CDM® | CFPP® | Certified Dietary Manager
Certified Food Protection Professional

Scope of Practice

March 2022

NUTRITION / FOODSERVICE MANAGEMENT / FOOD SAFETY / PERSONNEL MANAGEMENT / BUSINESS OPERATIONS

A Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) has met eligibility requirements for, and passed, a nationally recognized credentialing examination offered by the Certifying Board for Dietary Managers. Continuing education is required to maintain this credential. CDM, CFPPs have the education and experience to competently perform the responsibilities of a foodservice manager in a non-commercial setting. The CDM, CFPP is qualified to perform the tasks within the following domains:

Nutrition

Competency	Task
Gather Nutrition Data	• Interview and identify client specific nutritional needs/problems • Review nutrition screening data and calculate nutrient intake • Document in the medical record • Identify food customs and nutrition preferences based on race, culture, religion, and food intolerances
Apply Nutrition Data	• Implement and include in the nutrition care plan prescribed diet orders, special nourishments, supplemental feedings • Modify diet plan as needed following standards of nutrition care/evidence- based guidelines • Utilize standard nutrition care procedures following ethical and confidentiality principles and practices • Participate in care conferences and review effectiveness of nutrition care
Provide Nutrition Education	• Utilize evidence-based educational materials to teach clients and staff about basic diet information • Honor specific client preferences and the appropriateness of acceptable food substitutions

Food Service

Competency	Task
Ensure Effectiveness of Standardized Recipes	• Implement elements of a standardized recipe including portion control, cooking procedures, HACCP guidelines, food preparation procedures, nutritional analysis, cost analysis and client's acceptance
Specify Standards/ Procedures for Preparing Food	• Develop menus and implement procedures to monitor food quality, appearance and temperature, production, and food waste in accordance with established national guidelines

Supervise the Production and Distribution of Food	• Define and monitor food delivery procedures including special event preparation, production and menu forecasting, labor and scheduling • Effectively manage efficiency (time, cost) of foodservice system
Monitor Meal Service Delivery	• Oversee meal service for diet accuracy, portion sizes, temperature, texture modifications, overall presentation, and quality • Ensure accurate preparation and serving of therapeutic diets and nutritional supplements
Implement Continuous Quality Improvement Procedures for Foodservice Department (QAPI)	• Define and monitor foodservice standards • Implement written protocols and tools to audit for effective quality indicators
Modify Standardized Menus	• Adhere to regulatory nutritional guidelines • Utilize approved diet manuals to support menu development and modifications to honor client cultural preferences/intolerances

Personnel Management & Communications

Competency	Task
Define Personnel Needs and Job Functions	• Develop written job descriptions, personnel/task analysis • Participate in marketing open positions and updating departmental organizational chart
Interview, Select, and Onboard Employees	• Conduct interviews, select and onboard new employees in accordance with organization policies and procedures • Follow organization's protocols for selection and onboarding of new employees while complying with fair employment laws/practices for hiring and discharging of department staff
Provide Ongoing Education and Training	• Provide and keep record of education and in-service training for staff, including regulatory required trainings, i.e. sanitation, safety, customer service, ethics, disaster preparedness, infection control etc. as deemed appropriate per federal, state and organization policies
Develop and Maintain Employee Time Schedules and Assignments	• Identify and document overall staffing needs • Prepare and maintain time schedules and work assignments to meet department needs
Manage Goals and Priorities for Department	• Establish short-term and long-term goals and expectations in the form of policies and procedures and prioritize appropriately • Clearly communicate goals, within department and organization • Establish contingency plan for department to meet priorities, utilizing available resources

Manage Department Personnel	• Maintain personnel records, conduct evaluations, coaching sessions, and recommend salary and wage adjustments • Supervise, coach, discipline and terminate employees according to organization policies • Comply with management laws and practices (e.g., union contracts, FMLA, etc.)
Manage Professional Interactions	• Participate in regulatory agency surveys/activities demonstrating professionalism with interaction with federal, state and local surveyors and inspectors and adhering to the CDM, CFPP Code of Ethics • Communicate with other health professionals and participate in interdisciplinary team client care conferences • Direct own professional development, while sharing relevant and applicable information with team members
Implement Departmental Changes	• Identify problems and develop an effective plan of action for solution • Implement changes within the department as needed; evaluate the effectiveness of the change

Sanitation and Food Safety

Competency	Task
Manage Personnel to Ensure Compliance with Safety and Sanitation Regulations	• Comply with federal safety and sanitation regulations and guidelines • Educate and train employees according to safety and sanitation policies and procedures for cleaning and equipment maintenance and enforce and audit compliance
Manage Purchasing, Receiving, Storage, and Distribution of Food and Supplies Following Established Sanitation and Quality Standards	• Procure food, water and supplies as specified from approved purveyors and identify food quality and grading • Protect food in all phases of handling to prevent foodborne illnesses from occurring due to improper handling • Ensure proper safe food packaging, labeling, dating, and storage practices in delivery and food rotation process • Purchase, store, and ensure safe use of chemicals and cleaning agents
Protect Food in All Phases of Preparation Following HACCP Guidelines	• Recognize, identify, and monitor potentially hazardous foods to prevent the spread of pathogens and an outbreak of a foodborne illness • Implement food production protocols that control time and temperature, cross contamination, and safe critical limits • Establish an effective Emergency/Disaster Plan to ensure a safe food supply is on hand and a crisis management plan in place in the event of a foodborne illness outbreak or any other local or national emergency/disaster • Ensure compliance through documentation and corrective action plans when critical limits are exceeded
Manage Physical Facilities to Ensure Compliance with Safety and Sanitation Guidelines	• Manage a safe and sanitary foodservice environment • Follow all federal and state environmental food safety and sanitation regulations • Utilize written procedures/audit checklists for maintaining all equipment following manufacturers guidelines for safe use and sanitation • Conduct workflow analysis/workflow simplification procedures to improve overall departmental layout

Business Operations	
Competency	**Task**
Manage a Budget	• Develop annual budget and operate within budget parameters • Manage actual costs to budget in calculating costs for daily PPD, equipment, supplies and labor for the food service department
Prepare Specifications for Capital Purchases	• Evaluate capital equipment needs, existing condition and future requirements • Develop justification and prepare specifications for replacement as needed for new capital equipment
Plan and Budget for Improvements in the Department Design and Layout	• Conduct and evaluate departmental workflow needs, research current design concepts • Prepare proposals for construction or renovation in layouts and designs
Assist in the Purchasing Process	• Implement purchasing processes including group purchasing, bidding, returns, recalls and inventory management practices • Adhere to budget restrictions, purchasing policies and maintain inventory records
Manage Revenue Generating Services	• Supervise business operations of foodservice department, implementing cost effective procedures and managing revenue-generating services
Implement Cost Effective Procedures	• Implement cost saving measures for inventory control, purchasing and operation of foodservice department • Report actual costs vs. budget variances

References

- CBDM Scope of Practice 1.20.2020
- CDM Credentialing Exam Detailed Content Outline 2020
- CBDM Professional Standards of Practice
- 2017 & 2019 FDA Food Code
- CMS Long Term Care State Operations Manual (SOM), Appendix PP Food and Nutrition Services §483.60 November 2017

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