



Scope of Practice

NUTRITION / MANAGEMENT OF FOODSERVICE / SANITATION / HUMAN RESOURCE MANAGEMENT

A Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) has passed a nationally recognized credentialing exam offered by the Certifying Board for Dietary Managers. Continuing education is required to maintain these credentials. The exam is written by content experts, and administered by The American College Testing Program (ACT). The exam consists of 200 questions that have been pre-tested and proven valid and reliable. Questions cover 10 competency areas which fall under four major headings: Nutrition, Management of Food Service, Sanitation, and Human Resource Management. The CDM, CFPP credentials indicate that these individuals have the training and experience to competently perform the responsibilities of a dietary manager. CDM, CFPPs work together with registered dietitians to provide quality nutritional care for clients and perform the following tasks on a regular basis:

- Conduct routine client nutritional screening which includes food/fluid intake information
- Calculate nutrient intake
- Identify nutrition problems
- Implement diet plans and physicians' diet orders using appropriate modifications
- Utilize standard nutrition care procedures
- Document nutritional screening data in the medical records (i.e. care plans, MDS, etc.)
- Review intake records, do visual meal rounds, and document food intake
- Participate in client care conferences
- Provide clients with basic diet information
- Specify standards and procedures for food preparation
- Continuously improve care and service using quality management techniques
- Supervise preparation and serving of therapeutic diets and supplemental feedings
- Manage a sanitary foodservice environment
- Protect food in all phases of preparation, holding, service, cooling, and transportation
- Purchase, receive, and store food following established sanitation and quality standards
- Purchase, store, and ensure safe use of chemicals and cleaning agents
- Manage equipment use and maintenance
- Develop work schedules, prepare work assignments
- Prepare, plan, and conduct departmental meetings and in-service programs
- Interview, hire, and train employees
- Conduct employee performance evaluations
- Recommend salary and wage adjustments for employees
- Supervise, discipline, and terminate employees
- Supervise business operations of dietary department
- Prepare purchase specifications and orders for food, supplies, and equipment
- Develop annual budget and operate within budget parameters
- Develop and implement policies and procedures