

Assessing Competency: Gap Analysis Tool

This tool aims to identify skill gaps to assist in prioritizing continuing education opportunities.

Review the competency and related practice standard and identify your skill in each area.

Explain action steps to bridge gap. Use the resources listed to assist in developing a plan of action.

Please check off your level of knowledge and skill in each of the following CDM, CFPP competencies.

Your response will point to any learning needs.



No Knowledge/Entry Level Knowledge or Skills:

Suggest Level I courses and basic resources

The desired outcome is to ensure a foundation of basic concepts of the subject matter.



Basic/Foundational Knowledge or Skills:

Suggest Level II course and basic to advanced resources

The desired outcome is to enhance knowledge and facilitate application of knowledge to practice.



Thorough Knowledge of Topic:

Suggest Level III courses and advanced resources

The desired outcome is to integrate analysis and application of knowledge, incorporating continuous quality improvement into best practice.

Competency Area 1: Nutrition

Competency	Behavioral Description	No Knowledge/ Entry Level Knowledge	Basic/ Foundational Knowledge or Skills	Thorough Knowledge of Topic	Importance of competency to your current job (Rate 1-3) 1 - No/Little Importance 2 - Somewhat of Importance 3 - Significant Importance	Importance of competency to your future goals (Rate 1-3) 1 - No/Little Importance 2 - Somewhat of Importance 3 - Significant Importance
Gather Nutrition Data	1. Document Nutrition Information in the Medical Records					
	2. Interview for Nutrition Related Information					
	3. Obtain Routine Nutrition Screening Data					
	4. Identify Nutrition Problems and Client Rights					

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Apply Nutrition Data	1. Modify Diet Plans					
	2. Implement Physician's Dietary Orders					
	3. Apply Standard Nutrition Care Procedures					
	4. Review Effectiveness of Nutrition Care					
	5. Manage Special Nourishments & Supplemental Feedings					

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Provide Nutrition Education	1. Assist Clients with Food Selection					
	2. Use Nutrition Education Materials					
	3. Adapt Teaching to Clients' Educational Needs: evaluate clients' readiness to learn					

Competency Area 1: Nutrition-Related Practice Standards and ANFP Education Resources

Practice Standards

[Documenting in the Medical Record](#)

[Fluid Intake: Assessing Fluid Needs & Documenting Intake](#)

Resources

[AND Nutrition Care Manual](#)

[RD411.com](#)

[Focus on Formulas - Fluid Intake](#)

[Focus on Formulas - Ideal Body Weight](#)

[Centers for Medicare and Medicaid Services MDS 3.0 RAI Manual](#)

[2020 - 2025 Dietary Guidelines for Americans](#)

[Choose My Plate](#)

[Competency Checklist for Foodservice Employees](#)

Education

[MDS 3.0: Nutritional & Care Planning Decisions](#)

[Comfort Food & Comfort Care](#)

[Food Allergies](#)

[Certificate of Advanced Learning: Building on MNT Basics](#)

[Standards of Practice for Individualized Diet Approaches](#)

[Medical Terminology & Drug Nutrient Interaction](#)

[Nutrition Connection Edge Articles](#)

Competency Level

II

II

II

III

II

II

Various

Competency Area 2: Foodservice

Competency	Behavioral Description	No Knowledge/ Entry Level Knowledge	Basic/ Foundational Knowledge or Skills	Thorough Knowledge of Topic	Importance of competency to your current job (Rate 1-3) 1 - No/Little Importance 2 - Somewhat of Importance 3 - Significant Importance	Importance of competency to your future goals (Rate 1-3) 1 - No/Little Importance 2 - Somewhat of Importance 3 - Significant Importance
Foodservice	1. Manage Standardized Recipes					
	2. Specify Standards and Procedures for Preparing Food					
	3. Supervise the Production and Distribution of Food					
	4. Monitor Meal Service					
	5. Implement Continuous Quality Improvement Procedures for Foodservice Department					
	6. Modify Standard Menus					

Competency Area 2: Foodservice-Related Practice Standards and ANFP Education Resources

Practice Standards	Education	Competency Level
Measuring Meal Production	Maximizing Menu Integration	II
Menu Planning, Calories & Portions	Healthcare Hospitality	II
Controlling Costs in Foodservice	Culinary Solutions: Basic Principles of Soups and Sauces	I
	Basic Baking	I
	Creative Carvings: Techniques for Creating Attractive Garnishes & Centerpieces	II
	Using Herbs and Spices: Cooking Without Salt	II
	Theme Meals & Holiday Planning	II
	Food Presentation: Tips for Making Meals Look Their Best	II
	Food Allergies	II
	Culinary Boot Camp	I
	Culinary Connection Edge Articles	Various

