intake data quantitatively.			
Identifies psychological, environmental, economic, social and personal data, relevant to plan nutritional management.			
Defines and explains appropriate nutritional problems to the client.			
Articulates suitable nutritional diagnoses.			

EDUCATION/NUTRITION COUNSELLING PHASE

PERFORMANCE CRITERIA	ASSESSMENT (TICK WHERE APPROPRIATE)		COMMENTS IF APPLICABLE
	Unsatisfactory	Competent	
Explains diet-disease relationship.			
Accurately prioritises areas of nutritional concern.			
Develops a dietary prescription that is accurate.			
Develops a dietary prescription that is client-centred.			
Identifies and negotiates realistic, client-oriented goals and strategies.			
Identifies nutrition outcome measure and performance indicators.			
Identifies barriers to the resolution of client problems.			
Engages client in all discussion and responds to concerns.			
Effectively listens throughout the consultation.			
Communicates in a way, which respects customs of cultures. Using socially and culturally appropriate strategies.			

CONCLUDING PHASE

PERFORMANCE CRITERIA	ASSESSMENT (TICK WHERE APPROPRIATE)		COMMENTS IF APPLICABLE
	Unsatisfactory	Competent	
Appropriate summation of take home messages.			
Evaluates process of the consultation with client.			
Evaluates impact (or outcomes) of consultation with client.			
Determines a time-frame for follow-up.			
Closure the interview appropriately.			
Interview completed in appropriate timeframe.			

PART 2: PERFORMANCE IN OVERALL COMMUNICATION SKILLS

Throughout the interview, the way in which the candidate communicates with the client and how the interview is managed will have a significant impact on interview outcomes. Please comment on the specific skills in client-centred management.

PERFORMANCE CRITERIA	ASSESSMENT (TICK WHERE APPROPRIATE)		COMMENTS IF APPLICABLE
	Unsatisfactory	Competent	
Clarifies client’s understanding throughout.			
Uses English that is able to be understood by the client.			
Respects client’s values and point of view.			
Effectively responds to cues in developing discussion.			
Uses appropriate verbal communication.			
Uses appropriate non-verbal communication.			
Negotiates effectively with the client to achieve health outcomes.			
Maintains direction of interview.			
Manages the interview appropriately.			

PART 3: SAFETY OF PRACTICE, MAJOR CONCERNS AND MAJOR BREACHES

Throughout the interview, were there any major concerns which make the candidate unsuitable to pass the oral exam? Any observations in this section result in fail, so it is not essential to complete this section if no concerns are noted.

CONCERN	OBSERVED	JUSTIFICATION/COMMENTS
Candidate is unsafe to practice.		
Candidate breaches DAA Code of Professional Conduct.		
Candidate does not comply with DAA’s Statement of Ethical Practice.		

SUMMARY OF CANDIDATE PERFORMANCE

	<p>ORAL EXAMINATION ASSESSMENT SUMMARY</p> <p>Candidate: _____</p> <p>Exam Date: _____</p>
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Each Examiner should complete the Assessment Summary page in addition to the more detailed Oral Examination Assessment Form. * Clearly indicate the candidate’s final result as either UNSATISFACTORY or COMPETENT.

To pass the oral exam the candidate must PASS all three parts of the oral examination OVERALL. Please note that Part 1 has 4 phases. Minor errors which make an individual observation “not competent” or “not observed” are allowed in the documentation above, but within an individual part, the candidate must demonstrate competence in that area of the counseling session.

Assessment Grid (Please complete the grid to indicate the results of the candidate’s performance)

Dietetic Counseling Session	UNSATISFACTORY	COMPETENT
Part 1		
Introductory Phase		
Assessment Phase		
Education/Nutrition Counseling Phase		
Concluding Phase		
Part 2		
Communication Skills		
Part 3		
Safety to Practice		
Overall Assessment*	UNSATISFACTORY / COMPETENT	

Detail why you have assessed the performance as UNSATISFACTORY or COMPETENT. This may include reference to the candidate’s self critique.

Signature of Assessor: _____ **Date:** _____