Competency Area 3: Personnel & Communications

Competency	Behavioral Description	No Knowledge/ Entry Level Knowledge	Basic/ Foundational Knowledge or Skills	Thorough Knowledge of Topic	Importance of competency to your current job (Rate 1-3) 1 - No/Little Importance 2 - Somewhat of Importance 3 - Significant Importance	Importance of competency to your future goals (Rate 1-3) 1 - No/Little Importance 2 - Somewhat of Importance 3 - Significant Importance
Personnel & Communications	1. Define Personnel Needs and Job Functions					
	2. Interview, Select, and Orient Employees					
	3. Provide Ongoing Education					
	4. Develop and Maintain Employee Time Schedules and Assignments					
	5. Manage Goals and Priorities for Department					
	6. Manage Department Personnel					
	7. Manage Professional Communications					
	8. Implement Required Changes in Foodservice Department					

Competency Area 3: Personnel & Communications-Related Practice Standards and ANFP Education Resources

Resources
Top 10 Tips to Tackle Social Media in the Workplace - Part I
Top 10 Tips to Tackle Social Media in the Workplace - Part II
Top 10 Things to Look for When Hiring
Top 10 Ways to Communicate Across Generations
Top 10 Ways to Improve Employee Engagement
Top 10 Steps to Prepare for an Inservice/Education Session
Top 10 Facts CDMs Should Know About FMLA
Focus on Formulas - Tray Accuracy
Focus on Formulas - Productivity Rate
Competency Checklist for Foodservice Employees

Practice Standards	
Estimating Staffing Needs	
Calculating FTEs	

Education	Competency Level
HR Toolkit for Managers	I
Transition from Team Member to Leader	I
Team Empowerment: A Key to Leadership Success	III
Leading Through Change	II
Leadership Through the Organizational Culture Change	III
Snap, Tweet, and Share: Fundamentals of Social Media	I
You'll Never Know if You Don't Ask: Getting Project Approval	II
Management Connection Edge Articles	Various

Competency Area 4: Sanitation & Safety

Competency	Behavioral Description	No Knowledge/ Entry Level Knowledge	Basic/ Foundational Knowledge or Skills	Thorough Knowledge of Topic	Importance of competency to your current job (Rate 1-3) 1 - No/Little Importance 2 - Somewhat of Importance 3 - Significant Importance	Importance of competency to your future goals (Rate 1-3) 1 - No/Little Importance 2 - Somewhat of Importance 3 - Significant Importance
Sanitation & Safety	1. Manage Personnel to Ensure Compliance with Safety and Sanitation Regulations					
	2. Manage Purchasing, Receiving, Storage, & Distribution of Food & Supplies Following established Sanitation & Quality Standards					
	3. Protect Food in All Phases of Preparation using HACCP Guidelines					
	4. Manage Physical Facilities to Ensure Compliance with Safety and Sanitation Guidelines					

Competency Area 4: Sanitation & Safety-Related Practice Standards and ANFP Education Resources

Practice Standards

- [Emergency Planning](#)
- [Food Safety](#)
- [Food Storage Guidelines](#)

Resources

- [Competency Checklist for Foodservice Employees](#)
- [Top 10 Tips for Glove Use](#)
- [Top 10 Tips for Disaster Planning](#)
- [Disaster Plan Template](#)
- [Top 10 Things CDMs Should Know About the FDA Food Code](#)
- [Top 10 Ways to Make Sanitation Fun](#)
- [2017 FDA Food Code](#)
- [Food Keeper App](#)

Education

- [Food Safety and Technology](#)
- [Foodborne Pathogens](#)
- [Food Safety for Local Sourcing](#)
- [Food Safety in Quantity Food Preparation](#)
- [Cracking the 2013 FDA Food Code](#)
- [Is Your Storage Inspection Ready?](#)
- [Risky Business: CDC Risk Factor Alert](#)
- [Food Protection Connection Articles](#)

Competency Level

- II
- II
- III
- II
- I
- II
- I
- Various

Competency Area 5: Business Operations

Competency	Behavioral Description	No Knowledge/ Entry Level Knowledge	Basic/ Foundational Knowledge or Skills	Thorough Knowledge of Topic	Importance of competency to your current job (Rate 1-3) 1 - No/Little Importance 2 - Somewhat of Importance 3 - Significant Importance	Importance of competency to your future goals (Rate 1-3) 1 - No/Little Importance 2 - Somewhat of Importance 3 - Significant Importance
Business Operations	1. Manage a Budget					
	2. Prepare Specifications for Capital Purchases					
	3. Plan and Budget for Improvements in the Department Design and Layout					
	4. Assist in the Purchasing Process					
	5. Manage Revenue Generating Services					
	6. Implement Cost Effective Procedures					

Competency Area 5: Business Operations-Related Practice Standards and ANFP Education Resources

Practice Standards
Estimating Staffing Needs
Calculating FTEs
Controlling Costs in Foodservice
Foodservice Department Catering
Calculating Food Costs
Determining Menu Item Prices

Education	Competency Level
Design Planning 101 for Foodservice Operations	I
You'll Never Know if You Don't Ask: Getting Project Approval	II
Workflow Development for Foodservice Operations	III

Resources
Focus on Formulas - Profitability Analysis
Focus on Formulas - Raw Food Cost Per Patient Day
ANFP Benchmarking Program